



**UNION COUNTY COLLEGE  
CHARGEBACK INFORMATION**

**What is Chargeback Assistance?**

A student who desires to attend an out of county community college because their home county community college does not offer the major/program may be eligible for in county tuition rates through the state chargeback regulations.

**ELIGIBILITY CRITERIA**

Chargeback is available to Union County residents who meet the following criteria:

- 1) The applicant must provide proof of Union County residency with Drivers License, Voter’s registration card or utility bill.
- 2) Applicants must be registered for courses and programs for credit at another New Jersey County/ State supported Community College. **Courses and programs offered outside the state in which the student’s college is located are not eligible to Chargeback.**
- 3) The program or course(s) requested for Chargeback must be **substantially** different in content and purpose from the program or course(s) offered at Union County College. Minor variations in content and purpose or differences in program course titles are not grounds for Chargeback.
- 4) Chargeback will not be approved if the program or course(s) is offered at Union County College within one calendar year.
- 5) Chargeback requests for auditing courses will not be approved.
- 6) To determine remediation needs of Chargeback students, the receiving college shall test out of county incoming students using the same instruments and cut-off scores it uses for assessing its in-county students. **Students required to enroll in two or more Basic Skills Areas (as determined by the receiving institution) shall complete the remediation at the home community college and will not be eligible for chargeback assistance.** Students required to enroll in only one basic skills area are eligible to take the remedial courses as part of the program of study at an out-of-county institution on Chargeback.

**INSTRUCTIONS FOR APPLYING**

- 1) Chargeback for programs must be requested each academic year and semester as needed. Chargeback requests for a Summer Session program or course(s) must be requested for each Summer Session.
- 2) The applicant must provide Union County College Administrators with an acceptance letter and/or major, schedule of courses and if required a course description.
- 3) Students enrolled in a special needs program, must bring in an acceptance letter for the program.
- 4) A decision is usually instant, but may take 24-48 hours. Applicants for Chargeback should be aware that, if approved by the college, a copy of their proof of residency is also required as designated by the Union County Office of Finance.
- 5) Applicants for Chargeback should submit their requests as soon as possible. The suggested deadline for submission of requests are:

Fall	October 1
Spring	February 1
Summer I	June 1
Summer II	July 15
- 6) **Retroactive requests for previously completed semesters may not be considered and approval is not guaranteed.**
- 7) If you register for a program/course(s) different from the one for which Chargeback was granted, you will have to refund the money and will no longer be eligible to receive Chargeback for any program or course(s).  
Questions contact the Admissions Office at 908-709-7596.