



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

400 Paramus Road
Paramus, New Jersey 07652-1595
www.bergen.edu
Office of Admissions and Recruitment

CHARGEBACK FORM INSTRUCTIONS

BERGEN COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES

(KEEP THIS PAGE FOR YOUR REFERENCE)

If you are a student living in Bergen County who is attending another community college as a matriculated student in a curriculum which is **not offered** at Bergen Community College, please submit a copy of the documents listed below, along with the attached form to the **Office of Admissions and Recruitment, Room SC-110 (www.bergen.edu/admissions)**:

1. - If it is the **first time** that you are requesting a chargeback, please submit a copy of your acceptance letter into the curriculum which you were accepted in.

- If you **have requested a chargeback from us before**, then you must also submit a letter verifying your current status and enrollment.
2. A **copy of your original schedule/bill** showing the classes for which you are registered.
3. Your valid **NJ Driver's License or Bergen County ID card**.
4. For **first time** students, we will need a copy of your Basic Skills Test results. If you have a college degree, a copy of your diploma will be sufficient.

If we determine that you meet the eligibility for a chargeback, a **Certification of Inability to Admit** form will be mailed to your home.

Upon receipt of this information, take the above item to the County Treasurer's Office in Hackensack, NJ; the attached item will have the address.

Then take the papers from the County Treasurer's Office to the college you are attending.

NOTES:

A student who places into a comprehensive remedial program and cannot begin the actual curriculum of their choice without completing these developmental/remedial courses will not be eligible for a chargeback. These students are expected to complete the remedial program at their home county college according to the regulations of the state of New Jersey. ([Ref. N.J. Administrative Code, Title 9A, Chapter 4, § 9A:4-1.3](#)).
According to State Regulations, a student who places into a comprehensive remedial program may not be eligible for a chargeback from their home county ([Ref. N.J. Administrative Code, Title 9A, Chapter 4, § 9A:4-1.3](#)).



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This process **MUST BE COMPLETED EACH SEMESTER.**

Processing takes **3 to 5 business days**; please allow ample time to meet the deadlines.

During “**peak times**” at Bergen Community College, processing may take a few days longer.

Please fill out and submit this Chargeback Form and all required documentation to **the Office of Admissions and Recruitment, Room SC-110.**

1. Last Name _____ First Name _____ Middle Initial _____

2. Social Security or Student ID number: _____

3. Phone Number _____ E-mail _____

5. College Attending _____

6. Curriculum _____

7. Chargeback Requested for:

Fall ___ Spring ___ Summer I ___ Summer II ___ Summer U ___

8. Have you previously requested a chargeback? Yes No

9. The following must be attached:

- a. ___ Letter from the college stating the curriculum in which I am accepted.
- b. ___ A copy of my original bill/schedule.
- c. ___ Valid NJ Driver’s license, permit or Bergen County ID card.
- d. ___ A copy of my NJ College Basic Skills Test Scores or Copy of my college diploma

Student Signature

Date