

## Dear Chargeback Applicant

Please review each section carefully to ensure full understanding of the process to apply for Chargeback at Middlesex 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 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 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 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 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 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 Middlesex College 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 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.

### 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 and cannot be any school-related mail):

- Valid New Jersey driver's license
- current utility bill
- current credit card statement
- 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
- New Jersey property tax bill
- current paystub
- voter registration certificate

**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 College  
Registration Office – West Hall  
2600 Woodbridge Avenue  
Edison, NJ 08837

**Chargeback Office Hours**  
Monday, Wednesday and Thursday 9 a.m.-4:30 p.m.  
Tuesday 9:30 a.m.-5p.m.  
Contact [Chargeback@middlesexcc.edu](mailto:Chargeback@middlesexcc.edu)

### Middlesex College 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:

Semester	Dates Due
Fall	Submit By October 1
Spring	Submit By February 1
Summer	Submit By July 15

\*\*Some New Jersey Community Colleges require earlier semester submission deadlines. Please check with the College for which you plan to enroll regarding their Tuition Chargeback submission deadlines.

### 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 Middlesex College 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 Middlesex College 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.**



**PART II: Certification of Acceptance by Out-Of-County College (To be completed by County College student will attend)**

I hereby certify that \_\_\_\_\_  
First, Middle, and Last Name

residing at \_\_\_\_\_, \_\_\_\_\_ has been accepted by  
Street Address 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:

Course No.	Course Title	No. of Credits	Course No.	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

Signature - County College Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III: Certification of Inability to Admit (To be completed by the Middlesex College - Registration Office)**

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

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

Matriculated Student  Non-Matriculated Student

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

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

Course No.	Course Title	No. of Credits	Course No.	Course Title	No. of Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other: \_\_\_\_\_

Signature - Registration Office, Middlesex College: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV: Certification of Middlesex 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.

\_\_\_\_\_  
Stephanie Wood – Student Accounts Specialist Finance and Administration, Middlesex College Date: \_\_\_\_\_

Transmittal Number: \_\_\_\_\_

**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.

\_\_\_\_\_  
Joseph Pruiti – Chief Financial Officer and Treasurer, Middlesex County Date: \_\_\_\_\_ Application Number: \_\_\_\_\_