



CHARGEBACK

Certification of eligibility for chargeback assistance pursuant to Chapter 179 of the Laws of 1968

Instructions to Obtain "Chargeback" Assistance:

1. After registering for classes, have your County College complete **Part A**.
(Note: Some schools may require a paid bill in addition to the "Chargeback" form.)
2. Upon completion of **Part A**, take the form with appropriate identification to the Chief Fiscal Officer or other authorized office of your home county for completion of **Part B**.
3. When the "Chargeback" form is complete, take to the appropriate County College Accounting Office for the applicable tuition adjustment.
4. The "Chargeback" form must be completed each semester, no sooner than two months prior to the start of classes.

PART A

Name _____
 Address _____ Student No. _____
 City _____, NJ Zip Code _____

The above named student will be attending _____ because:

- The course/curriculum in _____ is NOT offered.
- The enrollment for the course/curriculum in _____ is FULL.
- The course/curriculum is not offered at a time when the student can take it because _____

Signature _____ Title _____ Date _____

PART B

CERTIFICATION OF RESIDENCE

On the basis of sworn statements and evidence submitted to me, I hereby certify that _____ (Name)
 residing at _____ (Street Address) _____ (City) _____ (State) _____ (Zip Code)
 is a resident of _____ County, and signify _____

County's acceptance of responsibility to pay its share of operating costs at the college attended, pursuant to the provisions of the above-named law and regulations of the Board of Higher Education.

Signature _____ Date _____
 Chief Fiscal Officer

Please note evidence utilized to determine residency: _____

COUNTY	COUNTY COLLEGE PART A	CHIEF FISCAL OFFICE PART B
ATLANTIC	Atlantic Cape County College - Admissions 5100 Brunswick Pike, Mays Landing 609-343-5000	Atlantic County Administration Building 1333 Atlantic Highway, Atlantic City 609-343-2258
BERGEN	Bergen County College - Admissions 400 Paramus Road, Paramus 201-447-7218	Bergen County Administration Building 1 Bergen County Plaza, Hackensack 201-336-6555
BURLINGTON	Burlington County College - Admissions County Route 530, Pemberton 609-894-9311	Burlington County Administration Building 49 Rancocas Road, Mount Holly 609-265-5018
CAMDEN	Camden County College 200 North Broadway, Camden 856-338-1817	City Hall 520 Market Street, 9 floor, Camden 856-225-5594
CAPE MAY	Atlantic Cape County College - Admissions 5100 Brunswick Pike, Mays Landing 609-343-5000	Cape May County Administration Building 4 Moore Road, Cape May Court House 609-465-1170
CUMBERLAND	Cumberland County College - Student Services 3322 College Drive, Vineland 856-691-8600	Cumberland County Administration Building 890 East Commerce Street, Bridgeton 856-453-2134
ESSEX	Essex County College - Bursar 303 University Avenue, Newark 973-877-4400	Essex County Administration Building 465 Dr. Martin Luther King Boulevard, Newark 973-621-7836
GLOUCESTER	Gloucester County College - Business Office 1400 Tanyard Road, Sewell 856-468-5000	Gloucester County Administration Building 1 North Broad Street, Woodbury 856-853-3354
HUDSON	Hudson County Community College - Bursar 25 Journal Square, Jersey City 201-656-2020	Hudson County Administration Building 567 Pavonia Avenue, 2 floor, Jersey City 201-795-6077
HUNTERDON	Raritan Valley Community College Route 28 & Lemington Road, Somerville 908-526-1200	Hunterdon County Complex Building #1 Route 12, Flemington 908-788-1102
MERCER	Mercer County Community College 1200 Old Trenton Road, West Windsor 609-586-4800	Mercer County Administration Building 640 South Broad Street, Room 106, Trenton 609-989-6722
MIDDLESEX	Middlesex County College - Business Office 2600 Woodbridge Avenue, Edison 732-548-6000	<i>"Chargeback" operations performed at the College</i>
MONMOUTH	Brookdale Community College - Registrar 765 Newman Springs Road, Lincroft 732-224-2000	Monmouth County Administration Building 1 East Main Street, Freehold 732-431-7350
MORRIS <small>(paid bill and student schedule required)</small>	County College of Morris - Bursar & Admissions 214 Center Grove Road, Randolph 888-226-8001	Morris County Records & Administration Building 15 Cort Street, Morristown 973-285-6085
OCEAN	Ocean County College - Admissions College Drive (off Hooper Drive), Toms River 732-255-0400	Ocean County Administration Building 101 Hooper Avenue, 2 floor, Toms River 732-929-2127
PASSAIC	Passaic County Community College - Admissions 1 College Boulevard, Paterson 973-684-6868	<i>"Chargeback" operations performed at the College</i>
SALEM	Salem Community College 460 Hollywood Avenue, Cameys Point 856-292-2100	Salem County Administration Building County Clerk & Treasurer, 92 Market Street, Salem 856-938-7510
SOMERSET	Raritan Valley Community College - Registration Route 28 & Lemington Road, Somerville 908-526-1200	Somerset County Administration Building Finance Department, 120 Grove Street, Somerville 908-231-7683
SUSSEX	Sussex County Community College College Hill, Newton 973-300-2100	<i>"Chargeback" operations performed at the College</i>
UNION	Union County College - Admissions 1033 Springfield Avenue, Cranford 908-956-6000	Union County Administration Building Finance Department, Elizabeth 908-527-4966
WARREN	Warren County Community College - Academic Services 475 Route 57 West, Washington 908-835-9222	Wayne Dumont Administration Building Treasurer, Route 519, Belvedere 908-475-6541