



Chargeback Information

Important Notice to All Students

Please read this notice before coming to the Treasurer's Office to apply for a chargeback. Each semester you must reapply for a chargeback before the beginning of classes.

Please Note: Students must reside in Gloucester County for at least six months prior to applying for a chargeback.

Applications should be made for each semester as follows:

- **December:** Spring Semester
- **May:** Summer Semester
- **August:** Fall Semester

Deadlines

- **March 1st:** Absolute deadline for filing for Spring semester
- **July 18th:** Absolute deadline for filing for Summer semester
- **October 15th:** Absolute deadline for filing for Fall semester

A new letter is needed from the Rowan College at Gloucester County or the Gloucester County Institute of Technology for each semester stating that the course is not offered or the course is filled.

You will need a valid driver's license or voter's card as a form of identification, which includes a current address. You will be required to complete an "Affidavit of Residence" stating that you have resided in Gloucester County for at least six months prior to your application for each semester.

Helpful Resources

The prospective student must apply in person Monday through Friday 8 am to 4:30 pm at:
2 S Broad Street
3rd Floor
Woodbury, NJ 08096

If you have additional questions please call 856-853-3353.

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