



Rowan College of South Jersey

Administrative Procedure: 8403

CHARGEBACK – OUT-OF-COUNTY STUDENT AID

This College, as well as all New Jersey county colleges, receives state funding for their own resident students in accordance with NJSA 18A:64-A et seq. This law allows out-of-county residents to attend this College at the in-county tuition rate if the student enrolls in an eligible program of study or particular course which is not offered at the home county college.

A student who lives in a New Jersey county, other than Gloucester or Cumberland, whose home county college does not offer the desired program of study or particular course may be eligible for chargeback benefits.

General Instructions

- Provide a valid driver's license or voter's card as a form of identification to demonstrate you have resided in the county for at least six months.
- Chargeback eligibility verification must be renewed each semester by the 10th day of the semester.
- The student is responsible to adhere to established deadlines set by the County Treasurer's office:
Spring Semester – March 1st, Summer Semester – July 18th, Fall Semester – October 15th

Out-of-County Students

1. Out-of-county students are identified as those students residing in counties other than Gloucester and Cumberland that have registered at RCSJ.
2. The student is to confirm the program of study is not offered at his/her county college of residence prior to registering at RCSJ.
3. After registration is completed at RCSJ, a copy of the student's schedule is taken by the student to the home county college Registrar's Office for approval/denial and to have chargeback authorization forms completed.

4. If approved, the completed authorization forms for chargeback eligibility are taken by the student to the County Clerk/Treasurer's Office where the student resides. This Office will issue a Certificate of Residency for Chargeback eligibility form. The Certificate of Residency for Chargeback form is to be submitted by the student to the RCSJ Business Office no later than the 10th day of the semester. The change in tuition will be reflected later in the semester.
5. If the chargeback is denied by the home county college, the home county college is to issue a chargeback denial form and this form is submitted by the student to the RCSJ Business Office.

In-County Students

1. In-county students are identified as those students residing in Gloucester and Cumberland counties and have registered at another New Jersey county college.
2. After registration has been completed at another NJ county college, the student brings a copy of his/her schedule, a copy of the Chargeback certification letter, and a copy of a driver's license or other state issued ID to RCSJ's Office of Student Records to request a chargeback.
3. If approved, the student takes the chargeback forms to the County Clerk/ Treasurer's Office where he/she resides and this office will issue a Certificate of Residency for Chargeback eligibility form. This certificate is to be submitted by the student to the Bursar's office of the county college where the student has registered.
4. If the chargeback is denied, a chargeback form will be issued and the form is to be submitted by the student to the Bursar's office of the county college where the student is registered.

Area: Student Services
Approved: 07/01/19
Revised: 09/14/21

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8403 Chargeback – Out-of-County Student Aid*