CHARGEBACK

OUT OF COUNTY RESIDENTS

INSTRUCTIONS
(KEEP THIS PAGE FOR YOUR REFERENCE)

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 bring it to the Admissions Office, room A-123. Once this form has been processed, 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. 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 Services, room S-127.
   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 of enrollment. Allow ample time to meet the deadlines. During “peak times” at Bergen Community College, processing may take a few days longer. For further information, please call (201) 447 7200.

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 courses 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.
OUT OF COUNTY RESIDENT CHARGEBACK FORM
FOR OUT OF COUNTY RESIDENTS ATTENDING BERGEN COMMUNITY COLLEGE

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____________________________________________________

Curriculum____________________________________________________________________________________

Chargeback Requested for (include year) : □ Spring_____ □ Fall_____ □ Summer ______

Have you previously requested a chargeback? □ Yes □ No

_____________________________________________  ______________________________
Student Signature  Date

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