CHARGEBACK FORM INSTRUCTIONS
BERGEN COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES

(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 Admissions and Recruitment, Room A-115 (www.bergen.edu/admissions):

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, NJ; the attached item will have the address.
Then take the papers from the County Treasurer's Office to the college you are attending.

NOTES:
A student who places into a comprehensive remedial program and cannot begin the actual curriculum of their choice without completing these developmental/remedial courses will not be eligible for a chargeback. These students are expected to complete the remedial program at their home county college according to the regulations of the state of New Jersey. (Ref. N.J. Administrative Code, Title 9A, Chapter 4, § 9A:4-1.3).
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; 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 required documentation to the Office of Admissions and Recruitment, Room A-115.

1. Last Name ___________________________ First Name ___________________ Middle Initial ______
2. Social Security or Student ID number: ______________________________
3. Phone Number_____________________________ E-mail ______________________________
4. College Attending_________________________________________________________________________
5. Curriculum________________________________________________________________________________
6. Chargeback Requested for:
   Fall___ Spring___ Summer I___ Summer II___ Summer U____
7. Have you previously requested a chargeback? [ ] Yes [ ] No
8. 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 ID card.
   d. _____A copy of my NJ College Basic Skills Test Scores or Copy of my college diploma

__________________________________________ __________________________
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).