We’re reaching out from the University Business Office. We wanted to share some information as you prepare for the spring semester. Spring statements will be created in mid-December and the spring semester due date is January 17th.

**How to contact us**

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| --- | --- |
| 540-568-6505  [ubo@jmu.edu](mailto:ubo@jmu.edu)  [www.jmu.edu/ubo](http://www.jmu.edu/ubo)  Student Success Center 5th Floor | **Mailing Address**  University Business Office  738 South Mason Street  MSC 3516  Harrisonburg, VA 22807 |
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| ***Standard Hours:***  Mon-Fri 8:00a-5:00p  UBO will be closed from 10:30 a.m. to 1:30 p.m. on Dec. 5 and in the afternoon of Dec. 17 for a staff retreat. | ***The University will be closed for Thanksgiving break from Nov. 25, 2024 through Nov. 29, 2024 and closed for winter break from December 20, 2024 through January 1, 2025.*** |

**How is spring billing different?**

Spring semester’s timing is a little different from the fall semester. Lookout for these differences:

* Statement timing – We make every effort to include all charges on the first spring statement, but there may be account changes after the statement is created – these changes can be viewed in M3. This is particularly important to be aware of during winter break. Students can create an up-to-date statement at any time by clicking on “My Statement” in their MyMadison Student Center.
* Winter break – The university will be closed for winter break between December 20 and January 1. Any check payments that arrive during this time will post to the student account when we return in January.
* 529s – If you want your 529 payment to post in the same calendar year that the 529 writes the check, please consider 529 timing as well as mail timing.
* Payment Plan – the payment plan for spring semester is currently available. Payment plan enrollment is available through January 27.
* Inclement weather – If JMU closes due to inclement weather, the UBO will also be closed on that day.

**1098Ts**

1098Ts for 2024 will be mailed no later than January 31, 2025.

For tax purposes:

* We will ensure that check payments that arrive in the UBO by Monday, December 16 are posted to the student account in 2024.
* Echeck and credit card payments made online by the end of the day on Tuesday, December 31 will post to the student account in 2024.
* Other payments will post in 2025.

Any payments received via mail while the university is closed for winter break will be posted as quickly as possible when we return in January.

**Statement information**

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| *When are statements created?*  Spring statements will be available in [M3](https://www.jmu.edu/ubo/m3-tour.shtml) by mid-December. Students and Authorized Users will receive an email when the statement is ready to be viewed. | *When are balances due?*  Spring balances are due Friday, January 17. An account is considered paid when pending financial aid, installment plan payments, or any other previous payment is sufficient to cover the balance for the semester.  An account can be paid through any combination of payment methods. |

**Financial Aid**

University Business Office staff are not financial aid experts. For questions about grants, loans, and JMU scholarships, we suggest that you talk to the Financial Aid Office ([fin\_aid@jmu.edu](mailto:fin_aid@jmu.edu) | 540-568-7820 | [www.jmu.edu/financialaid](http://www.jmu.edu/financialaid)).

Financial Aid will also be closed during winter break. They will begin processing spring financial aid prior to the start of the semester in January.

**Links to UBO resources**

University Business Office – [https://www.jmu.edu/ubo](https://www.jmu.edu/ubo/index.shtml)

Authorized User M3 login - <https://commerce.cashnet.com/JMU_PROD_WEB>

Flywire Payment plan - <https://jmu.myflywire.com/login>

Even more information can be at <https://www.jmu.edu/ubo/start-here.shtml>

Should you have any questions, please contact our office.

Thank you!

University Business Office

540-568-6505

www.jmu.edu/ubo/

ubo@jmu.edu