



## CHARGEBACK APPLICATION INSTRUCTIONS

Dear Chargeback Applicant:

Please review each section carefully to ensure full understanding of the process to apply for Chargeback at Middlesex County College. It is advisable to keep a copy of the Chargeback Application for your records. Chargeback Applications must be filed each semester.

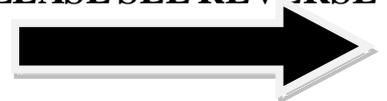
### ***SECTION A: ELIGIBILITY CRITERIA***

Tuition Chargeback is a program by which a resident of Middlesex County seeking a program or course not offered as part of the Middlesex County College curricula, may enroll at another New Jersey county college and pay the lower tuition rate.

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 Middlesex County College. Minor variations in content and purpose, or minor differences in course or program titles are not grounds for Chargeback. Chargeback Applications must be filed each semester. Applicants must meet Middlesex County residency requirements (have been domiciled in NJ for at least one year and in Middlesex County for at least 30 days prior to the first day of classes).

- 1) Applicant must be qualified to enroll at Middlesex County College.
- 2) Students who have been domiciled in NJ for at least one year and in Middlesex County for at least 30 days prior to the first day of classes are eligible for tuition Chargeback.
- 3) Applicant must take program specific courses for college credit at a New Jersey county/community college only; please be advised, chargebacks are not applicable in any New Jersey four-year institution.
- 4) **Chargeback Applications (first-time or renewals) must be filed each semester.** Applicants who make a change in a program after approval by Middlesex County College need to reapply for Chargeback approval under the new program.
- 5) Chargeback Applications will not be approved if the program or course has been or will be offered at Middlesex County College within one year.
- 6) Retroactive requests for previously completed semesters are not eligible for Chargeback.
- 7) First-time Applicants whose scores would require them to take developmental course(s) are advised to take one of the following steps:
  - a) If you are only required to take developmental courses in one basic skills area, you may take that one course at MCC or at the other County College at which you intend to study.
  - b) If you are required to take developmental courses in two or more basic skills areas, you must enroll in and complete the specified developmental courses needed at Middlesex County College before beginning your program of study at the other county college.
  - c) After developmental coursework is completed, a student will be eligible for Chargeback providing all other Chargeback eligibility requirements are met.
  - d) If the applicant has completed required developmental courses, they must present proof by way of score report or official letter from the Testing Center of the other institution.

**PLEASE SEE REVERSE**



## **SECTION B: INSTRUCTIONS FOR APPLYING FOR CHARGEBACK**

### **CHECKLIST: WHAT YOU WILL NEED TO SUBMIT:**

- ✓ Applicant must submit a Chargeback Application with Parts I and II fully completed, in blue or black ink only, as instructed with approval by the other county college at which applicant seeks to enroll.
- ✓ Proof of Residency demonstrating that the applicant has been domiciled in New Jersey for at least one year and in Middlesex County for at least 30 days prior to the first day of classes. The term “domiciled” means the place in which the student has a settled connection for determination of his/her civil status or other legal purposes because it is actually or legally his/her permanent and principal home. An international student (non-immigrant alien) is not eligible for the tuition Chargeback program.
  - Acceptable proofs of residency include **ANY TWO** of the following original forms of ID (These IDs should have your name and current address clearly shown):
    - Valid New Jersey driver’s license;
    - New Jersey property tax bill;
    - current utility bill;
    - current paystub;
    - current credit card statement;
    - voter registration certificate; or
    - other official proof verifying Middlesex County residency.
- ✓ Placement Test results in the form of a letter from the other County College Testing Center clearly indicating course placement or exemption from developmental courses (official transcripts may be submitted, if applicable)
- ✓ Acceptance Letter
- ✓ Student’s Semester Schedule
- ✓ Detailed program or course description from the other County College

***NOTE: Chargeback Applications submitted without the above cannot be given consideration for approval. Applicants previously approved for Chargeback must still complete a new Chargeback Application and submit it each semester along with two proofs of residency as outlined above and a copy of the student’s semester schedule. If you have changed your major, you will be required to follow the instructions as a new Chargeback Applicant.***

### **SUBMITTING YOUR CHARGEBACK APPLICATION**

The Chargeback Application along with required documents may be submitted to the Registration Office in-person or by mail by the submission dates indicated below:

*Middlesex County College  
Registration Office – West Hall  
P.O. Box 3050  
2600 Woodbridge Avenue  
Edison, NJ 08818-3050*

*Chargeback Office Hours  
Monday & Thursday 8:30am - 5:30pm  
Tuesday, Wednesday & Friday 8:30am – 4:30pm  
[MEllis@Middlesexcc.edu](mailto:MEllis@Middlesexcc.edu)*

### **SUBMISSION DATES**

*It is recommended that you submit the Chargeback Application as soon as you are admitted and tested. Retroactive requests for previously completed semesters are not eligible for Chargeback. Chargeback Applications must be submitted in accordance with the submission dates listed below:*

<b>Semester</b>	<b>Dates Due</b>
FALL	SUBMIT BY OCTOBER 15
SPRING	SUBMIT BY FEBRUARY 15
SUMMER	SUBMIT BY AUGUST 1

### **SECTION C: CHARGEBACK APPLICATION REVIEW PROCESS**

- Chargeback Applications submitted without all required material cannot be given consideration for approval.
- Complete Applications will be reviewed by the MCC Registration Office and the Office of Student Account Services within 15 business days of receipt; however, processing time may be longer during periods of peak registration.
- Students will only be notified by mail if their Chargeback Application is not eligible for approval.
- Applications that are approved for Chargeback by MCC will then be forwarded to the Middlesex County Comptroller’s Office for further processing and approval. **Final approval is at the discretion of the Middlesex County Comptroller.**



APPLICATION, CERTIFICATION AND ACCEPTANCE OF TUITION CHARGEBACK FOR A COUNTY RESIDENT ATTENDING AN OUT OF COUNTY COLLEGE

To Applicant: Please be sure Parts I & II are fully completed - in BLUE OR BLACK INK ONLY. Incomplete applications cannot be processed.

PART I: STUDENT CERTIFICATION (To be completed by student)

Please Check One: [ ] NEW CHARGEBACK APPLICATION [ ] RENEWAL - HAVE BEEN PREVIOUSLY APPROVED FOR PROGRAM OF STUDY LISTED BELOW

I, \_\_\_\_\_, certify that I reside at \_\_\_\_\_

First Name Middle Last Street Address

\_\_\_\_\_ which is located in Middlesex County pursuant to NJS18A:64A-23. I further certify

Municipality Zip Code

that because of reasons set forth in Part III of this form, I have been accepted by \_\_\_\_\_ for the \_\_\_\_\_ academic year as follows:

Name of County College Academic Year

[ ] As a Matriculated Student [ ] As a Non-Matriculated Student

Program/Curriculum \_\_\_\_\_ [ ] Full-Time [ ] Part-Time Semester: [ ] Fall [ ] Winter [ ] Spring [ ] Summer

Table with 6 columns: Course Number, Course Title, No. of Credits, Course Number, Course Title, No. of Credits

As evidence of this acceptance, Part II of this form has been executed by this college. I further certify that I have been domiciled in New Jersey for at least one year and in Middlesex County for at least 30 days prior to the first day of classes. I am not an international student (non-immigrant alien). As evidence that I reside at the above Middlesex County address, I am attaching one copy each of at least two of the following documents (each must be an \*original\* and include home address):

[ ] Valid New Jersey Driver's License: Number: \_\_\_\_\_ [ ] Voter Registration Certificate: Number: \_\_\_\_\_ [ ] Other: \_\_\_\_\_

[ ] Middlesex County Property Tax Bill Block & Lot Number: \_\_\_\_\_ [ ] Current Utility Bill (Within 30 Days of Application) Dated: \_\_\_\_\_ [ ] Current Credit Card Statement (Within 30 Days of Application) Dated: \_\_\_\_\_

My Social Security Number is \_\_\_\_-\_\_\_\_-\_\_\_\_. In the event of any questions, I may be reached at the following:

Daytime: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ / Evening: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

I certify that the information provided in Parts I & II is accurate and further authorize the release of transcripts of my course(s) and grade(s) to Middlesex County College upon request.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Student

PART II: CERTIFICATION OF ACCEPTANCE BY OUT-OF-COUNTY COLLEGE (To be completed by County College student will attend)

I hereby certify that \_\_\_\_\_, residing at \_\_\_\_\_

First Name Middle Last Street Address

\_\_\_\_\_ with Social Security Number \_\_\_\_\_ has been accepted by

Municipality Zip Code

\_\_\_\_\_ for the \_\_\_\_\_ term of \_\_\_\_\_ as a:

Name of County College Fall, Winter, Spring, or Summer Academic Year

[ ] Matriculated Student [ ] Non-Matriculated Student

Program/Curriculum: \_\_\_\_\_

The following course(s) will be taken:

Table with 6 columns: Course Number, Course Title, No. of Credits, Course Number, Course Title, No. of Credits

\*For the matriculated student: I certify that all of the above courses are required for completion of the program approved for chargeback eligibility.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature - County College Representative

\_\_\_\_\_ Title

**PART III: CERTIFICATION OF INABILITY TO ADMIT (To be completed by the Middlesex County College - Registration Office)**

For the below-stated reason(s), the above-named student is not accepted for admission to Middlesex County College for the:

Fall       Winter       Spring       Summer      Year: \_\_\_\_\_

Matriculated Student       Non-Matriculated Student

The Program/Curriculum indicated in Part II is not offered by MCC: \_\_\_\_\_ Program/Curriculum

The following course(s) is/are not offered:

<u>Course Number</u>	<u>Course Title</u>	<u>No. of Credits</u>	<u>Course Number</u>	<u>Course Title</u>	<u>No. of Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature- Registration Office, Middlesex County College

\_\_\_\_\_ Application Number

\_\_\_\_\_ Title

**PART IV: CERTIFICATION OF MIDDLESEX COUNTY COLLEGE OFFICE OF STUDENT ACCOUNT SERVICES**

I have reviewed this application and find it to be complete in all respects and have determined that the student is eligible for the tuition chargeback program. I have also verified that the documentation furnished by the student confirms that he/she is a Middlesex County resident.

\_\_\_\_\_ Date

\_\_\_\_\_ **Mark A. Banyacski – Director**  
Financial and Student Account Services, Middlesex County College

**PART V: CERTIFICATION OF MIDDLESEX COUNTY COMPTROLLER**

Based upon evidence contained on Parts I, II, III, and IV of this application, I hereby certify as Chief Financial Officer of Middlesex County that I will recommend to the Board of Chosen Freeholders to pay its share of the operation expenses of the receiving county college as provided by NJS 18A:64A-23 and N.J. Administrative Code 9:41-5.

\_\_\_\_\_ Date

\_\_\_\_\_ **Joseph Pruiti**  
Chief Financial Officer and Treasurer - Middlesex County

\_\_\_\_\_ Application Number