



# Chargeback Application Instructions

## Essex County Residents

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Chargebacks are a process created by the State of New Jersey so that out of county students will not be penalized with higher or additional tuition cost for attending an out of county college, if their home county college does not offer their chosen program of study. All counties of New Jersey support a county and/or community college, yet not all of these colleges offer all majors desired by their resident students.

Chargebacks are available to an Essex County resident who is attending another community college as a matriculating student (**officially admitted to a program of study**) in a program of study **not** offered at Essex County College. The academic program or course submitted for Chargeback approval must be substantially different in both content and purpose from the course(s) or program offered at Essex County College. Minor variations in content and purpose, or minor difference in course or program titles are not grounds for Chargeback.

### **Chargeback Application Deadline Dates**

- **NOVEMBER 1** Fall Semester
- **MARCH 1** Winter Semester
- **APRIL 1** Spring Semester
- **AUGUST 1** Summer Sessions

Chargeback Applications submitted after the above deadline dates will NOT be processed.

**Chargeback Application** - Chargeback Application must be filed for each semester/term.

1) **First time applicants**, submit the following:

- Chargeback Application
- Acceptance Letter indicating Program of Study / Major
- Class Schedule **and** registration bill showing the classes for which you are registered.

2) **Returning applicants** (have previously received chargeback), submit the following:

- Chargeback Application.
- Class Schedule **and** registration bill showing the classes for which you are registered.

**NOTE:** Students enrolled in remedial/developmental courses may be required to complete the remediation in the home community college.

3) **Submitting Chargeback Applications** - Be sure to provide all information in the application and include supporting documents that are required (see above).

E-mail: [chargebacks@essex.edu](mailto:chargebacks@essex.edu)

In-person: Office of Enrollment Services, Main Campus or West Essex Campus

By mail: Essex County College, 303 University Avenue, Newark, NJ 07102

### **Processing of Chargeback Application**

- Enrollment Services will process application within 10 business days and send it to the Essex County Treasurer's Office. Please be advised during 'peak times' of registration, processing may take a few days longer.
- The Essex County Treasurer's Office will send the following documents to your home address.
  - a) A Certification of Inability to Admit**
  - b) A Certificate of Residence**

Submit both documents to the Bursar/Student Account Office of the county community college you are attending for the applicable tuition adjustment.