

In-District Worker Program

This program was implemented to promote economic development within the Triton College district. Under the guidelines of this program, students who reside out-of-district and are employed within the Triton district, may receive in-district tuition rates provided they fulfill the following requirements:

- The student is not eligible for a chargeback.
- The student is employed at least 35 hours per week and can provide verification of employment.
- The student submits a completed In-District Worker Form. The form is required to be signed by an immediate supervisor, manager, or Human Resource representative.
- A new In-District Worker Form must be submitted each semester to confirm eligibility status.

Please note:

- The In-District Worker Form is not program specific.
- The student is responsible for tuition payment(s).
- In-District Worker Forms are not accepted once a semester is completed.

**For more information, call
(708) 456-0300, Ext. 3726.**

Triton
COLLEGE

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Triton College is an Equal Opportunity/Affirmative Action institution.



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**Chargeback and
In-district Worker
Information**

Chargeback Information

What is a chargeback?

A Chargeback is a tuition assistance program for you if you reside outside of the Triton College district. If the program you are interested in is not offered at your in-district community college, you may be eligible to pay the in-district tuition rate even if you enroll at an out-of-district community college.

How to apply for a chargeback

1. Find out if your local community college offers your desired program of study. If it does not, you may apply for a chargeback.
2. Contact the chargeback office at your local community college for information about applying for chargeback. You must follow their guidelines and rules to obtain a chargeback. This must be done at least 30 days prior to the semester beginning.
3. Once your local community college has approved and processed your chargeback application, you will receive an official chargeback authorization.
4. Present your authorization to a representative in the Triton College Chargeback Office in Room B-216E after you have registered for classes. The representative will adjust your tuition to reflect the in-district rate for each qualifying course.
5. Contact Triton's Chargeback Office any time you make a schedule change. When new course sections are added to your schedule, they are added at the out-of-district tuition rate and must be reviewed and adjusted to reflect the in-district rate.

Special Guidelines

As a chargeback student, you should be aware of the following guidelines and restrictions:

Qualification

Chargebacks apply to an entire program of study. You must plan to enroll in a complete certificate or an associate of applied science degree program that is recognized by the Illinois Community College Board to be eligible for a chargeback. Chargebacks do not apply to adult or continuing education courses, or programs classified as baccalaureate transfer.

Reapplication

Most chargebacks are approved for one academic year; however, some community colleges may require you to reapply each semester. Take note of the expiration date on your chargeback authorization and reapply if you wish to continue your program of study.

Deadline

The Chargeback application is required to be submitted at least 30 days prior to the start of the semester. Please pay close attention to the deadline dates set forth by your community college. Failure to do so could result in a denial of a chargeback authorization.

Tuition Payment

Your tuition and fees are due by the payment deadline stated on your bill, which can be found on your MyTriton portal. If you have any questions about the rates charged on your statement, please contact a Triton College chargeback representative for clarification.

Curriculum Guidelines

Approved Courses

As a chargeback student, you must follow the course requirements of your program of study as outlined in the college catalog. Courses taken outside of your program of study will be billed at the out-of-district tuition rate.

Electives

Please review your community college's guidelines regarding elective and general education courses. Most community colleges will pay for elective and general education courses that are outlined in your program of study. You will need to obtain special authorization in writing from your local community college if you wish to take extra courses or non-recommended electives.

Course Substitutions

On occasion it is necessary to substitute a non-required course for a required course in your program. This request must be approved before you register. You may state your request for a course substitution on a General Petition form. This form must be signed by the academic dean of your program and returned to the Chargeback Office.

Repeating Courses

Most community colleges have a specific policy on paying for repeated courses. You should be aware of your college's guidelines on payment for courses repeated due to drops, withdrawals, incomplete grades, or failure to meet the required grade for progression.

For more information, stop by Triton's Chargeback Office, Room B-216E, or call (708) 456-0300, Ext. 3726.