**TAFE Students -**

**How do I provide my bank details for refund purposes**

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

**How to provide bank details for refund purposes**

**Important:**

To receive a refund you will need to provide your personal banking details to allow a direct deposit to occur.

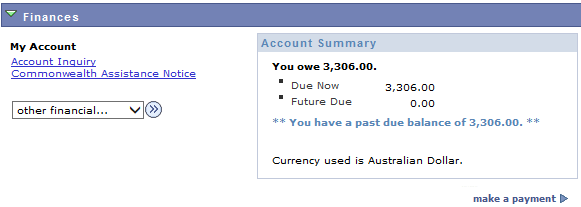
Steps: Login to my Student Centre by going to mySC.federation.edu.au



1. Enter your **User ID** number (student ID) and **Password**, then select the button.

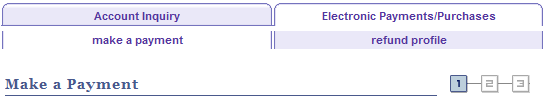
If you are having trouble logging into my Student Centre please contact the Service Desk on [servicedesk@ballarat.edu.au](mailto:servicedesk@ballarat.edu.au) or 53279999

1. On the right hand side of your screen you will see the Finances section. Locate the make a payment hyperlink.
2. Click the link

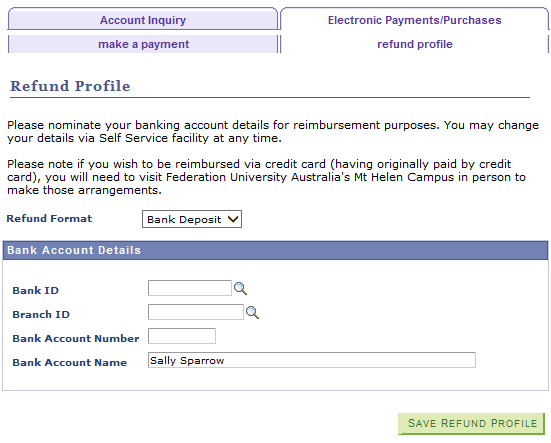


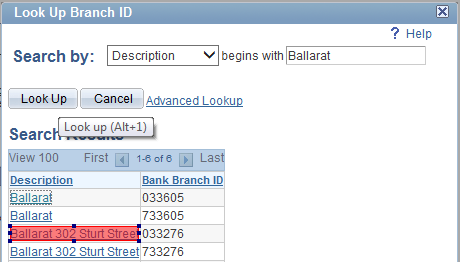


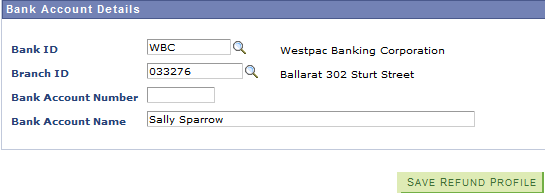
1. On the make a payment page - Click the tab



1. A Refund Profile Page will appear. Click the drop down list to show Bank Deposit.
2. Click the Bank ID look up icon to find your Banking Organisations
3. Click the Branch ID look up to access your Branch ID.



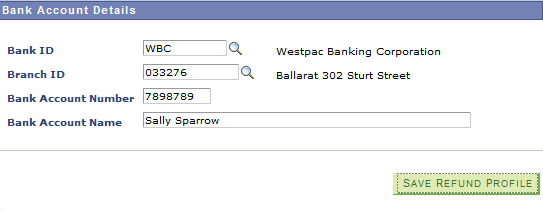
1. To assist you in finding your Branch ID - Click the ‘Search by: list items’
2. Click the Description option and enter your brach location. For this example we have used Ballarat.



1. Enter your Bank Account Number



1. Click the button.



1. Click the link to return to the home page.