Cumberland County College

Chargeback Procedures for Out-of-County Residents Attending CCC

What is a Chargeback? All county colleges are in part supported by county taxes which subsidize education for their county residents. Students who wish to attend an out-of-county college may be subject to increased, out-of-county tuition rates. Under provisions of the "Chargeback Assistance Law" (Chapter 179, Public Laws of New Jersey, 1968; N.J.S.A. 18A:64A-23), out-of-county students may be eligible to receive a Chargeback Approval and receive the benefits of in-county tuition rates for the college they attend. A Chargeback Approval is determined by enrollment in academic programs or for non-matriculated student’s credit courses which are not offered at their home county college. In addition, college level proficiency in English, Reading and Math may be required. A Chargeback Refusal is processed when the stipulations (above) are not met. However, a Denial due to not meeting your COUNTY deadline will not be accepted and the surcharge will apply to your account.

Regardless of eligibility, all out-of-county students are REQUIRED to process a Chargeback with the respective community college in their county for every semester of attendance to receive the reduced tuition rate.

PROCESSING AN OUT-OF-COUNTY CHARGEBACK:

What is Needed?
Students must provide their home college with CCC registration/enrollment information.

This information must be submitted for every semester of enrollment at CCC (see deadline dates below):
- Chargeback Certification form from CCC Enrollment Services Office
  (Needed for Basic skills results, or proof of college level standing in English, Reading and Math for 1st time chargeback request)
- Printed copy of Student’s class schedule with major.

Where to Submit?
To the community college in your county of residence.

Eligibility
Chargeback Refusal – Form must be submitted to the Bursar Office at CCC by the deadline as specified below. OR

Chargeback Approval – Form taken to the county clerk in your home county for their signature, then to the Bursar Office at CCC by the deadline as specified below.

Deadlines for submitting Chargeback Approval/Refusal to CCC:
- For Winter I 2015 December 19, 2014
- For Winter II 2015 January 7, 2015
- For Spring 2015 February 18, 2015

Please note that your county deadlines for processing a Chargeback may differ from CCC and must be processed accordingly.

A chargeback denied due to - Past your County Deadline will NOT be accepted and a Surcharge will apply
  *Salem County Deadline – Winter and Spring - January 31, 2015
  *Atlantic County Deadline – Winter and Spring – March 1, 2015
  *Cape May & Gloucester – Contact Your Home Community College
*Failure to process a Chargeback by the deadline will result in additional charges of $65 per credit*

Student Name: ________________________________  Student ID: ____________

Address: ______________________________________

________________________________________________

The above named student is not eligible for a chargeback for the __________________ for the reason indicated below.

_____ Basic Skills Courses Needed

_____ Course/Curriculum Offered

_____ Past Due Date – NOT Acceptable as a DENIAL (surcharge will apply)

_____ Other: _____________________________________

Home County College: _________________________________________________________________

__________________________________________________________________

Signature: College Official  Title  Date

Please submit to:

Cumberland County College
Bursar Office
PO Box 1500
Vineland, NJ  08362

**Deadlines** for submitting Chargeback Approval/Refusal to CCC:
- For Winter I 2015: December 19, 2014
- For Winter II 2015: January 07, 2015
- For Spring 2015: February 18, 2015

Updated 11/11/2014