



# JMU INTERNATIONAL PROGRAMS

## CANCELLATION/WITHDRAWAL POLICY

### Cancellation/Withdrawal

Students who choose to cancel enrollment or withdraw from a James Madison University study abroad program must complete the Cancellation/Withdrawal Notification Statement and return it to the Office of International Programs. Cancellations must be made in writing and submitted in person or by fax to be accepted and processed. No phone call or emailed cancellations. Cancellations are effective the same day that JMU OIP receives written notification from the enrolled student. Reporting withdrawal to a faculty program director does not replace the student's responsibility of notifying the OIP. Students failing to officially cancel/withdraw from the program by submitting this form will be responsible for all program fees.

### Where to submit the completed Cancellation/Withdrawal Form

In person during regular business hours Monday through Friday 9 a.m. to 5 p.m.	JMU OIP, JMAC 6, Suite 22
By FAX marked "Attention Study Abroad"	540-568-3310

### JMU Study Abroad Program Penalty/Refund Schedule

In the event of cancellation/withdrawal penalties, program fee charges will be adjusted per the table below. The student is responsible for charges billed to his/her account whether paid or unpaid at the time of cancellation/withdrawal. The official start date is the date the student group is required to arrive on-site at the program location or, in the case of programs that require participation on campus prior to travel to the program location abroad, the date required participation is scheduled to begin.

If cancellation or withdrawal is received:	\$500 Deposit	Program fee balance	Tuition	Room**	Board**
<b>within 30 days prior to the official start date</b>	<b>no refund</b>	<b>no refund</b>	<b>full refund</b>	<b>full refund</b>	<b>full refund</b>
<b>on or after the official start date</b>	<b>no refund</b>	<b>no refund</b>	<b>no refund</b>	<b>no refund</b>	<b>no refund</b>

*\*fee less \$500 deposit*

*\*\*charged for fall and spring semesters only*

### Penalty/Refund Actions

In the case of cancellation/withdrawal after course pre-registration but prior to the official start date, the student must cancel registration to cancel tuition charges. If cancellation/withdrawal occurs on or after the official start date, class registration will be cancelled by the OIP, and the student will be charged a supplemental fee equivalent to 100% of the program tuition, room, and board charges. Partial refunds will be considered only in the case of medical or extenuating circumstances requiring the student to remain the U.S.; written documentation, e.g. a letter from a physician, a hospital release document, or an obituary showing the relationship to a deceased member of student's immediate family, must be presented to the OIP within fourteen (14) days of cancellation/withdrawal notification. The OIP makes the final determination of any refunds.

### 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:

#### JMU Students

- All refunds, except for Plus Loan refunds, are directly deposited to the student's designated bank account or, if the student is not enrolled in the Duke Dog Direct Deposit Program, made payable to the student and mailed to the student's home address.
- 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 UBO.
- Students will be notified of the refund by email if they are enrolled in the Duke Dog Direct Deposit Program.
- Students can also check to determine the status of the refund through their eCampus account.
- Refunds are usually available within 3 to 4 business days after being posted to the student's account.

#### Non-JMU Students

- 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.

### Transfer of Deposit to another term within the same program: *(for Florence, London, Salamanca & Antwerp only)*

In the case where a student has issues that prevent the attendance to the admitted term, the deposit can be transferred ONE TIME ONLY within the same program to a future term that has space available. This transfer should occur at least 30 days prior to the start of the program and with permission of the OIP.

Deposits cannot be transferred between different short-term programs.



Office of  
INTERNATIONAL  
PROGRAMS

# JMU INTERNATIONAL PROGRAMS CANCELLATION/WITHDRAWAL NOTIFICATION STATEMENT

## Student Information

Name

Student EMPL ID

School email address

Date of birth

Program

Term

**Intent to Cancel/Withdraw**

With my signature below, I officially submit my cancellation of enrollment and/or withdrawal from the JMU Study Abroad Program. I understand the JMU OIP 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.

**Request to Transfer Enrollment to Another Term**

With my signature below, I officially request to transfer my enrollment to \_\_\_\_\_ Term. I understand that my deposit can be transferred once only within the same semester program to a term where space is available. (*This option does not apply to short-term programs.*)

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

Office use only

Date received			
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James Madison University, Office of International Programs, JMAC 6 Suite 22, MSC 5731, Harrisonburg, VA 22807  
 Tel: 540-568-6419 Fax: 540-568-3310 Email: [studyabroad@jmu.edu](mailto:studyabroad@jmu.edu) Web: [www.jmu.edu/international](http://www.jmu.edu/international)