



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

400 Paramus Road
Paramus, New Jersey 07652-1595
www.bergen.edu
Office of Admissions and Recruitment

CHARGEBACK FORM INSTRUCTIONS

OUT OF COUNTY RESIDENTS ATTENDING BERGEN COMMUNITY COLLEGE

(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 SC-110 \(www.bergen.edu/admissions\)](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) if you have taken the Basic Skills Test at Bergen Community.
 - 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, One-Stop Center** (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 courses 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-count tuition, or they may choose to attend their own county or community college in order to save on tuition costs.

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).



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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 SC-110](#).

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