

# CHARGEBACK

## BERGEN COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES

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This process must be completed for each semester

Processing takes 3-5 working days, so please, allow ample time to meet the deadlines. Also, during "peak times" at Bergen Community College, processing may take a few days longer. In order for us to process your request for a chargeback, please fill out the attached form and return to Admissions/Registration, Room A-129.

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

COLLEGE ATTENDING: \_\_\_\_\_

CURRICULUM: \_\_\_\_\_ PHONE: \_\_\_\_\_

Chargeback requested for:  Fall-Year \_\_\_\_\_  Spring-Year \_\_\_\_\_  Summer-Year \_\_\_\_\_

1. Have you previously requested a chargeback?  Yes  No

2. I have attached the following information:

- a) \_\_\_\_\_ letter from the college stating the curriculum in which I am accepted.
- b) \_\_\_\_\_ a copy of my bill/schedule.
- c) \_\_\_\_\_ my valid NJ Driver's License, permit or Bergen County ID card.
- d) \_\_\_\_\_ a copy of my NJ College Basic Skills Test Scores or a copy of my college diploma.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*According to the State Regulations, a student who places into a comprehensive remedial program may not be eligible for a chargeback from their home county. A comprehensive remedial program requires that all developmental/remedial courses be completed before the student can begin to take course in his/her chosen major. These students may attend Bergen Community College and pay out-of-county tuition, or they may choose to attend their own county or community college in order to save on tuition costs.*

## ***BERGEN COUNTY CHARGEBACK***

### ***INSTRUCTIONS***

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If you are a student living in Bergen County who is attending another community college as a matriculated student in a curriculum which is not offered at Bergen Community College, please submit a copy of the documents listed, along with the attached form, and leave it at the Service Window, Room A-128:

1. If this is the first time that you are requesting a chargeback, please submit a copy of your acceptance letter. If you have requested a chargeback from us before, then will need a letter verifying your current status and enrollment.
2. A copy of your schedule/bill showing the classes for which you are registered.
3. Your valid NJ Driver's License or Bergen County ID card.
4. For first time students, we will need a copy of your Basic Skills Test results. If you have a college degree, a copy of your diploma will be sufficient.

If we determine that you meet the eligibility for a chargeback, the following will be mailed to your home:

- a) Certification of Inability to Admit
- b) A blank Certificate of Residency

Upon receipt of this information, take the two above items to the County Treasurer's office in Hackensack. Then take the papers from the County Treasurer's office to the college you are attending.

**NOTE** This process must be completed for each semester. Processing takes 3-5 working days, so please, allow ample time to meet the deadlines. During "peak time" at Bergen Community College, processing may take a few days longer.

*A student who places into a comprehensive remedial program and cannot begin the actual curriculum of their choice without completing these developmental/remedial courses will be not be eligible for a chargeback. These students are expected to complete the remedial program at their home county college according to the regulations of the state of New Jersey.*