November 30, 2011

IMPORTANT ANNOUNCEMENT: Spring semester financial aid refund check distribution

Dear Law Student,

Spring semester financial aid refund checks will NOT be available for pick up. If Direct Deposit is established your refund will be in your bank account beginning Wednesday, January 11th; otherwise, refunds will be mailed to the student’s mailing address beginning Wednesday, January 11th.

Establish Direct Deposit by midnight on January 5th to be effective by the first spring disbursement. If you are unable to establish Direct Deposit by this date, please establish for future disbursements.

Sign up for Direct Deposit

- Login to [Duckweb](#)
- Select “Student Menu”
- Select “Direct Deposit”
- Select “Add Reimbursement Direct Deposit”
- Input your bank account information
- Select “Save”

If you need assistance determining your account or routing numbers, please contact your financial institution. If you have further questions, please contact our Student Direct Deposit Coordinator at (541) 346-3171.

For students who have not established Direct Deposit, please make sure your mailing address is current by logging into Duckweb and selecting “Personal Information.” Addresses need to be updated by January 5th following the directions below.

To update your Mailing Address:

- Login to [Duckweb](#)
- Select “Personal Information”
- Select “Update Address(es) and Phone(s)”
- If your Mailing address is no longer valid,
  - Select “Current” next to the address
  - Check the “Delete this Address” box
  - Click “Submit”
- To add a new Mailing address,
  - Select “Mailing” under “Type of Address to Insert”
  - Click “Submit”
  - Enter your address (including apartment number if applicable)
  - Click “Submit”

To determine when your refund has been issued, please follow the instruction below:

- Login to [Duckweb](#)
- Select “Student Menu”
- Select “View Account Summary”
- Look at the “Effective Date” of the description “Refund Issued”
- Refund are generally generated two business days after the “Effective Date”

If you have any questions, please contact the Student Billing Office at stubills@uoregon.edu or (541) 346-3170.

Thank You,
UO Student Billing