CHARGEBACK
BERGEN COUNTY RESIDENTS

INSTRUCTIONS
(KEEP THIS PAGE FOR YOUR REFERENCE)

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 below, along with the attached form to the Office of Enrollment in A-128.

1. If it is the first time that you are requesting a chargeback, please submit a copy of your acceptance letter into the curriculum which you were accepted in. If you have requested a chargeback from us before, then you must also submit a letter verifying your current status and enrollment.

2. A copy of your original 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, a Certification of Inability to Admit form will be mailed to your home.

Upon receipt of this information, take the above item to the County Treasurer's Office in Hackensack, the attached item will have the address. 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.
BERGEN COUNTY CHARGEBACK FORM
BERGEN COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES

This process MUST BE COMPLETED EACH SEMESTER. Processing takes 3 to 5 business days, so please, allow ample time to meet the deadlines. During “peak times” at Bergen Community College, processing may take a few days longer.

Last Name___________________________First Name_________________________Middle Initial_______
Social Security or Student ID number__________________________________________________________
Phone Number_________________________Email_______________________________________________
College Attending__________________________________________________________________________
Curriculum_______________________________________________________________
Chargeback Requested for:
Fall___ Spring___ Summer I___ Summer II___ Summer U___

1. Have you previously requested a chargeback?       ☐ Yes       ☐ No

2. The following must be attached:
   a.  ___ Letter from the college stating the curriculum in which I am accepted.
   b.  ___ A copy of my original bill/schedule.
   c.  ___ Valid NJ Driver’s license, permit or Bergen County 10 card.

_________________________________________   ______________________________
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.