



REQUEST FOR CHARGE-BACK
FROM SPOON RIVER COLLEGE

Date: _____

Name (Mr. Mrs. Ms.): _____

(In-District Residence) Street Address: _____

City, State, Zip: _____

Telephone Number: _____

Social Security Number: _____

Community College Planning to Attend: _____

Term(s) {Summer, Fall, Spring (year)}: _____

Have you received charge-back before? _____ yes _____ no

Associate in Applied Science (A.A.S.) degree program: _____

OR

Certificate program of studies: _____

OR

Other: _____

Signature

Return to: Randall Greenwell
Vice President for Instruction
& Student Services
Spoon River College

FOR OFFICE USE ONLY

Charge-back or **Cooperative Agreement**



Charge-back Instructions

Spoon River College provides partial tuition support (charge-back) for students residing within the Spoon River College district to attend other Illinois public community colleges within specified limits as listed below:

1. Charge-back support will be provided only for students who have declared an intent to pursue a program of study not offered by Spoon River College which leads to a certificate or degree.
2. Charge-back support will be provided for students who pursue programs not offered by Spoon River College either on a full-time or part-time basis.
3. To qualify for such charge-back support, students need to complete the *Request for Charge-back from Spoon River College* form and submit it to the Vice President for Instruction and Student Services.
4. Charge-back support is approved for one academic year (3 semesters; fall, spring and summer) at a time. Requests should be made at least 30 days in advance of the term students are requesting.
5. Within five (5) days after the start of each semester, students must forward a copy of their registration form as verification of enrollment in the program approved to Spoon River College.
6. Requests for support of individual courses will not be honored, nor will requests based on conveniences of scheduling, travel distance or other personal factors.

To apply for charge-back support, forward the completed *Request for Charge-back from Spoon River College* form to:

Dr. Randall Greenwell, Vice President of Instruction & Student Services
Spoon River College
23235 N. County 22
Canton, IL 61520

The form can also be emailed to Chargebacks@src.edu.

Completed request will be processed in approximately 10 business days. The student and college to be attended will be notified by mail whether the request was approved or denied.