

# How To View Your Student's Bill



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- Visit the TCNJ Authorized User page
  - <https://authorizeduser.tcnj.edu>
- Login with your Authorized User username and password (this is **NOT** your PIN)  
\*Be sure that the username is in all CAPS\*

A screenshot of a login page. At the top, it says "LOGIN". Below that, it says "TCNJ login for Authorized Users. Usernames are UPPERCASE." There are two input fields: one labeled "Username" and one labeled "Password". At the bottom, there is a blue button labeled "SIGN IN".

LOGIN

TCNJ login for Authorized Users. Usernames are UPPERCASE.

Username

Password

SIGN IN

# How To View Your Student's Bill



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

*\*This will show you the most recent bill your student has received in PDF form\**

**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.**

[SEARCH FOR CLASSES](#)

**Holds**  
No Holds.

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

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

**Advisor**  
details ▶

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

**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 ▶**

enrollment shopping cart ▶

make a payment ▶

other academic... ▶▶

other financial... ▶▶

# How To View Your Student's Bill



- To see the most up to date balance due, click “Account Inquiry” right above “View Bill”
- The Account Inquiry “summary” tab will show you how much you owe while factoring in any pending aid

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](#) ▶

Account Inquiry | Account Services

summary | activity | charges due | payments | pending aid

**Account Summary**

What I Owe			
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
2016 Spring	10,946.81	2,722.00	8,224.81
<b>Total</b>	<b>10,946.81</b>	<b>2,722.00</b>	<b>8,224.81</b>

# How To View Your Student's Bill



- The “activity” tab will give you a breakdown of all of the charges and payments that have been applied to your student’s account along with the corresponding dates

Account Inquiry | Account Services

summary | **activity** | charges due | payments | pending aid

### Account Activity

View by

From 10/12/2015 To 04/12/2016 All Terms go

Transactions					
Posted Date	Item	Term	Charge	Payment	Refund
03/15/2016	Web Payment by ACH	2016 Spring		100.00	
02/10/2016	TCNJ Merit InState Scholarship	2016 Spring		2,600.00	
02/01/2016	Graduation Fee	2016 Spring	100.00		
12/13/2015	Web Payment by ACH	2016 Spring		5,133.04	
12/09/2015	Late Registration Fine	2016 Spring	150.00		
12/09/2015	Late Registration Fine	2016 Spring	-150.00		
12/09/2015	Spring UG Card Service Fee	2016 Spring	10.00		
12/09/2015	Spring UG Computing Access Fee	2016 Spring	229.03		
12/09/2015	Spring UG Gen Serv Fee/Capital	2016 Spring	1,419.89		
12/09/2015	Spring UG Student Activity Fee	2016 Spring	137.70		

Currency used is US Dollar.

# How To Read Your Student's PDF Bill



Office of Student Accounts  
Green Hall 119  
609-771-2172

Invoice: FALL20150000395030TCNJ	Due Date: 2015-08-25
Invoice Date: 2015-07-22	<b>Total Amount Due(USD): 5,133.04</b>

Invoice For:  
PAWS ID:  
Career: Undergradu  
School: C&S

#### Invoice Items

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Computing Access Fee	229.03
Fall UG Gen Serv Fee/Capital	1,419.89
Fall UG Student Activity Fee	137.70
Fall UG Student Center Fee	124.50
Fall UG Student Service Fee	372.44
Fall UG Tuition In State	5,133.04
<b>Current Invoice Amount:</b>	<b>7,733.04</b>
<b>Prior Invoice Amount:</b>	<b>.00</b>
Anticipated Aid Amount:	-2,600.00
<b>Total Amount Due:</b>	<b>5,133.04</b>

Prior Invoice ID: SUM2015 0000387733TCNJ

#### Anticipated Aid

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit InState Scholarship	2015 Fall	2015	Undergrad	2,600.00
<b>Total Term Anticipated Aid:</b>				<b>2,600.00</b>

#### Term Summary

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.04
<b>Total Term Summary:</b>		<b>7,733.04</b>

Health Insurance waiver period is from June 30, 2015 through September 9, 2015. For more information, please refer to: <http://studenthealthinsurance.pages.tcnj.edu/>

#### Payment options:

In person: cash or check - Green Hall Rm 119

By mail: TCNJ, Office of Student Accounts,  
P.O. Box 781791, Philadelphia, PA 19178-1791

Include the student's name and PAWS ID.

Online: Credit or ACH - <http://studentaccounts.pages.tcnj.edu/>

For information about the College's tuition payment plan, please visit [www.tuitionpaymentplan.com/tnj](http://www.tuitionpaymentplan.com/tnj) or contact the College's payment plan representative at 609-771-3145.

The **highlighted** number represents the total balance owed including any aid or awards  
*\*This is the total amount due\**

The current invoice amount represents the most recent charges not including aid or awards

The prior invoice amount represents any unpaid balance from previous bills

Anticipated aid represents any loans, scholarships, or grants that have been awarded but not yet been applied to the account

*Please note: The current invoice will also include any disbursed payments since the last bill*