

## CHARGEBACK APPLICATION INSTRUCTIONS

Please review each section carefully to ensure that there is a complete understanding of the Chargeback application process at UCNJ Union College of Union County, NJ. These applications must be filed each semester/term.

### ELIGIBILITY CRITERIA

Tuition Chargeback is a program whereby a resident of Union County seeking enrollment in a program or course not offered as part of the UCNJ curricula, may enroll at another New Jersey county college and pay the in-county tuition rate per credit hour.

1. Applicant must be qualified to enroll at UCNJ.
2. Applicant must be a resident of the State of New Jersey for at least a year.
3. The applicant must provide proof of Union County residency.
4. Applicant must take program specific courses for college credit at a New Jersey county college only. Chargebacks are not applicable to any New Jersey four-year institutions.
5. Applicants who make a change in a program after approval by UCNJ need to reapply for Chargeback approval under the new program.
6. The program or course(s) requested for Chargeback must be substantially different in content and purpose from the program or course(s) offered at UCNJ.
7. Chargeback will not be approved if the program or course(s) is offered at UCNJ within one calendar year.
8. Applicants requiring developmental courses:
  - a) Required to take one developmental course, you may take that course at UCNJ or at the other county college.
  - b) Required to take more than one developmental course, you must enroll in and complete the specified developmental courses needed at UCNJ before beginning the program of study at the other county college.
  - c) Required to take two or more courses from more than one basic skills area (as determined by the receiving institution) in a given semester will only receive Chargeback on a course by course basis for college level coursework that semester.
9. Retroactive requests for previously completed semesters/terms are not eligible for Chargeback.
10. Submit Chargeback Application as soon as you are admitted and tested.

SUBMISSION DATES	
SEMESTER/TERM	DEADLINE
Fall .....	October 1
Winter .....	January 2
Spring .....	February 1
Summer I .....	June 1
Summer II .....	July 15