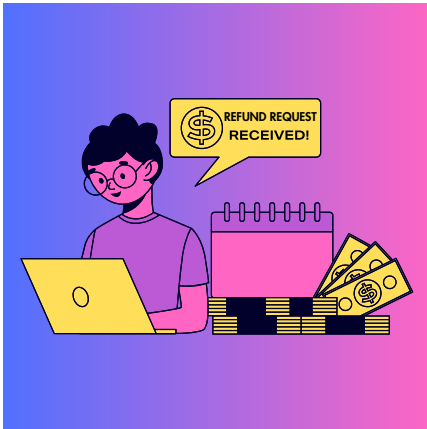


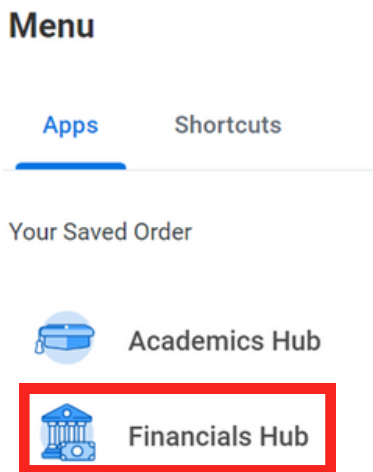
How to Submit a Refund Request



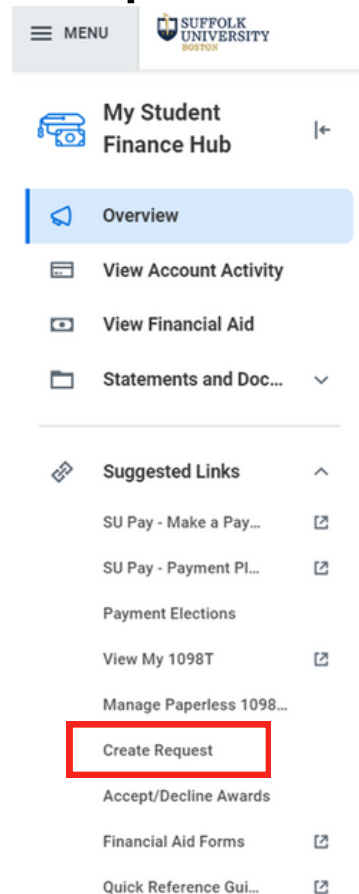
Students with a credit balance due to Title IV aid will receive a refund after the start of the term unless they allow the University to hold the credit. Those with credits not from Title IV aid can also request a refund. Refund and advance requests are processed starting the first day of the semester.

Start by going to your Workday Student portal

➡ Go to your Financials Hub



➡ Under Suggested Links select **Create Request**



 Select **All**

 Select **Advance/Refund Request**

Create Request

Request Type *

- All >
- Request Types by Workday Object >
- Request Types without Workday Objects >

Create Request 🔖 ✕

Request Type *

- All
- Add/Drop Request (Law)
- Advance/Refund Request
- Bar Application Authorization/Certification (Law)
- Concentration Completion (Law)
- Concentration Thesis Registration

 Complete the form

 Select **Submit**

Refund Request 🔖

Refund Request

Based on the credit on your account balance, you may be eligible for a refund. If your request is approved, the funds will be refunded to your payment election account. If no payment election exists, your refund will be processed via paper check mailed to your home address. For faster receipt of payment, set up your payment elections. See attached JOB AID LINK for instructions setting up payment elections.

You may be denied for the following reasons:

- You do not have a credit available to you
- If you have anticipated charges

Student ID* (Required)

Last Name* (Required)

enter your comment

Once submitted please allow 5-7 business days for processing.