

# How To Sign Up For A Tuition Payment Plan



# Plan Options

## Semester

**5 Months / 5 Payments**

- *Covers just the semester bill*
- Fall semester plan runs from July 25<sup>th</sup> to November 25<sup>th</sup>
- Spring semester plan runs from December 25<sup>th</sup> to April 25<sup>th</sup>
- Minimal enrollment fee

## Full-Year

**10 Months / 10 Payments**

- *Covers full year bill*
- Runs from July 25<sup>th</sup> to April 25<sup>th</sup>
- Minimal enrollment fee
- *Note: If signing up for a full-year plan, be sure to double the amount from the fall*

# How To Sign Up For A Tuition Payment Plan



Enrollment can be completed in two ways:

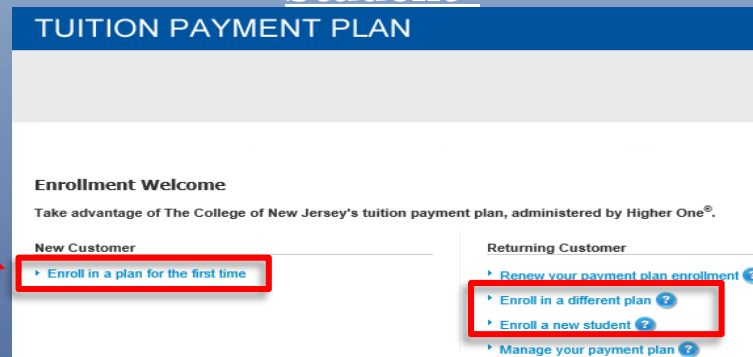
- Over the phone at 1-800-635-0120
- Online at [www.tuitionpaymentplan.com/tcnj](http://www.tuitionpaymentplan.com/tcnj)



# Signing Up For A Plan Online

- Once on the Tuition Payment Plan website, go to “Enroll in a plan for the first time”

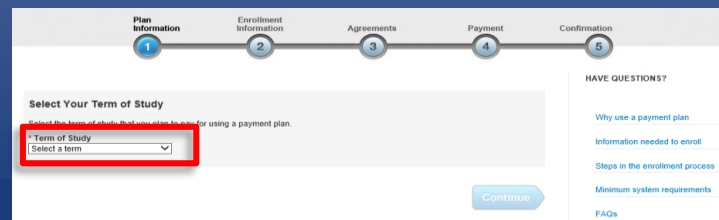
\*If you are a returning customer please select “Enroll in a Different Plan” or “Enroll a New Student”\*



The screenshot shows the 'TUITION PAYMENT PLAN' website. Under the 'Enrollment Welcome' section, there are two columns of options. The 'New Customer' column has a red box around the link 'Enroll in a plan for the first time', with a red arrow pointing to it from the left. The 'Returning Customer' column has a red box around the links 'Enroll in a different plan' and 'Enroll a new student'.

- Select the term you are interested in signing up for

\*\*Be sure to sign up for the annual plan if you want to cover Fall & Spring\*\*



The screenshot shows a progress bar with five steps: 1. Plan Information, 2. Enrollment Information, 3. Agreements, 4. Payment, and 5. Confirmation. Below the progress bar, the 'Select Your Term of Study' section is highlighted. It contains a dropdown menu labeled 'Term of Study' with the text 'Select a term' below it, which is enclosed in a red box. To the right, there is a 'Continue' button and a 'HAVE QUESTIONS?' section with links for 'Why use a payment plan', 'Information needed to enroll', 'Steps in the enrollment process', 'Minimum system requirements', and 'FAQs'.

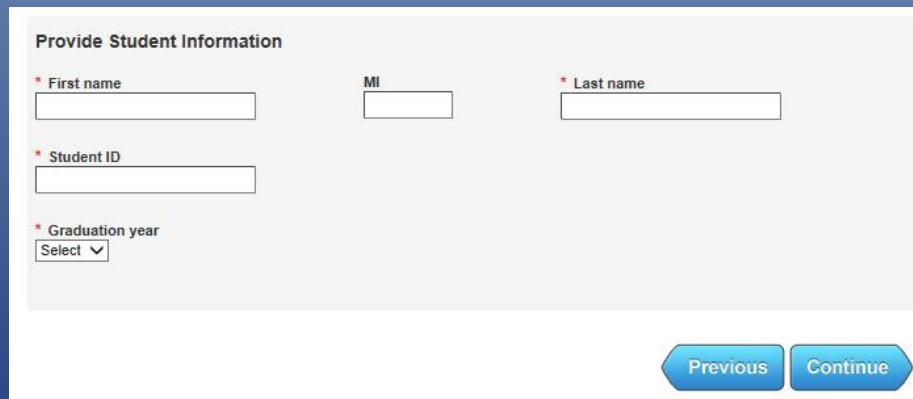
# Signing Up For A Plan Online



- After entering the plan amount, it will calculate how much you owe each month

\*\*If you sign up for an annual plan be sure to double the amount to cover both semesters\*\*

- In the next step you will need to provide your name, PAWS ID, graduation year and click “Continue”

A screenshot of a web form titled "Provide Student Information". The form contains five input fields: "First name", "MI", "Last name", "Student ID", and "Graduation year". The "Graduation year" field is a dropdown menu with "Select" and a downward arrow. At the bottom right of the form are two blue buttons: "Previous" and "Continue".

**Provide Student Information**

\* First name  MI  \* Last name

\* Student ID

\* Graduation year

[Previous](#) [Continue](#)

# Signing Up For A Plan Online



- Fill in the appropriate bill payer information and create a login

**Provide Bill Payer Information ?**

Same as student

\* First name  MI  \* Last name

\* Address line 1

Address line 2

\* City  \* Country

\* Zip/Postal Code  \* State/Province

\* Phone number  -  -

\* Email address  \* Confirm email address

Authorized caller

[Previous](#) [Continue](#)

**Create Your Login**

Don't forget! Record the email address and password you provide below. You will need this information to log into Manage Your Account.

\* Email address

**User Name is a required field.**

\* Password  \* Confirm password

\* Password hint

\* Secret question  \* Answer

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# Signing Up For A Plan Online



- Verify that the information you provided is correct and click “Continue”

### Verify Information

#### Your Plan Information [Modify](#)

School name	The College of New Jersey, NJ	Payment plan	
Number of payments	10 month(s)	Total plan amount	\$
First payment due	Upon Enrollment	Monthly payment	\$

#### Your Amount Due Today

Enrollment fee (non-refundable)	\$25.00
Payment due	\$
Total due today	\$

#### Your Enrollment Information [Modify](#)

Student name	John Smith	Bill payer name	John Smith
Student ID	123456	Bill payer address	
Graduation year	2017	Bill payer email	abc@tcnj.edu
		Bill payer phone	XXX-XXX-XXXX

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# Signing Up For A Plan Online



- Enter the confirmation code provided to you, read and accept the Electronic Communication and Signature Disclosure and Consent, and continue

## View Agreements as PDF

All plan agreements and disclosures are displayed as PDF documents to ensure you can safely view, save, print and retrieve them. To validate that you can view PDF documents on the computer you are using, enter the three digit code you see below in the confirmation box.

715

\* Enter confirmation code

If you cannot see the three digit confirmation code, you cannot view PDF documents and will not be able to complete the plan enrollment. You can download Adobe Acrobat Reader for free at <http://get.adobe.com/reader> or use a different computer that can view PDFs.

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# Signing Up For A Plan Online



- Sign the plan agreement and continue

_____	<u>The College of New Jersey</u>
Electronically Signed by	Signature of Seller's Agent
_____	<u>The College of New Jersey</u>
Buyer's Name (Please Print)	Agent's Name (Please Print)
_____	_____
Date	Date

\* I have viewed, read, understand, accept and, by virtue of checking this box, hereby electronically sign my name as provided as the bill payer to the CONSUMER NOTE.

**YOU MUST PROVIDE CONSENT BY CHECKING THE BOX ABOVE IN ORDER TO PROCEED**

Please print using the printer icon in the agreement window or [download](#) a copy of the agreement for your records.

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# Signing Up For A Plan Online



- Make the enrollment payment as well as any possible back payment with your checking/savings account or credit card

\*There is a **2.45%** processing fee for using a credit card\*

**Make Today's Payment**

**Your Amount Due Today**

Enrollment fee (non-refundable)	\$ 25.00
Payment due	
Total due today	
Effective payment date	

One-time payment from checking or savings account [?](#)

One-time payment from credit card

If you choose this payment option, a convenience fee will be charged on just the payment due. The amount of the fee will be itemized after you select this option. For information on making a payment without a convenience fee, [click here](#).

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# Signing Up For A Plan Online



- You will have the opportunity to enroll in automatic payments and validate the payment information

Completion of the enrollment process will produce an email confirmation indicating the enrollment process was successful.



# Additional Payment Plan Information



- Payments are due on the 25<sup>th</sup> of each month
  - No interest
- No credit check or co-signer needed; this is NOT a loan
- To adjust your plan you may put in a request with Higher One (by phone or online) or contact TCNJ's Payment Plan Representative directly at **(609) 771-3145** or **paymentplan@tcnj.edu**

