



University Business Office
738 South Mason St
MSC 3516
Harrisonburg, VA 22807
540-568-6505
ubo@jmu.edu

Donald E. Gardner Memorial Loan Fund
Book Voucher Application

JMU ID NUMBER _____ DATE _____
NAME _____
LAST FIRST MI/Maiden
LOCAL ADDRESS _____
LOCAL TELEPHONE NUMBER _____
PERMANENT / HOME ADDRESS _____
PERMANENT / HOME TELEPHONE NUMBER _____
AMOUNT OF LOAN REQUESTED _____
REASON FOR LOAN _____

I understand the conditions and repayment provisions of the Loan Fund. All information provided is true and accurate to the best of my knowledge.

FOR OFFICE USE ONLY

LOAN AMOUNT APPROVED _____ Full Time Part Time Financial Aid Eligible Hours _____
PRIOR DGML? No Yes (when _____)
HOW REPAY? _____ DUE DATE _____
APPROVED _____ SIGNATURE DATE
APPROVED (Dir. UBO or designee) _____ SIGNATURE DATE

Donald E. Gardner Memorial Loan Fund

Book Voucher

Frequently Asked Questions

Am I eligible for a book voucher?

To be eligible for a book voucher you must be receiving Title IV funds (i.e. Pell Grants, SEO Grants, Direct Loans, PLUS Loans, or Perkins Loans) as part of your financial aid award and the Title IV funds must have been eligible for posting to your account 10 days prior to the semester. If you don't know if you're receiving Title IV funds contact the University Business Office and we will assist you. You must also have enough guaranteed financial aid to pay your JMU charges and provide you with a refund once the financial aid is disbursed. This loan is available to students from 10 days prior to the semester until the end of the add drop (7 days into the semester) and must be repaid within 90 days.

What is the maximum book voucher I can get?

Your book voucher will be no more than \$500 or your expected refund amount, whichever is smaller. Your expected refund amount will be calculated based on the charges on your account and your guaranteed financial aid. Grants and JMU scholarships are automatically guaranteed. For student loans to be guaranteed you must have completed both your entrance counseling and master promissory note. For parent PLUS loans to be guaranteed the loan must have a disbursement date and be designated as refundable to the student.

What do I have to do to get a book voucher?

To apply for a book voucher complete the book voucher application on the other side of this page. Take that to the University Business Office on the fifth floor of the Student Success Center or email it to ubo@jmu.edu from your @Dukes email address. We get a lot of email, so your application will be reviewed faster if you bring it in person – usually in just a few minutes. We will review your application to ensure you are eligible and determine how much of a voucher you can receive. You'll sign a promissory note and truth in lending statement saying that you understand that this is a loan and must be repaid. At that point your book voucher is ready to go.

How can I use my book voucher?

Your book voucher will be charged against your student account and funds will be put on your FLEX account to match the charge. Usually this will happen the same day you sign the promissory note. You can use your FLEX to pay for your books in-person. If you wish to opt out of receiving the voucher funds via FLEX, please contact our office to discuss alternatives.

How will the book voucher impact my financial aid refund?

Your financial aid refund will be smaller because of the book voucher. The book voucher is a short term advance of your financial aid. When the aid comes in the advance is repaid along with your normal charges and the remainder is refunded to you. The voucher will not impact the speed of your refund.

What happens if my student account balance changes?

If you add a meal plan, enroll in additional classes or your charges increase some other way, you will be responsible for making sure that difference is paid. If your financial aid refund has not come through yet this may happen automatically. If it has already been sent to you (or your book voucher was for the entire amount) you will need to make payment arrangements with the University Business Office.

Who can I talk to about the book voucher?

Contact the University Business Office at 540-568-6505 or email us at ubo@jmu.edu.

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Book Voucher

Promissory Note

I, _____, _____ hereafter called the Maker, promise to pay James Madison
NAME **DATE**
University, hereafter called the Institution, the sum of _____ advanced to me, to be repaid by
NOTE AMOUNT
_____, together with all late fees, attorney's fees and collection costs incurred in the pursuit of
REPAYMENT DATE
past due amounts according to the conditions of this note.

- II. This note is subject to the following conditions:
- a. The maker agrees to pay the note amount no later than the repayment date.
 - b. The maker may, without penalty, repay all or part of the principal any time before repayment date of the note.
 - c. The maker agrees to pay late fees, attorney's fee and collection costs incurred as a result of non-payment by the repayment date. Failure to make full payment by the repayment date will cause a late fee of up to 10% to be assessed against any unpaid balance. The maker will also be denied permission to register for subsequent sessions and receipt of transcripts or diplomas. Delinquency will seriously damage a student's credit with the University and cause the student to be ineligible for future Don Gardner Loans.
 - d. The maker agrees that any financial aid disbursement will be applied to the balance of the outstanding loan. The repayment date will not be extended as a result of delayed financial aid disbursement.
 - e. I will be responsible for repayment of this amount if I become ineligible for the financial aid awards currently existing on my account or if additional charges are incurred that reduce the expected refund amount of these awards.
 - f. The maker is responsible for informing the institution of any changes in student status or address during the term of the note.

Signature _____
MAKER **DATE**

Date of Loan _____ Date Repayment Due _____

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Book Voucher / Emergency Loan / Military Loan

**Truth in Lending Statement
Disclosure / Disclaimer**

Statement of Rights and Responsibilities:

A Short Term Loan is a serious legal obligation. It is extremely important that you understand your rights and responsibilities. When you, the student borrower, sign this statement, it means that you understand your responsibilities and agree to honor them.

1. I understand that this loan must be repaid by the DUE DATE on the Promissory Note to James Madison University.
2. I understand that failure to repay the loan in full on the due date will cause a one-time late fee of up to 10% to be assessed against the unpaid balance.
3. I understand that I must, without exception, report any of the following changes to James Madison University Business Office:
 - a. Withdrawal from school
 - b. Change of name (for example, because of marriage)
 - c. Permanent or local address changes
 - d. I drop below a full-time level of course work (Undergrad – 12 hours, Grad – 9 hours)
4. I understand that if I fail to repay the loan when due I may not be allowed to register for succeeding sessions, nor to obtain a transcript or receive a diploma for work accomplished.
5. I understand that legal action may be taken against me for collection of the loan amount and associated collection costs if the loan is outstanding. I also agree to pay any and all collection costs associated with collection of this loan if past due.
6. I agree to answer promptly any communication from James Madison University regarding the loan.
7. I understand that I may prepay at any time before the due date without penalty.
8. I understand that if I cannot make payment on time I must contact the James Madison University Business Office prior to the due date.
9. I understand that if I fail to repay this loan by the due date or within any period granted by the University Business Office, I become delinquent. This status damages my credit rating with the University and prohibits me from obtaining future loans under this program. Delinquency could hinder my eligibility for obtaining any future educational loans from any source.
10. I understand that, regardless of circumstances, repayment of this loan is my responsibility.
11. I understand that Don Gardner loans will be deducted from financial aid refunds.

I attest that I have read and understand the responsibilities and options available to me, and that I will adhere to them:

DATE

STUDENT SIGNATURE

DATE

JMU REPRESENTATIVE