

Cancellation and Withdrawal Policy

*Dual Master's Degree Program in Education with a concentration in Spanish Language and Culture for Educators,
Academic Year 2018-19*

Cancellation/Withdrawal

Students who choose to cancel enrollment or withdraw from a James Madison University study abroad program must complete the enclosed Cancellation/Withdrawal Notification Statement and return it to the Center for Global Engagement. Cancellations must be made in writing using this form and submitted in person, by fax, or by email attachment in order to be accepted and processed. No phone calls or cancellations communicated as an email or text message will be accepted. Cancellations are effective the same day that JMU CGE receives written notification from the enrolled student. Reporting withdrawal to a faculty program director does not replace the student's responsibility of notifying the CGE. Students failing to officially cancel/withdraw from the program by submitting this form will be considered enrolled in the program and therefore responsible for all program fees. Students who choose to defer their enrollment to a future term are treated as a withdrawal and must complete this form.

How to submit the completed Cancellation/Withdrawal Form

In person during regular business hours, Monday through Friday 9 a.m. to 5 p.m.	JMU CGE, Madison Hall
By FAX marked "Attention Study Abroad"	540-568-3310
By email attachment marked "Attention Study Abroad"	studyabroad@jmu.edu

JMU Study Abroad Program Penalty/Refund Schedule

In the event of your cancellation/withdrawal from the program at any time and for any reason before or after the program start date, the \$1000 program deposit is non-refundable. Depending on the timing and reasons for your cancellation/withdrawal from the program, you may be eligible for the refund of tuition fees. Your eligibility for, and the amount of, tuition fee refund is determined by James Madison University CGE. Students who choose to defer their enrollment to a future term are held to the same policy as students who withdraw or cancel.

Penalty/Refund Actions

If your cancellation/withdrawal occurs anytime on or after the official start date of the program, your class registration at James Madison University will be cancelled by the CGE. Your financial obligations for paid and unpaid tuition fees are determined by James Madison University CGE as explained in the preceding paragraph of this policy.

Financial Aid and Refund Process

If a student is receiving financial aid, he/she should contact the Office of Financial Aid and Scholarships about the status of awards. If the cancellation/withdrawal is done after disbursement of award(s), the student will be billed for the award amount. Refunds will be issued by the University Business Office, according to the following:

- All refunds, except for undergraduate PLUS Loan refunds, will be processed by JMU's vendor Higher One. If no selection is made with the Higher One card, then the refund will be held for 21 days or until a selection is made, whichever comes first. After 21 days a paper check will be mailed to the address where the card was mailed.
- Personal payment refunds may be requested by the student 15 business days after the payment is posted to the student's account. The request must be made by letter, fax, or email to the University Business Office.
- Students will be notified of the refund by email.
- Students can also check to determine the status of the refund through their MyMadison account.
- Refunds are usually available within 3 to 4 business days after being posted to the student's account.

Cancellation / Withdrawal Notification

Student Information

Name Student ID Number

School email address Date of birth

*Dual Master's Degree Program in Education with a concentration in Spanish
Language and Culture for Educators*

Name of Program

Intent to Cancel/Withdraw

With my signature below, I officially submit my cancellation of enrollment and/or withdrawal from the Dual Master's Degree Program in Education with a concentration in Spanish Language and Culture for Educators. I understand the JMU CGE Cancellation/Withdrawal Policy that states in the event of cancellation/withdrawal, I am responsible for charges billed to my JMU student account whether paid or unpaid at the time of cancellation/withdrawal as well as for charges billed as penalty(ies) for cancellation/withdrawal.

Student Signature

Date

Office use only

Date received			
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