CAMDEN COUNTY COLLEGE OUT-OF-COUNTY CHARGEBACK POLICY

INSTRUCTIONS FOR OBTAINING CHARGEBACK FOR OUT-OF-COUNTY NEW JERSEY STUDENTS ATTENDING CAMDEN COUNTY COLLEGE

All students from New Jersey counties other than Camden County, who have been accepted or are enrolled at Camden County College in chargeback eligible programs or courses that are not offered at their own county/community college are eligible for Chargeback. Since you are not a Camden County resident, this means that your home county pays funds to Camden County College for your attendance here and you are required to follow the below procedures.

- 1. After you register at Camden County College, take a copy of your registration form to the Admission's or Registrar's Office at the county/community college in which you reside, and request a Chargeback. (Note: In addition, some community colleges may require a copy of your acceptance letter.)
- 2. Your home county college office will complete the proper authorization forms for Chargeback eligibility, and then direct you to your county clerk or county treasurer's office. If your program or course has been determined Chargeback eligible by your home county college, your county clerk will provide you with a Certificate of Residency for Chargeback eligibility. This is the form you return to the Business Office at Camden County College.
- 3. If the Chargeback is refused, have the out-of-county college office issue you a Chargeback denial form, and return this form to the Business Office at Camden County College. If the college does not have such a form, please ask them to type a denial statement on their letterhead; that denial form should be returned to Camden County College's Business Office.
- 4. Students from counties that do not have a county/community college, should take their Camden County College acceptance letter directly to the appropriate county clerk's office, and proceed as in #2 and #3 above.

NOTE: Chargeback eligibility verification must be renewed each semester for which the student plans to register.

- 1. Each county office has individual deadlines regarding the release of Chargeback eligibility forms; so, please act promptly, (e.g., the County Treasurer's Office in Gloucester County will not release the Certificate of Residency after October 15 for the Fall Semester; March 1 for the Spring Semester; and July 18 for the Summer Semester.)
- 2. Chargeback eligible students who do not provide the Camden County College Business Office with the proper forms from their county will be assessed, at least, an additional \$60.00 per credit.
- 3. Some community colleges, such as, Burlington and Atlantic require test scores from the College Placement Test Accuplacer. If you have taken this test, please obtain your scores from the Camden County College Testing Office on the second floor, of the Wolverton Learning Center, or telephone (856) 227-7200, ext. 4710.