

**Rowan College at Gloucester County
1400 Tanyard Road
Sewell, NJ 08080**

**Business Office
(856) 415-2226**

OUT OF COUNTY CHARGEBACK REGULATIONS

Students, who are not residents of Gloucester County, are **REQUIRED** to obtain Chargeback papers from their respective county college and/or county Treasurer's Office. This procedure is required by N.J.S.A. 18A: 64A-23.

To obtain your forms please follow these steps:

- 1.** Take a copy of your RCGC schedule to the Department of Student Services at your home county college. Some colleges may require NJ College Basic Skills Placement Test scores and your RCGC letter of acceptance. Some colleges may ask for a verification of enrollment from RCGC in addition to the other forms. Students, from counties that do not have their own county college, should take the above information directly to their County Treasurer's Office to obtain Chargeback papers.
- 2.** The Director of Admissions will either complete a Chargeback Refusal form or a Certificate of Eligibility for Chargeback Assistance.
- 3.** The Certificate of Eligibility for Chargeback Assistance is to be taken to your county Treasurer's Office. The County Clerk will complete a Certification of Residency for Chargeback Assistance.
- 4.** The completed Chargeback Refusal form and/or Eligibility papers are due in the Business Office at Rowan College at Gloucester County by the 10th day of the semester of the chargeback (or Payment Due Date for early registrants). **If your forms are not received by the RCGC Business Office, you may be invoiced for your County's share of your educational expense.**

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What are Chargebacks?

All county colleges are tax supported. If you are a resident of the county in which you are attending, the county will automatically subsidize your education. If you are not a resident, you must apply to your home county college and/or County Treasurer's Office for Chargeback Assistance.

If your home county college does not offer the classes or curriculum you are taking, they will complete Chargeback Eligibility papers. These must then go to your County Treasurer's Office for verification of residency and authorization of payment. Upon completion of this process, the papers must be returned to the Business Office of the receiving college (where you will be attending). Chargeback papers give the receiving college authorization to bill the sending county for the associated county share of your education.

If your home county college does offer the classes or curriculum you are taking, they will complete a Chargeback Refusal form. This in no way affects your educational directives, it merely shows us that you have attempted to get Chargeback's and releases you from paying any additional charge for your county.

It is by law that we request all New Jersey, non Gloucester County residents to comply. Failure to get either the Refusal form or Eligibility papers may result in our charging your county's share to you.

Please note:

These tax dollars help us to keep the cost of tuition down.

Many counties have strict cut-off dates after which Chargebacks cannot be obtained. Eg: Cape May cuts off after the first week of school. It is, therefore, vital that you fulfill this responsibility as quickly as possible.

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CHARGEBACK REFUSAL

STUDENT ID NUMBER

SEMESTER YEAR

PLEASE PRINT

NAME OF STUDENT

LAST

FIRST

HOME ADDRESS

STREET

CITY

STATE

ZIP

HOME COUNTY COLLEGE

Your Chargeback Application has been denied because:

_____ **the/course/curriculum desired is offered**

_____ **other:**

Signature of College Official

Title

Date