

CANCELLATION/WITHDRAWAL NOTIFICATION STATEMENT

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 Center for Global Engagement. 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 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.

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 CGE, Madison Hall, 2 nd Floor
By FAX marked "Attention Study Abroad"	540-568-3310
By email attachment	studyabroad@jmu.edu

JMU Study Abroad Program Penalty/Refund Schedule

In the event of cancellation/withdrawal, program fee charges will be adjusted per the table below. The student is responsible for charges 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	Tuition	Room**	Board**
more than 45 days of the official start date	no refund issued	100% refund	100% refund	100% refund	100% refund
within 45 days of the official start date	no refund issued	50% refund	100% refund	100% refund	100% refund
within 30 days of the official start date	no refund issued	no refund issued	100% refund	100% refund	100% refund
on or after the official start date	no refund issued	no refund issued	no refund issued	no refund issued	no refund issued

****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 CGE, and the student will be charged a supplemental fee equivalent to 100% of the program tuition, room, and board charges. The CGE reserves the right to administratively cancel a student's enrollment and to apply penalty charges based on certain circumstances and to make final determination of any credit/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 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.

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 45 days prior to the start of the program and with permission of the CGE.

Deposits cannot be transferred between different short-term programs.

CANCELLATION/WITHDRAWAL NOTIFICATION STATEMENT

Student Information

Name

Student ID Number

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 CGE Cancellation/Withdrawal Policy that states in the event of cancellation/withdrawal, I am responsible for charges 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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