

Chargeback assistance will be available for Ocean County residents who enroll in a course or program, at another county college in New Jersey, that is not offered at Ocean County College.

DEADLINE

An Ocean County Resident has 30 days after the beginning of our term for which the chargeback is requested to receive the certification from OCC. Refer to the registration calendar on our website: <https://www.ocean.edu/programs-and-courses/calendar/>

It is recommended that a student submit the required documents as soon as they are registered for courses at the other county college. *Retroactive requests for previously completed semesters are not eligible for Chargeback.*

A request for a chargeback **will not** be accepted once the 30-day window of submission has closed.

Required Documents

The student must visit the OCC Registration & Records office with the appropriate paperwork in hand:

- An acceptance letter or signed document from the other county college confirming the degree program for which the student is admitted. All courses relating to that curriculum will qualify for a chargeback.
 - If OCC does offer the program in question, even if under a different title, we will only certify the chargeback for the specific courses that we do not offer.
- A copy of the student's class schedule for the term of which the chargeback is requested. The schedule should include the term, course code, and credit hour information.
- First time chargeback requests also require a copy of the student's placement test scores or other documentation showing the student does not need remediation in Math and English.
 - If the student only requires one subject remediation, then the chargeback will be granted.
 - If the student requires remediation in both Math and English, the chargeback will not be granted until remediation is satisfied in at least one of the aforementioned subject areas.
- A valid government issued photo ID which reflects the student's permanent residence is within Ocean County.

The student will then take the Chargeback packet provided by OCC, complete with the Certificate of Inability to Admit with the college's seal, down to the Ocean County Department of Finance, Administration Building, 101 Hooper Avenue, Toms River, NJ.

Finally, the student will take the completed paperwork back to the community college at which they are enrolled for final processing.