

STUDENTS
TUITION AND FEES
Chargeback #5330

POLICY

Chargeback assistance will be available to Ocean County residents attending other county colleges in New Jersey as set forth in procedures established by the College in accordance with appropriate State legislation, rules or regulations.

ADOPTED: March 20, 1978
Revised: August 22, 1983
Revised: August 22, 1994

REVIEWED: February 2, 1991

PROCEDURE

I. General

Chargeback will not be authorized if a course is closed out entirely, cancelled, scheduled at a time unacceptable to the student, or not available within a given semester as long as it will be scheduled again subsequently.

Applicants not meeting eligibility requirements for admission to a particular program will not be authorized chargeback if accepted in the same program at another county college.

The "Certification of Ability to Admit" will be authenticated by the Director of Admissions and Records or an authorized designee. The Ocean County College seal will be used to validate the authorization form. The "Certification of Ability to Admit" and the "Certification of Residence for Purposes of Chargeback" forms must be taken by the student to the Ocean County Treasurer's Office, Toms River, New Jersey for processing within 10 working days following the beginning of the semester at the receiving institution.

II. Matriculated Students

Full- or part-time students accepted at another county college in a degree program not comparable to one available at Ocean County College must provide a letter of acceptance specifying the curriculum to be followed. All courses relating to that curriculum will qualify for chargeback.

III. Nonmatriculated Students

Full- or part-time nonmatriculated students are eligible for chargeback only for those courses which are not offered or are not comparable to those available at Ocean County College. Proof of registration in specific courses must be provided for verification.

IV. Institutional Appeals

Appeals regarding chargeback must be submitted to the Vice President of Academic Affairs in writing within 72 hours of denial. The Vice President of Academic Affairs or his designee will respond in writing to the student within five working days. The Vice President of Academic Affairs' decision is considered final.

ADOPTED: March 20, 1978
Revised: May 17, 1983
Revised: April 30, 1996
Revised: April 25, 2000
Revised: November 21, 2000