

## **Chargeback Guidelines**

### ***What is tuition chargeback?***

If you are a city resident and wish to enroll in a program at a suburban community college, which is *not* offered within any of the seven City Colleges of Chicago, you may be eligible to receive a *tuition chargeback*. This enables you to pay the in-district tuition rate per credit hour.

### ***What kinds of programs are eligible for tuition chargeback?***

In order for a program to be eligible for a tuition chargeback it must be one in which the student is awarded college credit, and receives either an Associate of Applied Science degree or a certificate upon completion.

*Tuition chargebacks* do not cover programs classified as Baccalaureate Transfer or Adult/Continuing Education.

### ***What courses are covered by tuition chargeback?***

You will receive the in-district rate for all courses which are required by your approved program.

- ◆ Prerequisites are not covered.
- ◆ Dropped courses are also not covered. It is the student's responsibility to pay the entire out-of-district rate for any classes from which she/he withdraws.

### ***How often do I need to apply for tuition chargeback?***

Your *tuition chargeback* expires at the end of each semester. All students must reapply for tuition chargeback with each new semester by calling the Chargeback Infoline at 312/553-2764.

### ***How long will my chargeback eligibility remain in effect?***

Authorization of tuition chargeback shall not exceed two calendar years for any individual.

### ***What if I am enrolled part time?***

Eligibility of chargeback will terminate after two calendar years, regardless of enrollment status.

### ***Can I get a tuition chargeback for more than one program?***

No. Authorization for tuition chargeback is limited to one program per applicant during the two calendar years of eligibility.

### ***All applications must:***

be accompanied by two forms of I.D. which show your current address. Acceptable forms of I.D. include: driver's license, state I.D., utility bills, latest income tax form, paycheck stub, voter registration form, etc.

be sent to the address listed on the bottom of the application form.

be postmarked no later than 30 days before the start of the semester. Application materials received or postmarked after the designated deadline date will be denied.

*Upon receipt, applications will be processed in approximately 20 business days. Applicants will be informed of the status of their tuition chargeback application by mail. "This application does not guarantee automatic Chargeback approval. Approval is contingent on a College administrator's authorization."*