

## **CHARGEBACK APPLICATION**

Essex County Resident Attending Out of County Community College

NAME		DATE	
First Last			
ADDRESS			
CITY S	STATE	ZIP CODE _	
E-mail		Phone	
COMMUNITY/COUNTY COLLEGE ATTENI	DING:		
PROGRAM OF STUDY/MAJOR:			
High school Attended		Graduation Date	
Have you applied for admission to Essex County	College?	Yes	No
Are you registered to vote in Essex County?		Yes	No
Are your parents registered to vote in Essex Cou	inty?	Yes	No
Have you been living in Essex County for the pas	st six months?	Yes	No
TERM (CHECK ONE):  Fall 20 Wint  First time Applicants: Submit all three iter  1) Chargeback Application	ns listed below.		mmer 20
2) Acceptance Letter statir	ng the Curriculum or Pro	ogram of Study / Ma	ajor.
3) Class Schedule and reg	istration bill showing t	the classes for whic	h you are registered.
Returning Applicants (received chargebac	k previously): Subm	it items listed bel	ow.
1) Chargeback Application	completed and signed.		
2) Class Schedule and reg	istration bill showing t	the classes for whic	h you are registered.
I have read the Chargebacks instructions and underst by the designated deadline date.	and that I am responsib	ole for submitting a	ll required documents
Student Signature		Date	
OFF	ICE USE ONLY		
APPLICATION STATUS:Approved	Pending	_	Denied
<b>Distribution:</b> Enrollment Services - County - Studer	nt		

## Chargeback Application Instructions Essex County Residents

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
 MARCH1 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

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.