

Bergen Community College
Board of Trustees
Section: FIN

Policy # FIN: 006-001: 2018

Effective Date:

Responsible Official:
Executive Director of Finance

Guidelines for Determining Chargeback Eligibility

Reason for Policy: To clearly state the policy regarding chargebacks.

Entities Affected by this Policy: Students who qualify for charge backs.

Policy Statement:

- (a) A student attending an out-of-community or county-assisted college on a charge back basis because his or her local county or county-assisted college does not offer a particular program of study shall be permitted to register for and attend, on a chargeback basis, all course work necessary to satisfy the requirements of such a program of study. This requirement shall apply whether or not any portion of that course work is offered at the student's local county or county-assisted college.
- (b) For the purpose of chargeback, Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education and College and Resource Centers for Visually Impaired Students shall be considered eligible programs of study. Out-of-county students, who meet the eligibility requirements and are accepted into direct service programs in a Center located at a community or county-assisted college, shall be permitted to register for and attend, on a chargeback basis, all course work necessary to satisfy the requirements of a program of study approved by the Director of the Center in which the student is enrolled.
- (c) Students required to enroll in a comprehensive remedial program must take that full sequence of remediation in the home county with the exception of students enrolled in Comprehensive Support Centers of Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, or College Resource Centers for Visually Impaired Students. Students enrolled in the programs of these Centers may complete required

comprehensive remedial programs at the Centers. The definition of comprehension remedial program for these students shall be the standard which was in effect for fiscal year 1994: *a comprehensive remedial program in basic skills for the purpose of denial of county college chargeback privileges is one in which the student's total English scaled score is equal to or less than 160 and the student's subtest scaled score is equal to or less than 167 for computation and 176 for Elementary Algebra.*

- (d) Students not required to enroll in a comprehensive remedial program as defined in (c) above may take such remediation as part of the program of study at the out-of-county institution on a chargeback basis.
- e) A student shall be eligible to attend an out-of-county community or county-assisted college on a chargeback basis if the student's local county or county-assisted college cannot admit the student into a particular course or program of study desired by the student due to lack of available space in the course or program of study, which continues or will continue over one year from the initial date of attempted admission.

Procedures:

The college accepting the out-of-county students shall charge the differential chargeback rates as recommended by the Council of the County Colleges and determined by the State Treasurer, calculating the amount to be charged in the following manner:

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1. The total number of current year's estimated resident credit-hour and equivalent credit hour enrollments and divide by 30 to obtain the full-time equivalent student enrollments (resident FTE's).
 - i. Equivalent credit hours for State fundable non-credit course offerings shall be calculated by dividing total non-credit course contact hours by 15.
 - ii. Resident credit-hour and equivalent credit-hour enrollments are defined as all county resident enrollments which are eligible for State funding pursuant to the Statement of Auditing and Accounting Standards issued by the Department of Treasury.
2. Divide the sum of all resident FTE's from (1) above into the current county operating appropriation to determine the base chargeback rate.
3. Multiply sending county's eligible credit hour and equivalent credit hour enrollments for each differential funding group by their respective differential ratios, and total.

Divide the total by 30 to determine the sending county's eligible weighted FTE's.

4. Multiply the base chargeback rate times the sending county's eligible weighted FTE's to determine the charge to the sending county.
 5. The receiving college shall adjust the charge to sending counties when audited actual credit-hour and equivalent credit-hour enrollments become available from the annual enrollment audit. The calculations in 1 through 4 above shall be made utilizing the audited actual credit hour and equivalent credit hour enrollments divided by 30 to equal FTE's and adjusted county operating appropriation, if applicable. The difference between this adjusted chargeback amount and the previous State Fiscal Year's chargeback amount to each sending county shall be added to or subtracted from the following year's initial chargeback billing to the sending counties, and shall be so identified upon that bill.
- II Each receiving college shall provide to the sending counties:
1. Certification of each chargeback student's current semester's enrollment by course and program on its chargeback.
 2. Certification of the previous year's audited resident enrollments and audited level of county support.
 3. Current year course catalog.
- III The receiving college may expend the \$1.00 per credit hour collected for minor capital purposes as part of its chargeback billing.

Related Documents/Policies:

Policy History:

Adopted: 5/3/1995

Amended:

Updated: 5.18.18