

CUMBERLAND COUNTY COLLEGE

**Chargeback Procedures for Cumberland County Residents  
Attending Other NJ County/Community Colleges**

**Eligibility** Enrollment in Academic Programs or for non-matriculated student's credit courses which are not offered at Cumberland County College  
(*"Offered" means at any time - not same semester, day/evening and/or time*)

**Who to Contact** Diana Appel, Administrative Assistance  
Senior Administrative Assistant  
Enrollment, Academic & Student Support Services  
Location: Student Center  
(856) 691-8600, ext. 228

**What is Needed**

**This information must be submitted for each semester a chargeback is desired.**

**Enrollment Verification** from the out of county college including:

- Student's name
- Student's address
- Student's program major
- Semester of enrollment
- Listing of courses for which student is enrolled

-**Basic skills test results** (only 1<sup>st</sup> time chargeback applications)

- \* Transcript from out of county college (only if necessary to confirm basic skills courses completion)
- \* Transfer students to out of county college who are exempt from basic skills test must have statement of this exception.

**When Information Must Be Submitted (Deadlines)**

for Fall semester - last working day in October  
for Spring semester - last working day in February  
for Summer semesters - last working day in July

**What is Provided**

**If eligible** - a Chargeback Eligibility Form which the student must sign, date and process with the County Office (next to the county library-Bridgeton) and then submit to their out of county college.

**If not eligible** – a Chargeback Refusal which the student submits to their out of county college.

**How Long for Processing**

Completed chargebacks should not be expected the same day in which they are submitted. Chargebacks require at least a one working day processing period at Cumberland County College and are generally completed within 1-2 days. For questions or concerns, students may contact Diana Appel at (856) 691-8600 ext. 228 or e-mail: dappel@cccnj.edu

\* If Applicable