



## Chargebacks Salem County Residents Attending Another New Jersey Community College

Students requesting a chargeback must submit the following documents to Salem Community College:

Students should submit the following documents to their County College's Registrar's Office or Enrollment Services:

- ☐ COMPLETED Chargeback Certification form from current institution or Acceptance Letter stating Program of Study / Major
- ☐ Computer Printout of Course schedule listing enrolled classes and the total Number of credits. Carbonized advising sheets will not be accepted.
- ☐ COPY of Driver's License  
Note: Students who do not have a driver's license must submit an approved Form of identification (e.g. county photo ID, college photo ID, High School photo ID, passport, etc.) and proof of residency (e.g. utility bill, lease/rental agreement, property tax bill).

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of High School Graduated from \_\_\_\_\_

Year Graduated High School \_\_\_\_\_

Your Email Address \_\_\_\_\_

***Please Print your Email Address Clearly***

**EMAIL ALL DOCUMENTS TO: [REGISTRAR@SALEMCC.EDU](mailto:REGISTRAR@SALEMCC.EDU)**

**SCC will send notification via email upon completion of determination within 5-10 business Days**

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**NOTE: INCOMPLETE PAPERWORK WILL NOT BE ACCEPTED.**

### Chargeback Submission Deadlines:

September 30 Fall Semester

January 31 Spring / Winter Semester

July 31 Summer Sessions

Date Received \_\_\_\_\_

Approved ☐

Denied ☐

Initial \_\_\_\_\_

Reason for Denial \_\_\_\_\_