

How to Set Up Your Refund Preference

If your payments to NOVA, including your financial aid, exceed the amount you owe, then you should receive a refund.

This tutorial explains how to receive your refunds by Direct Deposit (ACH).

You will receive a refund or no debt will be incurred for a class if:

- You drop the class by the last day to drop with a tuition refund (census date) as shown on the [academic calendar](#).
- The class is canceled by the College.

PLEASE NOTE: If you do not plan to take a class, you must [drop it online through NOVAConnect](#) to avoid being charged for the class.

You will automatically receive a refund in the same form of payment that you used to pay for the class (check, credit card, etc.).

If you replace the dropped or canceled class with another class for a different number of credits, you may be entitled to a refund if the new class carries fewer credits, or you may owe tuition if the new class carries more credits.

Step 1: Go to NOVA’s Refund Webpage

Visit <https://www.nvcc.edu/payment/refunds.html> and review the Tuition Refund information. Then click on the “[Tuition Management Services \(TMS\)](#)” link to be directed to the TMS webpage.

Refund2Card

NOVA has a contract with **Tuition Management Services (TMS)** to process electronic financial aid disbursements and tuition refunds to students. You may receive refunds within six business days or more.

Step 2: Afford.com

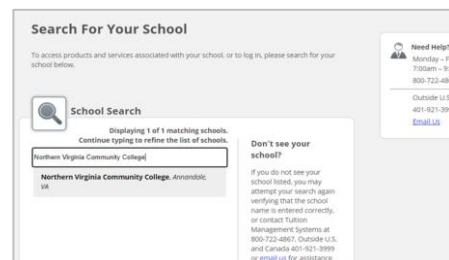
You will be redirected to www.afford.com.

Click “[Student/Family Login](#)” in the upper-right corner of your screen.



Step 3: School Choice

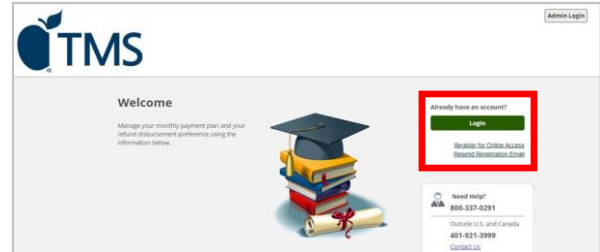
In the text-entry box in the middle of the page, type in “Northern Virginia Community College” and click the drop-down option for “[Northern Virginia Community College, Annandale, VA](#)”.



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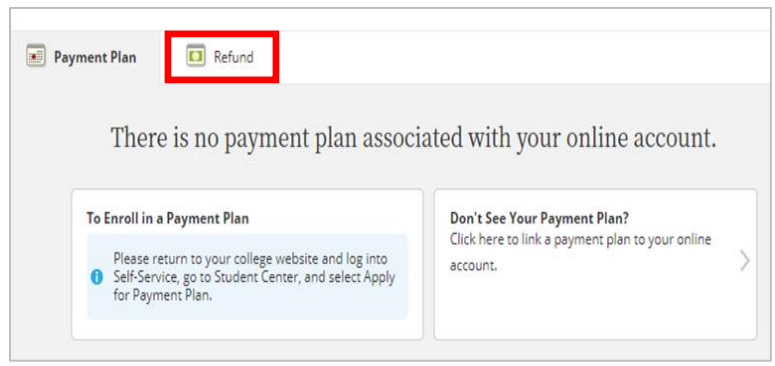
Step 4: Create an Account or Login

- You will be directed to <https://nvcc.afford.com/Home>.
- Click the link to **“Register for Online Access”** or **Login** if you already created an account.
- After registering for online access, check your vccs.edu school email for the invitation link to “Tuition Management System (TMS)” from noreply@afford.edu.



Step 5: Dashboard

Once logged in, click the **Refund** tab.



Step 6: Configure Your Settings

In the *Refund tab*, you can view your Default Payment Options and your Billing Address. You will be able to change these items by clicking on the respective panels.

You can also view your Disbursement History for your refunds.

Refund options

You will have two refund options:

- Check** – A check will be sent to your mailing address listed in myNOVA. This is the default setting for refunds.
- Direct Deposit** – You may elect to receive refunds by direct deposit to either your checking or savings account.

Direct Deposit refunds are usually available 6-7 business days after the refund is posted to your student account. Checks may take up to 10-14 days to arrive at your mailing address after the refund is posted to your student account. If you paid your tuition with a credit card using QuikPAY, any refunds you are due will be issued back to that card.

If you have questions about setting up your refund preference, please contact TMS at 1-800-722-4867 or email service@afford.com.

For questions about your financial aid or student account, contact the [24-Hour Student Support Center](#) at 1-855-323-3199.