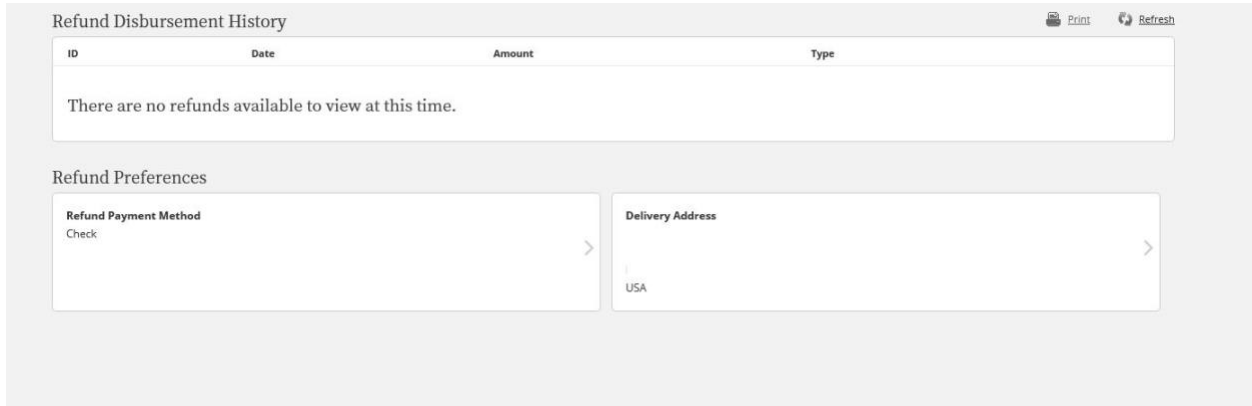


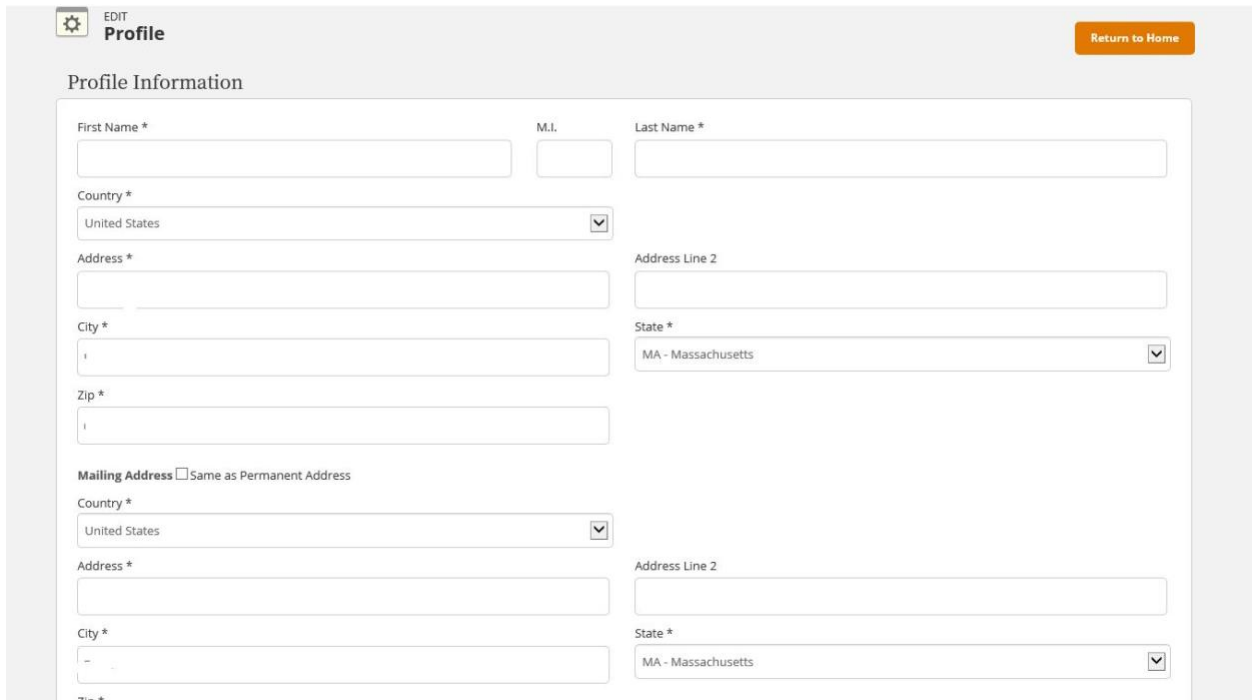
## How to update Delivery Address on your refund profile.

Log into your account (<https://regiscollege.afford.com/>) and select your refund tab. You should see a page similar to this.



The screenshot shows a web interface with two main sections. The top section is titled "Refund Disbursement History" and contains a table with columns for ID, Date, Amount, and Type. Below the table, a message states "There are no refunds available to view at this time." The bottom section is titled "Refund Preferences" and contains two panels. The left panel is titled "Refund Payment Method" and shows "Check" as the selected option. The right panel is titled "Delivery Address" and shows "USA" as the selected option. Both panels have a right-pointing arrow indicating they can be expanded or edited.

Click on Delivery Address and you should see a page like this



The screenshot shows a "Profile Information" page. At the top left, there is an "EDIT Profile" button with a gear icon. At the top right, there is a "Return to Home" button. The page contains two main sections for address information. The first section is for the primary address, with fields for First Name \*, M.I., Last Name \*, Country \* (United States), Address \*, Address Line 2, City \*, State \* (MA - Massachusetts), and Zip \*. Below this is a "Mailing Address" section with a checkbox for "Same as Permanent Address". This section has fields for Country \* (United States), Address \*, Address Line 2, City \*, State \* (MA - Massachusetts), and Zip \*. At the bottom left, there is a "7in \*" label.

Change the mailing address portion to the correct address and Select the orange submit button at the bottom left.

## How to Change your Refund Method

Log into your account and select your refund tab. You should see a page similar to this.

The screenshot shows a web interface titled "Refund Disbursement History". At the top right, there are "Print" and "Refresh" icons. Below the title is a table with columns for "ID", "Date", "Amount", and "Type". The table is currently empty, with the text "There are no refunds available to view at this time." displayed below it. Underneath the table is a section titled "Refund Preferences" containing two panels. The left panel is labeled "Refund Payment Method" and shows "Check" as the selected option. The right panel is labeled "Delivery Address" and shows "USA". Both panels have a right-pointing arrow icon.

Click on Refund Payment Method and you should see a page like this.

The screenshot shows a page for selecting a refund payment preference. It starts with the text "In the event you are due a refund, please select a Payment Preference. [Learn More](#)". Below this, it states "Current Payment Method: Check". There are two main options, each in a separate box. The first option is "Direct Deposit", which is currently unselected. It has an availability of "1-2 Days After Funds are Disbursed by Your School" and a description: "Direct Deposit allows your funds to be directed to your existing checking or savings account." The second option is "Check", which is selected with a radio button. It has an availability of "7-10 Days After Funds are Disbursed by Your School" and a description: "A Check will be mailed to your Delivery Address." Below the "Check" option, there is a "Delivery Address:" label and a dropdown menu showing "USA". At the bottom of the page, there are two orange buttons: "Cancel" on the left and "Submit" on the right.

If selecting Direct Deposit, you will see this option

The screenshot shows the "Direct Deposit" option selected. It includes the same introductory text and "Current Payment Method: Check" as the previous page. The "Direct Deposit" option is now selected with a radio button. Its availability is "1-2 Days After Funds are Disbursed by Your School" and its description is "Direct Deposit allows your funds to be directed to your existing checking or savings account." Below this, there is a section titled "My Direct Deposit Wallet". It contains a table with four columns: "Payment Method Nickname", "Account Type", "Account Number", and "Exp Date". Each column has a corresponding input field. To the right of the "Exp Date" field is a link that says "+ Add New Bank Account".

Click + Add New Bank Account and a pop up will come up that looks like this

**Add a Payment Method**

Checking/Savings

**Payment Account Information**

Payment Method Nickname \*

First Name \*

Last Name \*

Account Type \*  
Checking

Routing Number \*

Account Number \*

Confirm Account Number \*

**Important Payment Information**

**Direct Deposit Authorization Agreement**  
By entering my account information and selecting submit, I hereby authorize Wells Fargo, to initiate credit entries (direct deposits) and to initiate, if necessary, debit entries (withdrawals) and adjustments for any credit entries in error to my Checking or Savings. This authority is to remain in full force and effect until I change my selection for disbursement of funds at which time I revoke my authorization, however, Wells Fargo retains authorization for debit entries and adjustments for any credit entries in error to my Checking or Savings account that were previously disbursed.

Jane A Smith  
Robert J. Smith  
123 Fourth Street  
Anytown, ST 12345  
Date 0101

Pay to the order of \$  
DOLLARS

YOUR FINANCIAL INSTITUTION  
ANYTOWN, ST 12345-6789

FOR  
⑆ 27578425 ⑆ 275780126578 ⑆ 0401

Routing Number Account Number Check Number

NOTE: Before entering this data confirm with your financial institution that this data is correct. In some instances, a financial institution may use a different routing number for electronic payment.

NOTE: Do not include this when entering the account number.

Submit

Enter your account information and click submit. Then make sure to click Submit on the Payment Preference page to save your preference.

You should receive an email to let you know that you have made changes to your account.

Please reach out to Nelnet at 800-722-4867 if you need assistance.