

Tiffany Cleverly

From: business.office@cei.edu
Sent: Tuesday, November 2, 2021 11:38 AM
To: Tiffany Cleverly
Subject: How to Get Your Refund



Student ID: 0095277

Dear Tiffany,

You have been selected to receive the [American Rescue Plan \(ARP\) HEERF III Emergency Relief Grant](#). You can now view this grant on your CEI [Student Self-Service](#), under Student Finance tab select 2021 Fall.

This money will be disbursed this week. **Make sure your bank account and/or mailing address is correct by end of day Wednesday, November 3rd.**

You will receive an email notification to your CEI email when this disbursement has been processed.

Sign up for eRefund, (Direct Deposit) – Recommended, by end of day Wednesday, November 3rd.

- Log in to CEI [Student Self-Service](#) Student Finance tab and click “make a payment”.
- Log in to Payment Center using your CEI user name and password.
- In the Payment Center click the “Electronic Refunds” option.
- Complete the verification process and provide your bank account information.

Paper Check - Make sure your mailing address is current.

- If you do not set up an eRefund account, you will be mailed a paper check to the mailing address on file at CEI.
- You can update your address by contacting Student Affairs at (208)524-3000 option 4 or email admissions@cei.edu.

If you have any questions, please check your [Student Self-Service](#) or feel free to contact one of the following offices:

- If you have questions about eRefund please contact the **Cashier at (208)524-3000 option 3.**
- Questions about your Federal Student Aid contact **Financial Aid at (208)524-3000 option 7.**
- If you need help logging in to your CEI [Student Self-Service](#) contact the **Help Desk at (208)535-5444.**

Thank you,

