

CHARGEBACK

OUT OF COUNTY RESIDENTS

INSTRUCTIONS

If you reside outside of Bergen County, and are registered in a curriculum at Bergen Community College which your county college does not offer, please follow the directions below:

1. Please fill out the attached form and leave it at the Service Window Room A128. Once you complete this form, you will receive a letter from Bergen Community College verifying your status, curriculum and the semester for which you are requesting the chargeback.
2. After receiving the above information, please submit it along with the following to the community college in your county of residence:
 - a) Please make a copy of your bill/schedule and attach it to this form.
 - b) If this is your first time requesting a chargeback, you may need to submit a copy of your NJ College Basic Skills Test Scores. If you no longer have a copy, you may obtain a copy from the Office of Testing and Assessment Room L-121.
 - c) Your home county may ask you to provide additional information; you will probably be asked to present a valid NJ driver's license. Please be sure to check with your county college.
3. When you have received all paperwork from your home county college, please submit the originals to the Bursar's Office Room A-229 at Bergen Community College.

NOTE This process must be completed for each semester. Allow ample time to meet the deadlines. Also during "peak times" at Bergen Community College, processing may take a few days longer. For further information call at (201) 447-7195.

According to state guidelines, a student who places into a comprehensive developmental/ 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 but will have to pay out-of-county tuition, or they may choose to attend their own county or community college in order to save on tuition costs.