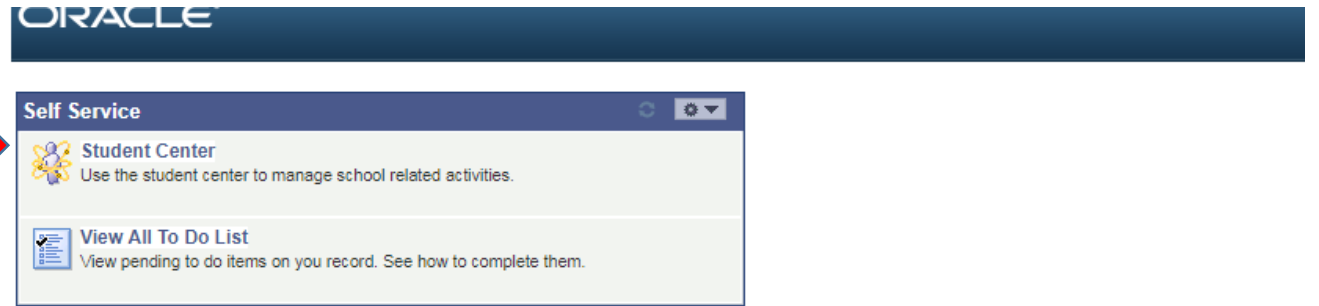
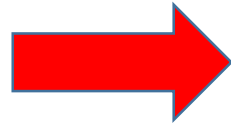


How to Navigate PAWS: Viewing and Paying your Student's Bill

Guide for Auxiliary Users

Viewing your Student's PDF Billing Statements

- After logging in as an Authorized User, you arrive at the PAWS homepage
- Click on Student Center



- This is your student's Student Center page.
- You can view and make payment on your student's bill from this page
- To view your student's PDF billing statement(s), please click **View Bill**

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Advising Tools](#)
[Enrollment Verification \(NSC\)](#)

other academic...

Jane's Student Center

This Week's Schedule

Class	Schedule
HGS 200-01 LDI (81957)	Tu 5:30PM - 8:20PM Business Building 124
MGT 320-01 LDI (80673)	TuFr 8:00AM - 9:20AM Business Building 204
MKT 300-01 LEC (80708)	MoTh 3:30PM - 5:20PM Business Building 204
SPA 211-02 INA (82152)	MoTh 2:00PM - 3:20PM Bliss Hall Annex 145

[weekly schedule](#)
[enrollment shopping cart](#)

Finances

My Account

[Account Inquiry](#)
[Refund Direct Deposit](#)
[Semester Verification](#)

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

other financial...

i You have no outstanding charges at this time.

[view bill](#)
[make a payment](#)

Personal Information

[Demographic Data](#)

[Contact Information](#)

Search for Classes

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment

Your Shopping Cart for the 2019 Spring Regular Academic Session is available for use beginning October 17, 2018.

Enrollment Appointment

You may begin enrolling for the 2019 Spring Regular Academic Session session on November 8, 2018.

[Details](#)

Advisor

Program Advisor

[Details](#)

TCNJ Quick Links

[TCNJ Home Page](#)
[PAWS Help & Tutorials](#)
[Request a Meeting](#)

- On this page, you may view current and old billing statements
- Click the **View** button for a breakdown of your student's charges/payment transactions for each billing statement

Doe, Jane

View Bills			Find 	First 	1-18 of 18	 Last
View	Invoice Date	Invoice Number				
View	09/07/2018	FALL20180000600176TCNJ				
View	08/13/2018	FALL20180000593628TCNJ				
View	07/25/2018	FALL20180000586214TCNJ				
View	07/23/2018	SUM 20180000579952TCNJ				
View	01/08/2018	SPR 20180000561879TCNJ				
View	12/06/2017	SPR 20180000555189TCNJ				
View	12/04/2017	FALL20170000547917TCNJ				
View	09/08/2017	FALL20170000536164TCNJ				
View	08/15/2017	FALL20170000529812TCNJ				
View	07/26/2017	FALL20170000522438TCNJ				
View	07/20/2017	SUM 20170000515795TCNJ				
View	06/01/2017	SUM 20170000505774TCNJ				
View	01/09/2017	SPR 20170000495380TCNJ				
View	12/08/2016	SPR 20170000488970TCNJ				
View	12/05/2016	WINT20170000481604TCNJ				
View	09/14/2016	FALL20160000468561TCNJ				
View	08/16/2016	FALL20160000465111TCNJ				
View	07/27/2016	FALL20160000458298TCNJ				

go to ...  

- Once you select a billing statement, an invoice similar to the one on the right will appear
- In the first box is the invoice number, the date the invoice was produced and when the amount in yellow is due. In the yellow highlight, you can see the **Total Amount Due**. See item 1
- In the second box, is your student's name, permanent address on file, PAWS ID, career and school. See item 2



Invoice:	FALL20180000586214TCNJ	Due Date: 2018-08-08
Invoice Date:	2018-07-25	Total Amount Due(USD): 5,976.93
Doc, Jane 1 Main Street Anytown, NJ 55555	Invoice For: PAWS ID: Career: School:	Doc, Jane 123456 Undergraduate Business

Invoice Items

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Gen Serv Fee/Capital	1,521.61
Fall UG Student Activity Fee	148.84
Fall UG Student Center Fee	133.41
Fall UG Tuition Out Of State	12,331.07
Fraternity & Sorority Inv. Fee	45.00
Current Invoice Amount:	14,187.93
Prior Invoice ID: SUM 20180000579952TCNJ	Prior Invoice Amount: .00
	Anticipated Aid Amount: -8,211.00
	Total Amount Due: 5,976.93

Anticipated Aid


Item	Term	Aid Year	Career	Amount (USD)
Federal Direct Sub Loan	2018 Fall	2019	Undergrad	2,721.00
Federal Direct Unsub Loan	2018 Fall	2019	Undergrad	990.00
TCNJ Merit Out State Scholar	2018 Fall	2019	Undergrad	4,500.00
Total Term Anticipated Aid:				8,211.00

Term Summary

Item	Term	Amount(USD)
Charge	2018 Fall	14,187.93
Total Term Summary:		14,187.93

- The third box shows invoiced items, which includes an item description for what is due that billing cycle and the amount. *See enlarged item 3*
 - **Current Invoice Amount**- the total of these charges posted
 - **Prior Invoice Amount**- the outstanding charges from the previous cycle
 - **Anticipated Aid Amount**- financial aid that is recently finalized or waiting to be dispersed
 - **Total Amount Due**- highlighted in yellow, is the amount due after subtracting anticipated aid amount from all charges.

SSF_PRNT_IN2.pdf 1 / 1

**TCNJ** THE COLLEGE OF NEW JERSEY

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

Invoice: FALL20180000586214TCNJ		Due Date: 2018-08-08
Invoice Date: 2018-07-25		Total Amount Due(USD): 5,976.93

Doe, Jane
1 Main Street
Anywhere, NJ
55555

Invoice For:
PAWS ID: 123456
Career: Undergraduate
School: Business

Doe, Jane
123456
Undergraduate
Business

Invoice Items	
Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Gen Serv Fee/Capital	1,521.61
Fall UG Student Activity Fee	146.84
Fall UG Student Center Fee	133.41
Fall UG Tuition Out Of State	12,331.07
Fraternity & Sorority Inv. Fee	45.00
Current Invoice Amount: 14,187.93	
Prior Invoice ID: SUM 20180000579952TCNJ	
Prior Invoice Amount: .00	
Anticipated Aid Amount: -8,211.00	
Total Amount Due: 5,976.93	

Anticipated Aid

Invoice Items

Item Description		Amount (USD)
Fall UG Card Service Fee		10.00
Fall UG Gen Serv Fee/Capital		1,521.61
Fall UG Student Activity Fee		146.84
Fall UG Student Center Fee		133.41
Fall UG Tuition Out Of State		12,331.07
Fraternity & Sorority Inv. Fee		45.00
Current Invoice Amount:		14,187.93
Prior Invoice ID: SUM 20180000579952TCNJ		
Prior Invoice Amount:		.00
Anticipated Aid Amount:		-8,211.00
Total Amount Due:		5,976.93

- The fourth box labeled 'Anticipated Aid.'
See item 4
 - This box lists all financial aid including loans/scholarships and their amount that is anticipated for the billing cycle.
- You can find the amount of anticipated financial aid listed next to **Total Term Anticipated Aid**
- The fifth box labeled, 'Term Summary,' is the total charges and payments for this billing cycle. *See item 5*



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

Invoice:	FALL20180000586214TCNJ	Due Date:	2018-08-08
Invoice Date:	2018-07-25	Total Amount Due(USD):	5,976.93

Doc, Jane 1 Main Street Anywhere, NJ 55555	Invoice For: PAWS ID: Career: School:	Doc, Jane 123456 Undergraduate Business
---	--	--

Invoice Items

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Gen Serv Fee/Capital	1,521.61
Fall UG Student Activity Fee	146.84
Fall UG Student Center Fee	133.41
Fall UG Tuition Out Of State	12,331.07
Fraternity & Sorority Inv. Fee	45.00
Current Invoice Amount:	14,187.93
Prior Invoice ID: SUM 20180000579952TCNJ	Prior Invoice Amount: .00
	Anticipated Aid Amount: -8,211.00
	Total Amount Due: 5,976.93

Anticipated Aid

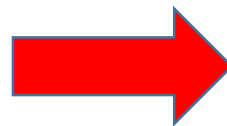
Item	Term	Aid Year	Career	Amount (USD)
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Federal Direct Unsub Loan	2018 Fall	2019	Undergrad	990.00
TCNJ Merit Out State Scholar	2018 Fall	2019	Undergrad	4,500.00
Total Term Anticipated Aid:				8,211.00

Term Summary

Item	Term	Amount(USD)
Charge	2018 Fall	14,187.93
Total Term Summary:		14,187.93

Viewing your Student's Current Account Activity- Real Time Transactions

- On your student's Student Center page, you have the ability to view and pay your student's bill
- To view real time activity (charges/payments), select Account Activity from the drop down link. Click on the arrow next to the drop down box to proceed



Jane's Student Center

PAWS ID:123456

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Advising Tools](#)
[Enrollment Verification \(NSC\)](#)

other academic...

This Week's Schedule	
Class	Schedule
HGS 200-01 LDI (81957)	Tu 5:30PM - 8:20PM Business Building 124
MGT 320-01 LDI (80673)	TuFr 8:00AM - 9:20AM Business Building 204
MKT 300-01 LEC (80708)	MoTh 3:30PM - 5:20PM Business Building 204
SPA 211-02 INA (82152)	MoTh 2:00PM - 3:20PM Bliss Hall Annex 145

weekly schedule ▶
enrollment shopping cart ▶

Finances

My Account
[Account Inquiry](#)
[Refund Direct Deposit](#)
[Semester Verification](#)

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

Account Activity

Personal Information

Demographic Data
[Emergency Contact Names](#)
[User Preferences](#)

Contact Information

Permanent Address 70 Westlyn Drive	Residence Hall None
---	--

Search for Classes

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Shopping Cart Appointment
Your Shopping Cart for the 2019 Spring Regular Academic Session session is available for use beginning October 17, 2018.

Enrollment Appointment
You may begin enrolling for the 2019 Spring Regular Academic Session session on November 8, 2018.
[Details ▶](#)

Advisor
Program Advisor

[Details ▶](#)

TCNJ Quick Links
[TCNJ Home Page](#)
[PAWS Help & Tutorials](#)

- Account Activity allows you to see the most current activity on your student's account.
 - All Charges Due, Payments and Refunds can be seen here
- In the **View By** field, you may search by calendar dates or a specific academic term. Select and click Go.
- This differs from your student's PDF bill, as Account Activity consists of real-time updates, and your student's PDF bill is a snapshot in time that is distributed monthly, similar to a credit card provider.
- You may also make a payment for against student's account balance by clicking the **Make A Payment** button

Jane Doe

[Account Inquiry](#) | [Account Services](#)

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#) | [Pending Aid](#)

Account Activity

View by

From To All Terms

Transactions		Find View 10		First 1-13 of 13 Last	
Posted Date	Item	Term	Charge	Payment	Refund
09/12/2018	Federal Direct Subsidized Loan	2018 Fall		2,721.00	
09/12/2018	Federal Direct Unsub Loan	2018 Fall		990.00	
09/12/2018	TCNJ Merit Out State Scholar	2018 Fall		4,500.00	
09/08/2018	Web Payment by ACH	2018 Fall		111.95	
09/06/2018	Commuter Parking Decal	2018 Fall	105.00		
09/06/2018	Commuter Parking Decal Tax	2018 Fall	6.95		
08/02/2018	Web Payment by ACH	2018 Fall		5,976.93	
07/24/2018	Fraternity & Sorority Inv. Fee	2018 Fall	45.00		
07/23/2018	Fall UG Card Service Fee	2018 Fall	10.00		
07/23/2018	Fall UG Gen Serv Fee/Capital	2018 Fall	1,521.61		
07/23/2018	Fall UG Student Activity Fee	2018 Fall	146.84		
07/23/2018	Fall UG Student Center Fee	2018 Fall	133.41		
07/23/2018	Fall UG Tuition Out Of State	2018 Fall	12,331.07		

Currency used is US Dollar

[MAKE A PAYMENT](#)

[Go to top](#)

- Clicking **Charges Due, Payments and Pending Aid** provides an even further breakdown of your student's current account

Jane Doe

Account Inquiry
Account Services

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#) | [Pending Aid](#)

Account Activity

View by

From 04/26/2018 31 10/26/2018 31 All s go

Transactions
Find | View 10 | 1-13 of 13

Posted Date	Item	Term	Charge	Payment	Refund
09/12/2018	Federal Direct Subsidized Loan	2018 Fall		2,721.00	
09/12/2018	Federal Direct Unsub Loan	2018 Fall		990.00	
09/12/2018	TCNJ Merit Out State Scholar	2018 Fall		4,500.00	
09/08/2018	Web Payment by ACH	2018 Fall		111.95	
09/06/2018	Commuter Parking Decal	2018 Fall	105.00		
09/06/2018	Commuter Parking Decal Tax	2018 Fall	6.95		
08/02/2018	Web Payment by ACH	2018 Fall		5,976.93	
07/24/2018	Fraternity & Sorority Inv. Fee	2018 Fall	45.00		
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07/23/2018	Fall UG Gen Serv Fee/Capital	2018 Fall	1,521.61		
07/23/2018	Fall UG Student Activity Fee	2018 Fall	146.84		
07/23/2018	Fall UG Student Center Fee	2018 Fall	133.41		
07/23/2018	Fall UG Tuition Out Of State	2018 Fall	12,331.07		

1-13 of 13

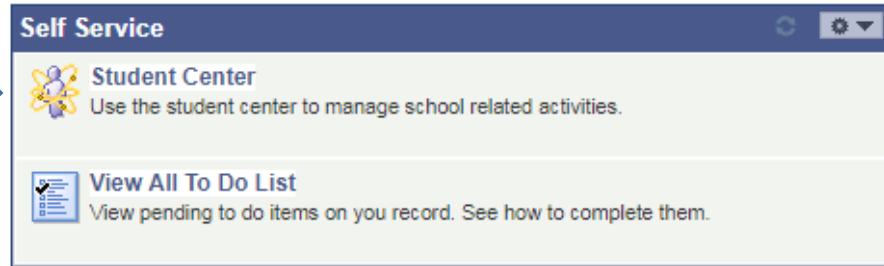
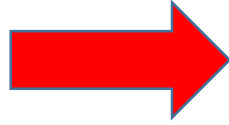
Currency used is US Dollar

MAKE A PAYMENT

[Go to top](#)

How to Pay your Student's Bill

- After logging into your Auxiliary User account, you arrive at the homepage of PAWS
- Click on Student Center



- On your student's Student Center page you have the ability to, view and pay your student's bill
- To make a payment towards your student's bill electronically, click the **Make a Payment** link

ORACLE®

Jane's Student Center

ID: 123456

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[Advising Tools](#)
[Enrollment Verification \(NSC\)](#)

This Week's Schedule

Class	Schedule
HGS 200-01 LDI (81957)	Tu 5:30PM - 8:20PM Business Building 124
MGT 320-01 LDI (80673)	TuFr 8:00AM - 9:20AM Business Building 204
MKT 300-01 LEC (80708)	MoTh 3:30PM - 5:20PM Business Building 204
SPA 211-02 INA (82152)	MoTh 2:00PM - 3:20PM Bliss Hall Annex 145

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

Finances


My Account

[Account Inquiry](#)
[Refund Direct Deposit](#)
[Semester Verification](#)

Financial Aid

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

You have no outstanding charges at this time.

[view](#)

[make a payment ▶](#)

Personal Information

[Demographic Data](#)

[Contact Information](#)

Search for Classes

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment

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Enrollment Appointment

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[Details ▶](#)

Advisor

Program Advisor

[Details ▶](#)

TCNJ Quick Links

[TCNJ Home Page](#)
[PAWS Help & Tutorials](#)
[Related Resources](#)

- After clicking the **Make a Payment** link, you arrive at the TCNJ Payment Type page
- Please read all sections of this page before clicking **OK** to ensure that you understand what is being agreed upon
- Click the **OK** button to continue to pay your bill electronically

TCNJ Payment Type

The College of New Jersey payment process utilizes CashNet (formerly Higher One) to process e-check and credit card transactions. The payment experience consists of

1. Inputting the appropriate amount for your payment
2. Selecting the payment method
3. Entering credit card / banking information
4. If enrolled in the CashNet payment plan or looking to enroll into the payment plan, please do not use this site for payment. Please visit our [payment plan website](#)

Please Note: CashNet charges a 2.75% (4.25% for international payments) convenience fee for all credit card transactions.

To ensure your payment processes, please be sure your computer pop-up blocker is turned off.



**PLEASE DO NOT RE-SUBMIT PAYMENTS
WITHOUT CHECKING FOR A CONFIRM EMAIL
FIRST FROM YOUR FIRST PAYMENT.**



OK

Cancel


- TCNJ has partnered with a third party provider for payment process. The page shown starts the payment process.
- Please enter the amount that you wish to pay in the field indicated by the arrow
- The TOTAL will reflect what you entered
 - Please be sure amount entered is above \$0.00
 - Please only click **NEXT** once



SELECT	ITEM	AMOUNT
<input checked="" type="checkbox"/>	Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	<input type="text" value="\$5,976.93"/>
TOTAL		\$5,976.93
<div>PREVIOUS</div>		<div>\$5,976.93</div>

webce-c3dd
 spa_checkout_1010

- Please be sure that your student's TCNJ PAWS ID and first and last name are correct
- On the right hand side, you will see the amount that you typed in on the previous page
- If all information is correct and you wish to proceed with payment, click **NEXT**
- At any point that you wish to cancel your payment, please click **CANCEL MY TRANSACTION**


THE COLLEGE OF NEW JERSEY

THE COLLEGE OF NEW JERSEY
ORDER SUMMARY

☒ ADDITIONAL INFORMATION
☐ PAYMENT METHOD
☐ REVIEW AND CONFIRM

Step 1 of 3: ADDITIONAL INFORMATION

All fields required unless marked (optional)

PLEASE NOTE: Do not open multiple tabs during this process. You must complete payment for one item before initiating a payment for another item.

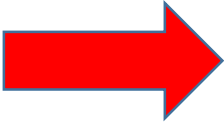
TCNJ PAWS ID Number

First Name


Last Name

****PLEASE CHECK TO SEE THAT A PAYMENT AMOUNT IS ENTERED AND DISPLAYS AS THE TOTAL TO THE RIGHT BEFORE PROCEEDING TO THE PAYMENT PAGE****

PREVIOUS



NEXT

ITEM	AMOUNT
<div>1</div> <div>  Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING) </div>	\$5,976.93
Subtotal	\$5,976.93
Total	\$5,976.93

CANCEL MY TRANSACTION

webce-c3dd



- Enter your credit card or your personal banking information on this screen then click **NEXT**
- If you choose to pay by a credit card payment, there is a convenience/processing fee charged by our third party vendor
- At any point that you wish to cancel your payment, please click **CANCEL MY TRANSACTION**

THE COLLEGE OF NEW JERSEY

ADDITIONAL INFORMATION

PAYMENT METHOD


REVIEW AND CONFIRM

Step 2 of 3: PAYMENT METHOD

All fields required unless marked (optional)

No payment is required for these items.

PREVIOUS




NEXT

webce-c3dd

spa_checkout_1010

ORDER SUMMARY

ITEM	AMOUNT
<div><div>1</div><div></div><div>Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)</div></div>	\$5,976.93
Subtotal	\$5,976.93
Total	\$5,976.93

CANCEL MY TRANSACTION



- Review all of your student's information for accuracy, then click **SUBMIT PAYMENT**
 - Click **SUBMIT PAYMENT** once as multiple clicks with result in multiple payments being submitted
- At any point that you wish to cancel your payment, please click **CANCEL MY TRANSACTION**

THE COLLEGE OF NEW JERSEY

ADDITIONAL INFORMATION

PAYMENT METHOD

REVIEW AND CONFIRM

Step 3 of 3: REVIEW AND CONFIRM

All fields required unless marked (optional)

ADDITIONAL INFORMATION

Edit

TCNJ PAWS ID Number: 123456

First Name: Jane

Last Name: Doe

PAYMENT METHOD

Edit

No payment is required for these items.

ENTER EMAIL ADDRESS

doej1@tcnj.edu

PREVIOUS


SUBMIT PAYMENT

ORDER SUMMARY

ITEM	AMOUNT
<div>1</div> <div><div></div><div>Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)</div></div>	\$5,976.93
Subtotal	\$5,976.93
Total	\$5,976.93

CANCEL MY TRANSACTION

- Once the transaction is approved, you will be provided with a receipt screen
- Your student will receive a copy of the receipt at their TCNJ email address.



THE COLLEGE OF NEW JERSEY

TRANSACTION APPROVED

Thank you for the payment.

RECEIPT

RECEIPT NUMBER: 23787

CURRENT DATE: 10/25/2018

Your receipt has been emailed to

doej1@tcnj.edu

EMAIL ANOTHER RECEIPT

PRINT RECEIPT

ADDITIONAL INFORMATION

Thank you for the payment.

Email Address: doej1@tcnj.edu

ITEM	AMOUNT
1	

Other Methods of Payment

Mail **Checks** to:

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

Cash, Checks or Money Orders

are accepted in our office,

located at

Office of Student Accounts
Green Hall, Room 119
2000 Pennington Rd
Ewing, NJ 08628