

## CHARGEBACK FORM INSTRUCTIONS

### OUT OF COUNTY RESIDENTS ATTENDING BERGEN COMMUNITY COLLEGE

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#### (KEEP THIS PAGE FOR YOUR REFERENCE)

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

Please fill out the attached Chargeback Form and return it to the [Office of Admissions and Recruitment, Room A-115 \(www.bergen.edu/admissions\)](http://www.bergen.edu/admissions):

1. Upon review, 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 you **registration statement/bill/class schedule** and attach it to this form;
  - b. If it is the **first time** that you are requesting a chargeback, you may need to submit a copy of your *College Basic Skills Test Scores*. If you no longer have a copy, you may obtain a copy from the **Office of Testing, Room S-127** ([www.bergen.edu/testing](http://www.bergen.edu/testing)) if you have taken the Basic Skills Test at Bergen Community College.
  - c. Your county of residence may ask you to provide additional information; you will probably be asked to present a valid NJ driver's license or photo ID. Please be sure to check with the community college in your county of residence.
3. When you have received all paperwork from the community college in your county of residence, please submit the originals to the **Bursar's Office, Room L-127** ([www.bergen.edu/bursar](http://www.bergen.edu/bursar)) at Bergen Community College.

**NOTES:** *According to 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. (Ref. N.J. Administrative Code, Title 9A, Chapter 4, § 9A:4-1.3).*

*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.*



Around the Corner, Ahead of the Curve

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Office of Admissions and Recruitment

# CHARGEBACK FORM

## OUT OF COUNTY RESIDENTS ATTENDING BERGEN COMMUNITY COLLEGE

This process **MUST BE COMPLETED EACH SEMESTER.**

Processing takes **3 to 5 business days**; please allow ample time to meet the deadlines.

During “**peak times**” at Bergen Community College, processing may take a few days longer.

Please fill out and submit this Chargeback Form and all support documentation to **the [Office of Admissions and Recruitment, Room A-115.](#)**

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_
2. Social Security number: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_
4. ADDRESS \_\_\_\_\_  

Street
City
Zip Code
5. CURRICULUM \_\_\_\_\_
6. Chargeback Requested for:  Fall-Year \_\_\_\_\_  Spring-Year \_\_\_\_\_  Summer-Year \_\_\_\_\_
7. Have you previously requested a chargeback?  Yes  No

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*According to State Regulations, a student who places into a comprehensive remedial program may not be eligible for a chargeback from their home county ([Ref. N.J. Administrative Code, Title 9A, Chapter 4, § 9A:4-1.3](#)).*