

How to Get a Refund on Your Tuition at Merced College

Our secure payment system will need to be accessed through Google Chrome or Internet Explorer. Please keep in mind that the site is not compatible with Safari web browser that comes on Apple products.

Merced College will be processing student refunds electronically. In order to ensure that your refund is processed, please take the time to set up your electronic refund account by following the instructions below.

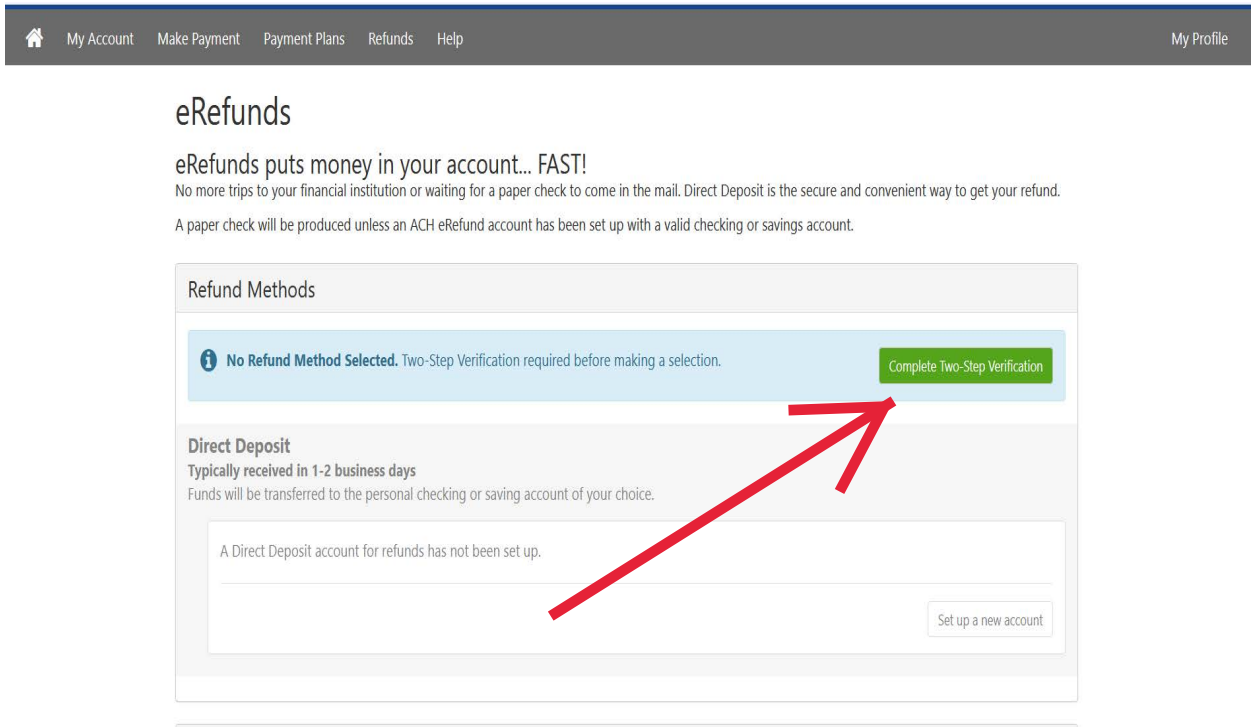
1. Go to www.mccd.edu/makepayment.
2. Login to the [MC Portal](http://mc4me.mccd.edu) (http://mc4me.mccd.edu)
3. In WebAdvisor for Students, select "**Financial Information**"
4. Select, "**Pay on My Account**"
5. To connect to the Merced College Student Account Center, select "**Click Here**"
6. You will be connected to the Student Account Center page by TouchNet. On this page, click on "**Electronic Refund**" in the My Profile Setup menu as shown in the screenshot below:

The screenshot shows the Merced College Student Account Center interface. At the top, there is a navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. Below this, the page is divided into several sections:

- Announcement:** A box titled 'Welcome to the Merced College Student Account Center!' with text about viewing account activity and making payments.
- Student Account:** A central panel showing 'Student Account' with ID: xxx6827 and 'Balance' of \$0.00. There are 'View Activity' and 'Make Payment' buttons.
- My Profile Setup:** A sidebar menu with the following items: Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds. A red arrow points to the 'Electronic Refunds' option.
- Term Balances:** A section at the bottom of the sidebar.

At the bottom of the page, there is a footer with copyright information and a 'Powered by touchnet' logo.

7. Next, click on the **“Complete Two-Step Verification”** button. You will get to determine if you want the verification code to be emailed or text to you. Once the code is received, enter it into the text box and click **“Verify”**.



8. Click **“Set up a new account”**. Then enter your account information in the **Set Up Refund Account** screen, then click **“Continue”**:

Set Up Refund Account

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

9. Review your account information and click “**I agree**”, then “**Continue**”.

10. Once your eRefund account has been set up successfully, you will receive a confirmation message.