



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