

## Things to Remember When Leaving JMU

Important Phone Numbers					
Office of the Registrar	568-6281	Residence Life	568-6275	Financial Aid	568-7820
Card Services	568-6446	Mail Services	568-6257	International Programs	568-6419
Univ. Business Office	568-6505	Computing Help Desk	568-3555	Disability Services	568-6705

### Card Services - University Business Office

[www.jmu.edu/cardctr](http://www.jmu.edu/cardctr) - [www.jmu.edu/ubo/](http://www.jmu.edu/ubo/)

Once notified of the withdrawal, Card Services will automatically process declining balance account refunds through the UBO. There is a \$10 fee.

For meal plan refunds:

1. Meal plan refunds are processed through the UBO. On-campus students must properly check out of their dorm before Housing will initiate paperwork for a meal plan refund.
2. All meal plan refunds are based on "last used" date. This includes using declining balance at vending machines.

All refunds are processed through the UBO and any outstanding balances must be satisfied before the refund is granted.

Make sure your mailing address is current – your refund might be delayed in the mail if address is incorrect.

### Office of Residence Life

<http://www.jmu.edu/orl/>

Students must properly check-out of housing. **A withdrawal does not automatically check a student out of housing.**

Proper check-out includes:

1. Advising hall staff that you are leaving
2. Completing your room condition form with a hall staff member
3. Returning your keys
4. Removing your belongings from the room

Housing charges are based on check-out date provided by hall staff to the housing office, NOT date of the withdrawal.

Please note: **housing does not pro-rate charges.**

Please see schedule listed below.

Spring Semester 2012
Before Jan 20 - 25% Housing Rent Owed
Before Feb. 3 - 50% Housing Rent Owed
Before Mar. 2 - 75% Housing Rent Owed
On or After Mar. 2 - No Refund

### Mail Services

[www.jmu.edu/postoffice/](http://www.jmu.edu/postoffice/)

The post office would like to remind students to check out of their mailbox using e-Campus to leave a forwarding address if you will not be living in a residence hall.

### Computing - E-ID Account

[www.jmu.edu/computing/helpdesk/selfhelp/eid.shtml#howdel](http://www.jmu.edu/computing/helpdesk/selfhelp/eid.shtml#howdel)

Your access to your e-ID (**MyMadison, Blackboard, etc.**) varies when you leave JMU. If you leave JMU in "good standing" you will retain e-ID access for a 60 day grace period after your withdrawal date (DEC), until about February 15<sup>th</sup>.

### Financial Aid

[www.jmu.edu/finaid](http://www.jmu.edu/finaid)

Regardless of any adjustment to a student's charges, if he or she withdraws from the university, financial aid may be adjusted based on the percentage of the semester completed before withdrawal. In some cases, Federal Return of Title IV Funds regulations may require that aid be returned to the federal government for students who withdraw from JMU before 60 percent of a term has been completed. Financial aid is awarded for the entire term, which is generally a 15-week period. If a student does not complete the entire 15 weeks, then the Return of Title IV Fund rules will determine how much financial aid has been earned. The student can keep the earned amount for the term, but the unearned portion must be immediately returned to the federal government. In some situations, this will leave the student with a balance owed to the university. Funds are returned to the federal government in the following order: Unsubsidized Stafford, Subsidized Stafford, Perkins, Grad PLUS, Parent PLUS, Pell, Academic Competitiveness Grant, National SMART Grant and SEOG. See the *JMU Terms and Conditions for Financial Aid* document in the "Forms" section at [www.jmu.edu/finaid](http://www.jmu.edu/finaid) for a sample calculation.

### Telecom

[www.jmu.edu/telecom/telephone/student.shtml](http://www.jmu.edu/telecom/telephone/student.shtml)

A student leaving JMU before the year-end (withdrawing, transferring, studying abroad, graduating in December, or moving off-campus) should CANCEL their Telecom PIN in writing. Submit a [cancellation form](#) or visit the JMU Telecom office at 1021 S. Main Street, beside Buffalo Wild Wings.

### Office of International Programs

[www.jmu.edu/international](http://www.jmu.edu/international)

If you plan to take courses abroad during your leave from JMU, you must contact the OIP.

### Disability Services

[www.jmu.edu/ods/](http://www.jmu.edu/ods/)

Requests for withdrawals from the University on the basis of a disability will be considered on a case-by-case basis in consultation with the University Registrar and appropriate University officials. Please notify Disability Services of your reason for leaving the University and give us your forwarding address. If you leave the University due to disability related reasons and then choose to return to JMU, you may need to provide updated documentation indicating your current level of functioning and the substantial impact of the disability at the present time.