

BRUIN DIRECT - Frequently Asked Questions

What is BruinDirect?

It is the electronic deposit of your BAR refunds directly into your personal bank account. All students are required to have BruinDirect. A U.S. bank account is required. While your BruinDirect account is being setup, refunds will be mailed to the address you indicate on URSA.

Which disbursements are eligible?

All BAR refunds, which include scholarships, grants, fellowships, stipends, loans and any non-payroll payments to students and postdoctoral scholars.

How soon will my direct deposit start?

Your direct deposit will be activated approximately 4-6 weeks after your Authorization Form is received in the Administrative Main Cashier Office. If for any reason your authorization process is delayed, you will be notified and you will receive a check in the mail.

How long will my direct deposit last?

You will remain on BruinDirect until you cancel your authorization. If you are a continuing student, you are not required to re-authorize every year, however, you must complete a new form if you change banking institutions.

How do I cancel BruinDirect?

You must submit a letter to the Administrative Main Cashier Office, 1125 Murphy Hall, to cancel your BruinDirect.

How will I know when my money has been deposited to my bank account?

You will receive an electronic message (email) before every deposit made to your bank account. Your Billing and Receivable (BAR) statement will include a message (for students who anticipate receiving financial aid) which gives the disbursement start date for the term. You may check URSA any time after that date to confirm that your aid has been posted to BAR. You must call your bank to verify deposit of funds into your account. The month following disbursement, your BAR statement will provide details of all activity.

What happens if I receive a direct deposit for which I am ineligible?

If you receive funds you are not entitled to, you will be billed for repayment.

What should international students who do not have US bank accounts do?

Since you will not be able to establish your BruinDirect until the term begins, the next best course of action is to immediately establish your place of residence and to notify Student Accounting, 1121 Murphy Hall, of your address where you will be residing while you attend UCLA. This allows for any refunds resulting from stipends or assistantships you may receive to be mailed to you at your residence while your BruinDirect is in the process of being established. Please provide us with your voided check and BruinDirect form as soon as you open a bank account in the United States.

Is BruinDirect a debit process where the payment is deducted from my bank account?

UCLA currently does not have an Automated Clearing House (ACH) debit process. BruinDirect is a direct deposit process where any credit balance from the Billing and Receivable system is automatically deposited into your bank account.

What else do I need to know?

- The bank you designate for direct deposit must be in the United States.
- You must submit a written notification to cancel BruinDirect when you leave the University.
- Incomplete forms may be returned which will delay the process.
- In order to avoid refund delays you must inform the Administrative Main Cashier's Office immediately if you close or change your bank account.
- It is extremely important that you keep your email address current in order to receive timely deposit notifications.
- Every bank differs when it comes to posting electronic payments. Verify with your bank as to when your funds will be available.