



# THE OFFICE OF STUDENT ACCOUNTS



***HERE TO MAKE YOUR TRANSITION EASIER!***



# WHAT WE DO



The Office of Student Accounts serves students, faculty and staff of The College of New Jersey community by:

- Billing student tuition, fees, room and board, and student health insurance.
- Waiving and enrolling students in the student health insurance program.
- Processing refunds, issuing the College ID card.
- Establishing TCNJ GetIt Card accounts.
- Providing parking services through the sale or issuance of parking permits.

# 2018-2019 TOTAL UNDERGRADUATE DIRECT COST

| <u>In-State</u> | <u>Fall 2018</u>   | <u>Spring 2019</u> | <u>Year</u>        |
|-----------------|--------------------|--------------------|--------------------|
| Tuition         | \$6,473.74         | \$6,473.74         | \$12,947.48        |
| Fees *          | \$1,811.86         | \$1,811.86         | \$3,623.72         |
| Room & Board ** | \$6,808.60         | \$6,808.60         | \$13,617.20        |
| Total           | <b>\$15,094.20</b> | <b>\$15,094.20</b> | <b>\$30,188.40</b> |

| <u>Out-of-State</u> | <u>Fall 2018</u>   | <u>Spring 2019</u> | <u>Year</u>        |
|---------------------|--------------------|--------------------|--------------------|
| Tuition             | \$12,331.07        | \$12,331.07        | \$24,662.14        |
| Fees *              | \$1,811.86         | \$1,811.86         | \$3,623.72         |
| Room & Board **     | \$6,808.60         | \$6,808.60         | \$13,617.20        |
| Total               | <b>\$20,951.53</b> | <b>\$20,951.53</b> | <b>\$41,903.06</b> |

\* **Student Health Insurance** - \$1,652.00 for the year. If you enroll or do not waive coverage, the Fall fees would increase by this amount.

\*\* **Cost of room and meal plan 1.** Could differ based on meal plan selected.

# BILL DUE DATE

## FALL 2019 BILLING CALENDAR

Students are responsible for checking PAWS on a regular basis as it is possible for changes to occur between billing cycles.

Online: <http://studentaccounts.pages.tcnj.edu/billing/billing-calendar/>

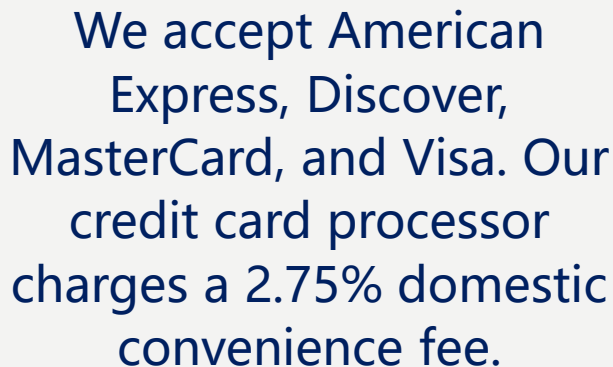
| COLUMN 1*   | COLUMN 2*                             | COLUMN 3*        | COLUMN 4*  |
|---|---------------------------------------|------------------|--|
| MONTH CHARGES<br>APPLIED TO STUDENT<br>ACCOUNT  | EMAIL SENT TO<br>STUDENT'S TCNJ EMAIL | PAYMENT DUE DATE | LATE PAYMENT FINE<br>AND HOLDS APPLIED<br>TO STUDENT ACCOUNT |
| PRIOR TO JULY 24, 2019  | INITIAL FALL BILL<br>JULY 24, 2019    | AUGUST 7, 2019   | GRACE PERIOD   |
| JULY 24 –AUGUST 11,<br>2019   | AUGUST 12, 2019                       | AUGUST 26, 2019  | AUGUST 30, 2019  |
| ALL STUDENTS WHO RECEIVED A JULY 2019 OR AUGUST 2019 BILL WILL BE ASSESSED A LATE PAYMENT FINE AND MAY BE SUBJECT TO DE-REGISTRATION IF THEIR STUDENT ACCOUNT IS NOT PAID IN FULL BY THE AUGUST 26th DUE DATE. A LATE REGISTRATION FINE IS ASSESSED TO RE-REGISTER. |                                       |                  |  |

- An official TCNJ email will be sent to students advising them to check their student account in PAWS to see the bill.
- Students are responsible for notifying the responsible bill payer and/or signing up the responsible bill payer to receive e-mail billing notifications.

All billing notifications are done electronically via e-mail.

## CREDIT CARD

## TCNJ Accepts:



**E-CHECK**

Please be sure to have your routing and checking account number readily available to complete this transaction.

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

# 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 lockbox:



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

Do not send scholarship checks to the lock box.

The name of the student and TCNJ PAWS ID number  
should appear on the check.

# PAYMENT PLAN

Semester Plan- Fall and Spring  
5 Months each semester / 5 Payments

- Covers 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>
- Semester enrollment fee of \$25.00
- Enrollment deadline for Fall: September 4<sup>th</sup> & Spring: February 4<sup>th</sup>

Payments due on the 25<sup>th</sup> of each month

No credit check or co-signer needed; this is NOT a loan

# AUTHORIZED USER ACCESS

The screenshot displays the 'Maggie's Student Center' web portal. The main navigation bar includes 'Academics', 'Finances', 'Personal Information', and 'Admissions'. The 'Personal Information' section is highlighted with a red box, and a red arrow points to the 'Auxiliary Access' link within its sub-menu. The 'Auxiliary Access' link is also highlighted with a red box. The 'Contact Information' section shows details for Permanent Address, Residence Hall, Mobile & Other Phones, and Campus E-mail Address. The 'Admissions' section is partially visible at the bottom.

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... ▶▶

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)  
[Privacy Settings](#)  
[Auxiliary Access](#)

**Contact Information**

|   |  |
|---|--|
| <b>Permanent Address</b><br>2000 Pennington Road<br>Ewing, NJ 08628 | <b>Residence Hall</b><br>None                        |
| <b>Mobile &amp; Other Phones</b><br>None                            | <b>Campus E-mail Address</b><br>tcnjstudent@tcnj.edu |

other personal... ▶▶

**Admissions**

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

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

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

**Advisor**  
**Program Advisor**  
Nicholas Ratamess  
609-771-3149  
Sabrina Magliulo  
609-771-2718  
[details ▶](#)

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

**TCNJ Administrative Services**  
[Records and Registration](#)  
[Student Accounts](#)  
[Financial Aid](#)

**TCNJ Resources**  
[Student Affairs](#)  
[Residential Ed. & Housing](#)

- For your protection and by federal law, we must comply with FERPA. Students need to give access to their parents / guardian in order for us to speak with them.
- For more information, visit <http://authorizeduser.tcnj.edu/>



# STUDENT HEALTH INSURANCE PLAN (SHIP)

## Student Health Insurance

A-Z Directory

[HOME](#) [LAWS](#) [WAIVER/ENROLLMENT](#) [EXPIRING ACADEMIC YEAR 2017-2018 PLAN](#)

### WELCOME

Pursuant to New Jersey law, The College of New Jersey is required to offer student health insurance coverage to its full-time students. The College of New Jersey meets the requirements of the state law by offering student health insurance coverage to its full-time students. The plan being offered for Academic Year 2018-2019 is through Aetna Student Health. Full-time students are automatically billed for the full amount of the insurance on their term bill by the Office of Student Accounts. Full-time students have the opportunity to waive/opt out of this coverage by providing evidence of health insurance coverage to the insurance company by the waiver deadlines established by the College.

### Recent Updates

[Information to all students regarding student health insurance offering for Academic Year 2018-2019](#)

[Information to all full-time students regarding mandatory health insurance waiver & enrollment process for Academic Year 2018-2019](#)

### INFORMATION

#### [Claims, Policy Information, Dependent Coverage:](#)

Aetna Student Health Customer Service:

Phone: 1-877-480-4161

[Website](#)

#### [Waiver and Enrollment, Student Billing:](#)

The College of New Jersey's Office of Student Accounts:

Phone: 609-771-2172

Email: [ship@tcnj.edu](mailto:ship@tcnj.edu)

[Website](#)

Campus Address: Green Hall, Room 119

- Annual Undergraduate Cost:

\$1,652 (2018-2019)



- Billed only in the Fall

# TUITION INSURANCE PLAN

- Optional Tuition Refund Insurance covers the cost of tuition and related fees should a student have to take a leave of absence or withdraw from the College for unexpected health-related reasons.

- Sample only:

| Fall Withdrawal Cycle | TCNJ Refund | Insurance Pays | Total Refund |
|-----------------------|-------------|----------------|--------------|
| Aug 28 - Sept 5       | 100%        | 0%             | 100%         |
| Sept 6 - Sept 18      | 75%         | 25%            | 100%         |
| Sept 19 - Oct 2       | 50%         | 50%            | 100%         |
| After October 2       | 0%          | 100%           | 100%         |

- Enrollment into the Tuition Refund Insurance policy must be completed by the first day of the Fall 2019 semester.
- More information will be coming to your home residence via US mail in early August.

# PARKING

## Commuters

- May have a vehicle on campus with a valid decal
- Decals must be obtained through **CARS**, our web-based parking system.
- Decals cost \$105/year plus NJ sales tax or \$64/semester plus NJ sales tax. (2018-2019)

## Parents

- Must obtain a visitor pass from the Information Booth in front of Trenton Hall or from Campus Police



## Freshmen Residents

- Are NOT eligible to have a car on campus, however, exceptions are made in accordance to regulations.
- Can purchase up to two (1) week passes to park on campus each semester (\$20.00/week)(2018-2019)

In order to obtain these passes, you must bring your license and vehicle registration, with full payment to the Office of Student Accounts

# TCNJ STUDENT ID CARD

- Your TCNJ Student ID is used for:

Library Services

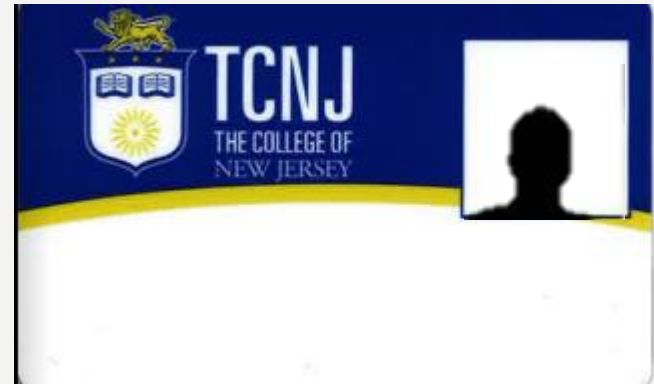
Photo Identification

Admittance to campus events

Access to your meal plan in the Eickhoff Dining Hall

Entrance to campus buildings, fitness facilities, and labs

- If lost/stolen, a new TCNJ ID can be obtained from the Office of Student Accounts in Green Hall 119 for \$10.00 (cash, check, credit/debit card – excluding AMEX)





# GET-IT CARD

## STUDENTS

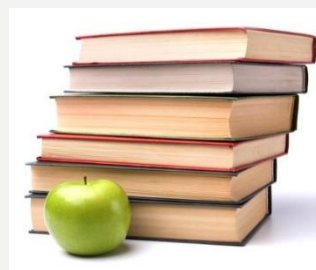
- Money to spend on campus, in the College Bookstore, printing, etc.
- Your points from your meal plan are not the same as the balance on your Get-It Card
- Points are used in the Lions Den, Library Café, Education Café, T-Dubs, C-Store
- You cannot spend Get-It points in Campus Town establishments (except for the College Bookstore)

## PARENTS

- Grant additional access: give access to up to 4 people to see your online account
- Low Balance Warning: a low balance warning email can be sent to the student and others
- Automatic Deposits: setup recurring deposits when your balance gets low
- To manage the card online, visit: <http://cardservices.tcnj.edu>



- College policy may allow you to transfer up to \$600 per semester onto your Get-It Card for educational purchases at the bookstore such as textbooks and supplies.
- Get-It Card transfer forms are available in the Student Accounts office in Green Hall 119 or on our website at: <http://studentaccounts.tcnj.edu/>
- Your extra financial aid credit balance can be transferred 2 weeks prior to the beginning of classes in order to purchase books at the College Bookstore.



# THE OFFICE OF STUDENT ACCOUNTS GREEN HALL – ROOM 119

## Academic Year Office Hours:

Monday - Friday 8:30am to 4:30pm

## Summer Office Hours:

July 9<sup>th</sup>-August 15<sup>th</sup>

Monday-Thursday 8:00am- 4:30pm



## Contact Information:

Phone: 609.771.2172 Fax: 609.637.5111

Email: [stuaccts@tcnj.edu](mailto:stuaccts@tcnj.edu)