



# How to Place & Remove a No Refund Hold

## Overview

The purpose of the **No Refund Hold** is for a student to indicate they do not want credits in their student accounts to be refunded. Credits in their student account can be refunded by request at a later date, or be used toward future charges.

This hold can be placed or removed by the student at any time by following this guide.

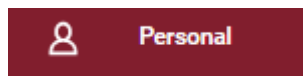
Please note that THIS HOLD DOES NOT PREVENT REGISTRATION OR OTHER UNIVERSITY SERVICES.

### Process

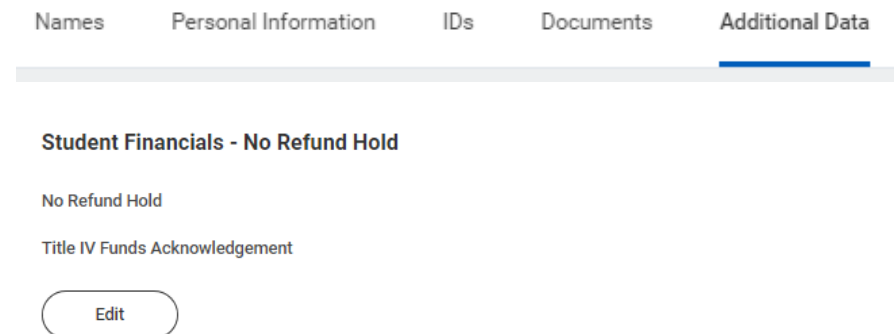
1. After logging into Workday, navigate to your Student Profile by clicking the **View Profile** icon at the top right corner (it may show your photo if you have taken one).



2. Click **Personal** on the left menu bar.



3. Then click the **Additional Data** tab and then the **Edit** button under **Student Financials – No Refund Hold**.



4. Once you have read the instructions, check **both** boxes as shown below to request a No Refund Hold on your student account.

### Student Financials - No Refund Hold

No Refund Hold	<input type="checkbox"/>
Title IV Funds Acknowledgement	<input type="checkbox"/>



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## Instructions

### Student Financials - No Refund Hold

Please complete the fields below to request a *No Refund Hold* on your Student Financials account.

Checking the boxes below will stop refunds being automatically issued from your account when there is a credit balance. The credits will be applied to future charges where applicable.

Please read the below statements carefully before proceeding with checking the boxes:

By checking each of the box, you are agreeing to the statement next to the definition as below.

- "No Refund Hold" checkbox: "I would like to have a No Refund hold placed on my student account which will prevent refunds for any credit balances. This includes credits from Federal Title IV funds"
- "Title IV Funds Acknowledgement" checkbox: "I agree that any remaining credit balances from Title IV funds (Federal Aid) will need to be refunded to me at the end of the academic year"

### Student Financials - No Refund Hold

#### No Refund Hold



Alert: I would like to have a No Refund hold placed on my student account which will prevent refunds for any credit balances. This includes credits from Federal Title IV funds.

#### Title IV Funds Acknowledgement



Alert: I agree that any remaining credit balances from Title IV funds (Federal Aid) will need to be refunded to me at the end of the academic year

5. Click **OK**.
6. Click the **Done** button. Your settings should now show the following:

## Student Financials - No Refund Hold

No Refund Hold Yes

Title IV Funds Acknowledgement Yes

7. To **remove the hold**, uncheck both boxes in step 4.