**Enrollment Verification Form**

**Office of Financial Aid & Scholarships**

**738 S. Mason Street**

**MSC 3519**

The Office of Financial Aid & Scholarships at James Madison University requires verification of enrollment for each consortium participant before disbursing financial aid. In order to be processed, this form **must** be completed and signed by a representative from the host institution **and** the student. This form **must** be submitted **after** the student has begun classes, as it verifies the student began enrollment in all of the classes listed below.

**HOST INSTITUTION SECTION**

**Student Name:**

**Student JMU ID Number:**

Your signature on this document verifies that the student listed above is studying in a program administered by the host institution and taking the courses indicated below:

**Host Institution:**

**Program of Study:**

**Course Number Course Name Credit Hours**

Host Institution Representative Signature Date

Printed Name  Title

Institution

**STUDENT SECTION**

**I understand that in order for financial aid to be disbursed, the courses outlined above MUST match the courses previously approved on the JMU *PERMISSION TO TAKE COURSES FOR TRANSFER CREDIT* form associated with this term of study. If the schedule of courses does not match, then I must either get a new transfer credit form approved at JMU to match the registration on this Enrollment Verification form, or I must change my enrollment at the host school to match the courses outlined on the approved transfer credit form and submit a new Enrollment Verification form with those courses. Furthermore, I understand any changes to my schedule after this form is submitted can result in a change in financial aid eligibility, this includes changes to your eligibility after the courses are transferred back to JMU at the conclusion of your term of study. Changes in financial aid eligibility can result in cancellations or reductions to previously disbursed awards.**

Student Signature  Date

Updated 4/17/18

Printed Name

Please fax this completed form to our office at (540) 568‐7994. Or, you may send a scanned copy of this document via e-mail to John Michael Schott at schottjm@jmu.edu.  You can reach John Michael at his e-mail address or by phone at (540) 568-7890 if you have any questions.