SALEM
COMMUNITY COLLEGE

Chargebacks for Out of County Residents Attending
Salem Community College

Students who attend a community college outside of their county are require to obtain chargeback papers from their respective County College and/or their County Treasurer's Office.

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

- Chargeback Certification Form

- COPY of SCC course Schedule

- COPY of Driver's License.
  Note: Students who do not have Driver's License must submit and 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).

Students must return the following documents to SCC's Student Accounts:

- Original Chargeback Approval or Denial Form

- Original Residency Verification form from County Treasurer's Office
  Note: Applies only to Approved Chargebacks

Approved Chargeback: Chargeback paperwork must be renewed each semester the student plans to register for courses at Salem Community College.

Denied Chargeback: Chargeback paperwork must be renewed if Curriculum Changes

Student Name _____ ID# _____

Student Accounts Use Only:

Total Credits _____   Chargeback Waiver amount _____

Initial_____   Chargeback Denied _____

SALEM
COMMUNITY COLLEGE

460 Hollywood Ave
Carneys Point, NJ 08069

Chargeback Certification

Out-of-County Residents Attending Salem Community College

STUDENT NAME:_____ Date _____

STUDENT ID#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP:_____

PHONE: _____EMAIL:_____

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The above named student is enrolled in the _____ program

For the _____ Semester, and is registered for _____ credits.

Sincerely,

Jill James
Registrar

Submit this form with a copies of course schedule and driver's license to your County Community College.