



## **Hudson County Community College Chargeback Information & Instructions**

**Process:** Chargeback is available to a Hudson County resident who is attending another community college as a matriculated student (officially admitted to a program of study) in a course or program of study not offered at HCCC. For the purpose of chargeback, Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, and College Resource Centers for Visually Impaired Students shall be considered eligible programs of study, which includes comprehensive remedial programs.

Individuals applying for chargeback must also complete an admissions application for HCCC (application fee waived) in order to track students' records within SIS. Chargeback must be requested on a semester-by-semester basis.

**Instructions:** The following must be submitted to HCCC in support of an application for chargeback:

1. An acceptance letter from the admitting community college, stating the program of study in which student has been enrolled.
2. A current class schedule identifying the title and course number of all classes for which the student is currently enrolled.
3. Proof of address (e.g., NJ motor vehicle license and/or registration; voter registration card; Hudson County ID Card).
4. A copy of entrance exam/test results. These results are only required of those individuals applying for chargeback for the first time.
5. A chargeback request form, with all pertinent student sections (Sections I, II & IV) completed (attached)

Enrollment Services' representatives will then review all required documentation and criteria and will either approve or deny request in Section II of the chargeback request form. Section III must be completed, along with Section V (signature, print name and title).

A photocopy of the chargeback request form (along with copies of all required documents) will be retained on file and should be scanned under the SID number specific to the individual's application to HCCC.

The individual must verify certification of residence for the purposes of chargeback through the Chief Fiscal Officer of Hudson County (see instructions below).

**Certification of Residence:**

- 1. Once HCCC has determined eligibility for chargeback, the applicant must certify Proof of Residency in Hudson County and obtain the signature of the Chief Fiscal Officer for Hudson County. This office is located at the Hudson County Administration Building – 2<sup>nd</sup> Floor, 567 Pavonia Avenue, Jersey City, NJ 07306. Please see Ms. Sherry Hughes or contact (201) 795-6077 with questions.**
- 2. Once residency has been verified, return the completed form to the Finance Office of the college you are attending. The college will then forward the completed form with the chargeback billing to the County Treasurer’s Office for payment.**



For Hudson County residents taking courses Out-of-County. MUST be completed and submitted within the ADD/DROP period at HCCC for the term requesting a Chargeback.

## CHARGEBACK REQUEST FORM

A. NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

B. PERMANENT LEGAL ADDRESS \_\_\_\_\_ APT \_\_\_\_\_

C. PHONE: \_\_\_\_\_

D. NAME OF COUNTY COLLEGE TO BE ATTENDED \_\_\_\_\_

F. CHARGEBACK REQUESTED FOR:  
 \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ YEAR \_\_\_\_\_

G. ARE YOU A MATRICULATING STUDENT (officially admitted to a program of study)? \_\_\_\_\_ YES \_\_\_\_\_ NO

H. ARE YOU A NON-MATRICULATING STUDENT (registered for courses) \_\_\_\_\_ YES \_\_\_\_\_ NO. HAVE YOU BEEN REQUIRED TO ENROLL IN A COMPREHENSIVE REMEDIAL PROGRAM ONLY (THUS CANNOT TAKE COURSES IN ACTUAL CURRICULUM OF YOUR SELECTED PROGRAM)? \_\_\_\_\_ YES \_\_\_\_\_ NO

PROGRAM/MAJOR OR COURSE FOR WHICH CHARGEBACK IS REQUESTED. GIVE PROGRAM/MAJOR OR COURSE TITLE EXACTLY AS IT APPEARS IN THE CATALOG OF THE COLLEGE YOU ARE TAKING COURSES WITH.

CHARGEBACK MAJOR	<input type="checkbox"/> - APPROVED  <input type="checkbox"/> - DENIED	REASON

J. PLEASE HAVE AVAILABLE THE FOLLOWING DOCUMENTATION WITH THIS FORM WHEN SUBMITTING:

1. AN ACCEPTANCE LETTER FROM YOUR COMMUNITY COLLEGE STATING THE CURRICULUM IN WHICH YOU ARE ENROLLED. (ONLY NEEDED THE FIRST TIME YOU APPLY FOR A CHARGEBACK) RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO
2. A COPY OF YOUR NEW JERSEY COLLEGE BASIC SKILLS PLACEMENT TEST RESULTS. (ONLY NEEDED THE FIRST TIME YOU APPLY FOR A CHARGEBACK) RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ WAIVED
3. A VALID NJ DRIVER'S LICENSE OR VOTER'S REGISTRATION CARD OR HUDSON COUNTY ID CARD. THIS DOCUMENT SERVES AS THE APPLICANT'S PROOF OF HUDSON COUNTY RESIDENCE. \_\_\_\_\_ YES \_\_\_\_\_ NO
4. A COPY OF A COMPLETE REGISTRATION FORM SHOWING THAT YOU ARE CURRENTLY REGISTERED FOR THE APPROPRIATE CLASSES. RECEIVED \_\_\_\_\_ YES \_\_\_\_\_ NO

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE. I UNDERSTAND THAT, IF ELIGIBLE MY ELIGIBILITY WILL BE CANCELLED IF I REGISTER FOR A PROGRAM DIFFERENT FROM THE ABOVE AND THAT I MUST REAPPLY FOR THE NEW PROGRAM. I FURTHER UNDERSTAND THAT MY CHARGEBACK, IF APPROVED, APPLIES ONLY TO THE SEMESTER REQUESTED. ADDITIONALLY, I MUST REAPPLY FOR A CHARGEBACK FOR ALL ADDITIONAL SEMESTERS AND/OR SUMMER SESSIONS.

STUDENT SIGNATURE & DATE

SIGNATURE OF HCCC ENROLLMENT SERVICES OFFICER & DATE



**CERTIFICATION OF RESIDENCE FOR PURPOSE OF CHARGEBACK**

**PURSUANT TO THE PROVISION OF N.J.S.A. 18:64A-23**

ON THE BASIS OF SWORN STATEMENTS AND EVIDENCE SUBMITTED TO ME, I HEREBY

CERTIFY THAT \_\_\_\_\_  
(NAME)

RESIDING AT \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

IS A RESIDENT OF HUDSON COUNTY AND SIGNIFY HUDSON COUNTY'S ACCEPTANCE OF RESPONSIBILITY TO PAY ITS SHARE OF OPERATING COSTS AT THE COLLEGE ATTENDED, PURSUANT TO THE PROVISIONS OF THE ABOVE MENTIONED LAW AND THE REGULATIONS OF THE DEPARTMENT OF HIGHER EDUCATION.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
CHIEF FISCAL OFFICER – HUDSON COUNTY