

PASSAIC COUNTY COMMUNITY COLLEGE
1 College Blvd Paterson, NJ 07505

OFFICE OF THE BURSAR

CHARGEBACK POLICY FOR OUT OF COUNTY RESIDENTS

INSTRUCTIONS

If you reside outside of Passaic County, and are registered in a curriculum at Passaic County Community College which your county college does not offer, please follow the directions below:

1. Email a completed Chargeback Request Form to bursar@pccc.edu . Once approved, we will email you back a Chargeback Enrollment Form.
2. Submit the following forms to the community college in your county of residence.
 - Completed Chargeback Enrollment form (Located in the Forms section of Policies and Procedures)
 - Copy of your bill/schedule
 - Your NJ College Basic Skills Test Scores
 - Your home county may ask you to provide additional information; you will probably be asked to present a valid NJ driver's license
3. When you receive the Certification of Residence for Purpose of Chargeback form from your county of residence, please send us an email to bursar@pccc.edu and mail the original to- PCCC
Attn: Bursar's Office
1 College Blvd.
Paterson, NJ 07630
4. Chargebacks will be filed only for students whose accounts are paid in full and have not withdrawn from their courses. This includes accounts that are paid through grants and/or loans.
5. Chargebacks will be filed 30 days before the end of each semester.

NOTE: This process must be completed for each semester. Passaic County Community College does not accept or process any chargeback forms during late registration periods.

According to state guidelines, a student who places into a comprehensive remedial program may not be eligible for a chargeback from their home county. A comprehensive remedial program requires that all developmental/remedial courses be completed before the student can begin to take courses in his/her chosen major. These students may attend Passaic County Community College but will have to pay out-of-county tuition, or may choose to attend their own county community college.

- [Chargeback Enrollment Form](#)
- [Chargeback Request Form](#)

