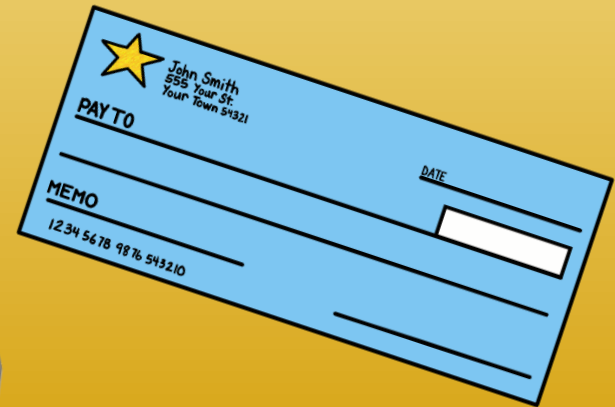


# How To Pay Your Bill



# Online Bill Payment Options

## Credit Card

Credit Card Payment Accepted Only  
On The Web

TCNJ Accepts



Our credit card processor charges a **2.45%** convenience fee (as of Spring 2016) and accepts Visa, MasterCard, Discover, and American Express

## E-Check

The funds can be debited from a U.S. checking or savings bank account in U.S. dollars.

Please make sure you have your routing and checking account number readily available to complete the transaction

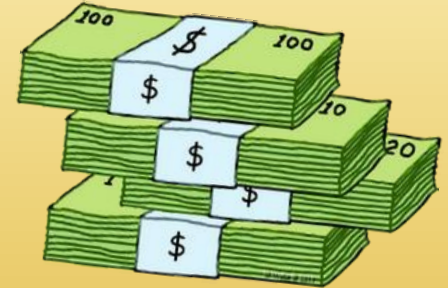
A sample check form from Union Bank of California. The payee is THOMAS B. ANDERSON and MARY ANDERSON, 123 Mt. Pleasant Rd., Anytown, USA 12345. The check number is 1001. The amount is \$ [redacted]. The routing number is 221000497, the account number is 234567890, and the check number is 1001. The words "SAMPLE" and "UNION BANK OF CALIFORNIA" are visible. Below the check, three red lines point to the routing number, account number, and check number respectively, labeled 1, 2, and 3.

**\*\*\*Checks drawn off of credit line accounts (money market checks or home equity checks) are not accepted online.\*\*\***

# Payment In Person & By Mail



- You may pay with
- Cash (in-person only)
    - Check
    - Money Order



Checks shall be made payable to **The College of New Jersey**  
Payment by check or money order can be sent to our bank's lock box:

**The College of New Jersey**  
**Office of Student Accounts**  
**P.O. Box 781791**  
**Philadelphia, PA 19178-1791**

**NOTE:** Payments by mail may take up to **10 business days** to post to a student's account.

**The student's name and TCNJ PAWS ID number should appear on the check.**

# Private Scholarships



**\*PLEASE DO NOT SEND SCHOLARSHIPS TO THE  
PHILADELPHIA ADDRESS\***

**They can be sent directly to our office address:**

**The College of New Jersey  
Office of Student Accounts**

**P.O. Box 7718**

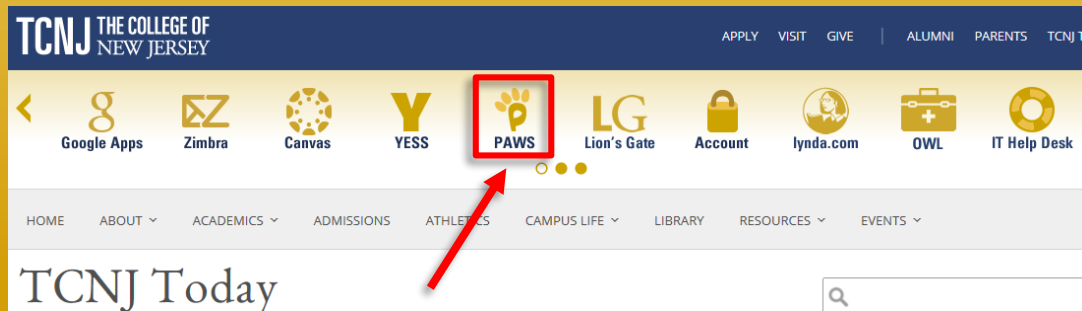
**Ewing, NJ 08628-0718**



# How To Pay Your Bill - Online



- Visit the TCNJ Today homepage
  - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- Login with your TCNJ username and password



TCNJ THE COLLEGE OF  
NEW JERSEY

PAWS

TCNJ Username

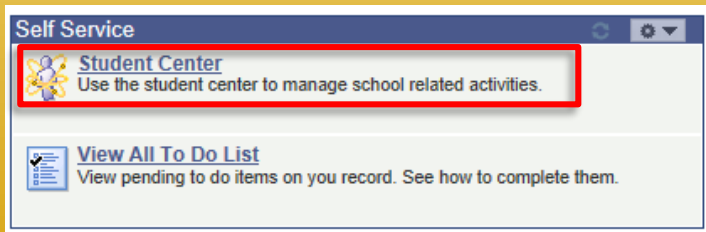
Password

Sign In

Account Manager

# How To Pay Your Bill - Online

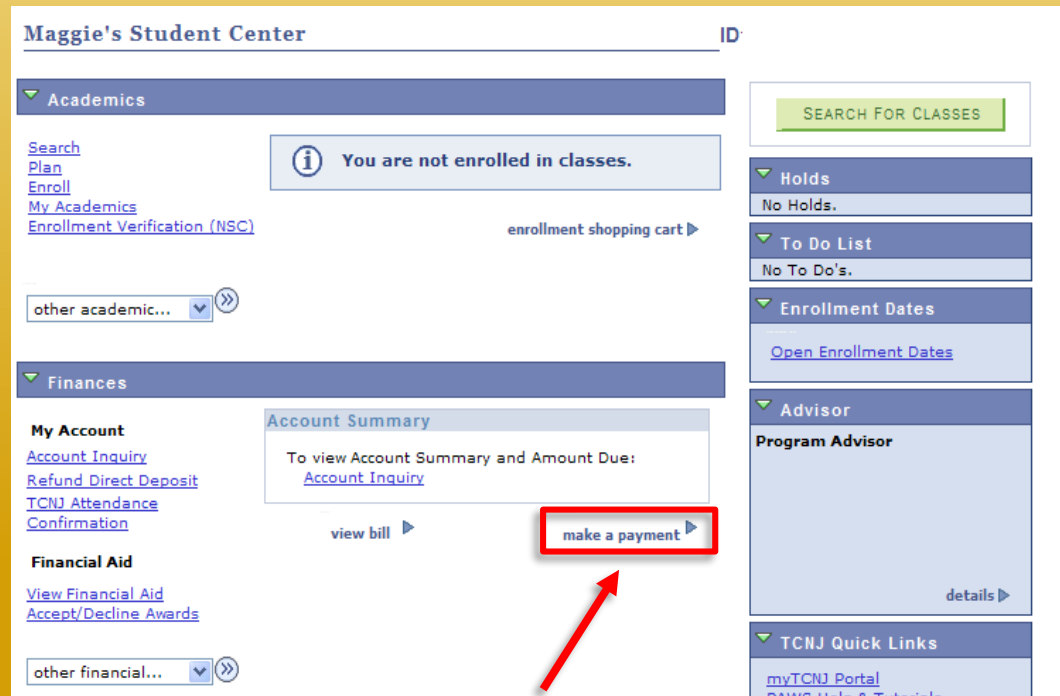
- Once logged into PAWS, go to the “Student Center”
  - View the “Finances” section and click “Make a Payment”



Self Service

**Student Center**  
Use the student center to manage school related activities.

**View All To Do List**  
View pending to do items on your record. See how to complete them.



Maggie's Student Center ID: \_\_\_\_\_

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Enrollment Verification \(NSC\)](#)

**You are not enrolled in classes.**

enrollment shopping cart ▶

other academic... ▶▶

**Finances**

**My Account**  
[Account Inquiry](#)  
[Refund Direct Deposit](#)  
[TCNJ Attendance Confirmation](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

**Account Summary**  
To view Account Summary and Amount Due:  
[Account Inquiry](#)

view bill ▶

**make a payment ▶**

other financial... ▶▶

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**

details ▶

**TCNJ Quick Links**  
[myTCNJ Portal](#)  
[PAWS Help & Tutorials](#)

# How To Pay Your Bill - Online



- Select your payment option, Payment by E-Check or Payment by Credit Card

Payment by E-Check

Payment by Credit Card

**IF YOU CLICK “OK” AND ARE BROUGHT BACK TO THE “MAKE A PAYMENT” PAGE, YOU WILL NEED TO DISABLE ANY POP UP BLOCKERS ON YOUR COMPUTER IN ORDER TO CONTINUE WITH THE TRANSACTION**

# How To Pay Your Bill – E-Check



Be sure to check the terms and conditions

**Terms and Conditions**  
TERMS AND CONDITIONS  
These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to your using this service. The internet bill presentation and payment service is provide by Higher One, Inc., and various third party vendors. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. Reg. E stipulates significant disclosure requirements and therefore most of these terms and conditions are a direct result of Reg. E. When you open your account with us or any third party vendor acting on our behalf, you and any person you authorize to perform functions on your account, agree to these terms and conditions.

Please accept agreement\*

PAWS ID, first, and last name go here

**Student Information**  
Please provide your information.

Student TONJ ID Number\*   
First Name\*   
Last Name\*

**Pay To: The College of New Jersey**

Pay To	Pay Amount
Tuition and Fees	\$ <input type="text"/>
Enrollment Deposit	\$ <input type="text"/>
Medical Records	\$ <input type="text"/>
Graduate Enrollment Deposit	\$ <input type="text"/>
<b>Total: \$ 0.00</b>	

Amount to be paid goes here

Account information (routing and account number) goes here

**Payment Method & Account Information**  
Please provide your payment type and payment account information.

Effective Payment Date  
E-mail Address\*

Checking Account (US Banks only)  
 Savings Account (US Banks only)

Checks drawn off of credit line accounts (such as money market checks, line of credits, credit card checks, home equity checks, etc.) are not accepted.  
Please do not click the "Submit" button more than once, as this may result in multiple charges to your account.

\* Required field



# How To Pay Your Bill – Credit Card



Be sure to check the terms and conditions

## Terms and Conditions

### TERMS AND CONDITIONS

These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to your using this service. The internet bill presentation and payment service is provided by Higher One, Inc., and various third party vendors. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. Reg. E stipulates significant disclosure requirements and therefore most of these terms and conditions are a direct result of Reg. E. When you open your account with us or any third party vendor acting on our behalf, you and any person you authorize to perform functions on your account, agree to these terms and conditions.

Please accept agreement\*

## Student Information

Please provide your information.

Student TCNJ ID Number\*   
First Name\*   
Last Name\*

PAWS ID, first, and last name go here

## Pay To: The College of New Jersey

### Pay To

	Pay Amount
Tuition and Fees	\$ <input type="text"/>
Enrollment Deposit	\$ <input type="text"/>
Medical Records	\$ <input type="text"/>
Graduate Enrollment Deposit	\$ <input type="text"/>
Convenience Fee	\$ <input type="text" value="0.00"/>

Total: \$ 0.00

\*A non-refundable convenience fee will be charged for every transaction made through this service and will be automatically calculated based on your payment amount.\*

Amount to be paid goes here

## Payment Method & Account Information

Please provide your payment type and payment account information.

Effective Payment Date  
E-mail Address\*   
 Credit Card


Card information goes here

\* Required field

# Receipt Of Payment

- Once you submit the payment, you will receive an email stating that your payment was successful



 **TCNJ**  
THE COLLEGE OF NEW JERSEY

Payment Summary. Please print this page for your records.

**Payment Confirmation**

Pay to the order of	The College of New Jersey
Student TCNJ ID Number	123456
E-mail Address	xxxxxxx
Effective Payment Date	3/30/2016
Payment Status	Paid
<b>Card Type</b>	Visa
Account Number	XXXXXX
Expiration Date	XXXXXX
Name on Card	Maggie Alcaro
Payment Tracking Number	XXXXXXXXXXXX
Payment Total	\$76.84

**Transaction(s) Summary**

<b>Transaction Status</b>	This transaction has been accepted.
Apply Payment To	
Tuition and Fees	\$75.00
<b>Transaction Status</b>	This transaction has been accepted.
Apply Payment To	
Convenience Fee	\$1.84