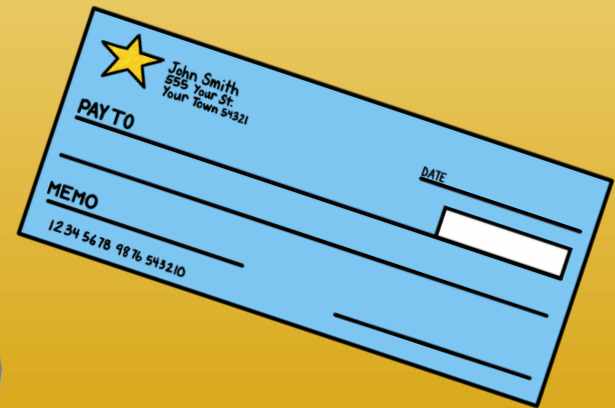


How To Pay Your Bill



Online Bill Payment Options

Credit Card

Credit Card Payment Accepted **Only**
On The Web

TCNJ Accepts



Our credit card processor charges a **2.75%** convenience fee 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

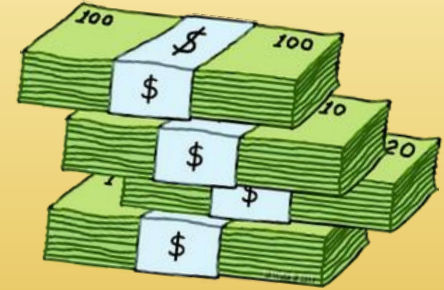
A sample check form from Union Bank of California. The check is dated 1001 and is payable to THOMAS B. ANDERSON, MARY ANDERSON, 123 Mt. Pleasant Rd., Anytown, USA 12345. The check number is 1001. The routing number is 121000497, the account number is 1234567890, and the check number is 1001. The check is marked as a sample.

*****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.

VERY IMPORTANT:

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

Private Scholarships



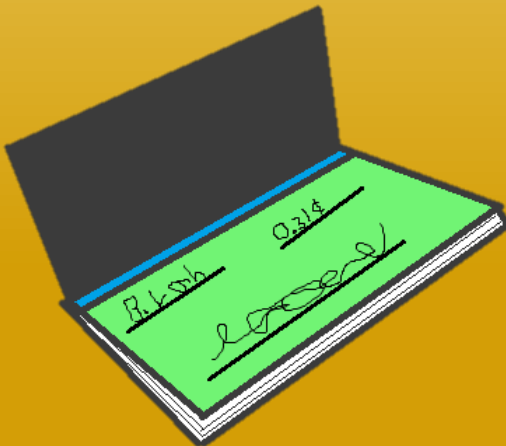
***PLEASE DO NOT SEND SCHOLARSHIPS TO THE
PHILADELPHIA ADDRESS***

They can be sent directly to our office address:

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

P.O. Box 7718

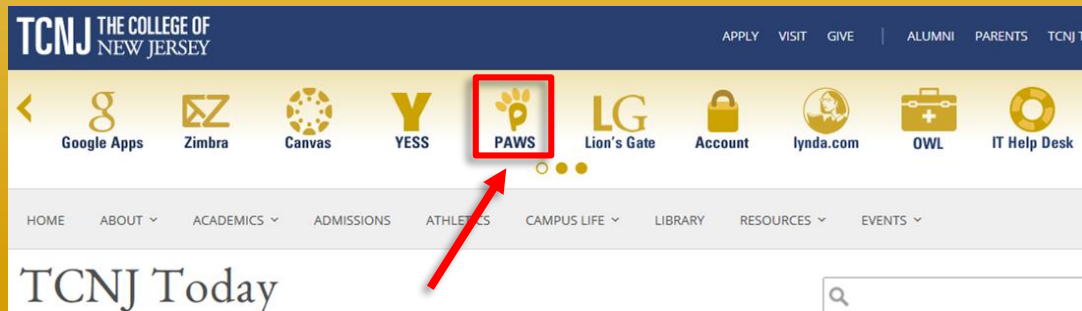
Ewing, NJ 08628-0718



How To Pay Your Bill – Step #1

Login To PAWS

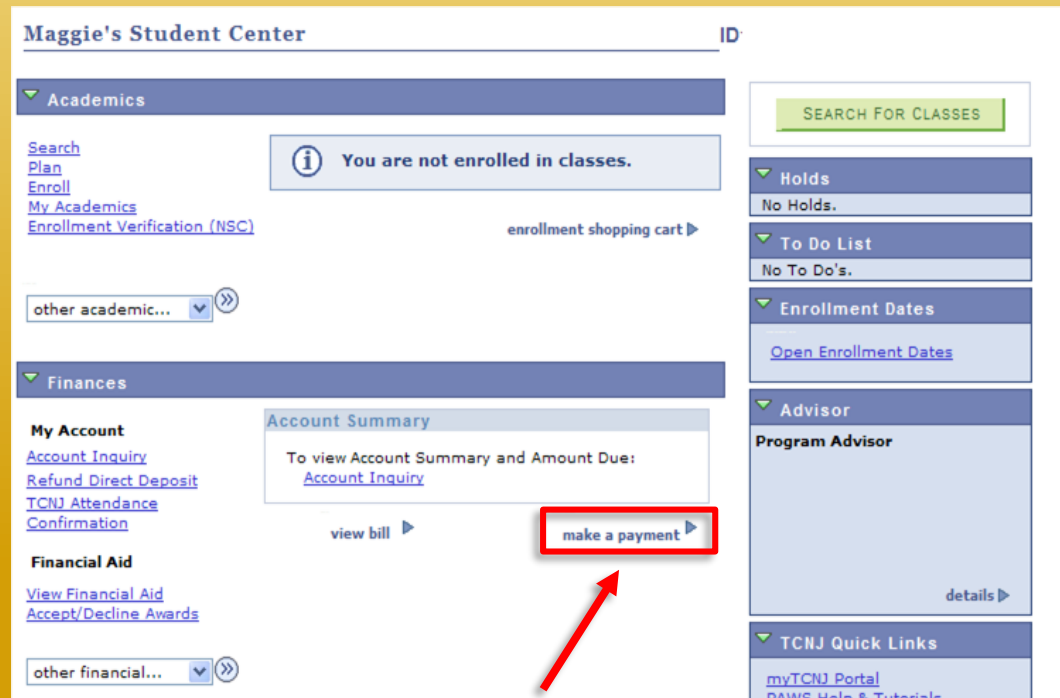
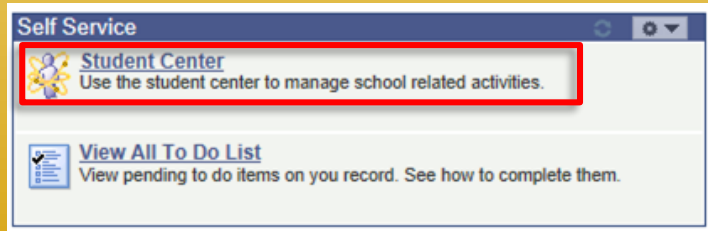
- Visit the TCNJ Today homepage
 - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- Login with your TCNJ username and password

A screenshot of the PAWS login form. It features the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below this is a light blue box with the title 'PAWS'. Inside the box are two input fields: 'TCNJ Username' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the box is a link for 'Account Manager'.

How To Pay Your Bill – Step #2

Navigating to the Payment Screen

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



How To Pay Your Bill – Step #2

Navigating to the Payment Screen

- You will then be brought to a screen explaining the payment types and process on how to make payment
- Please read all sections of this page before clicking OK to ensure that you understand and agree with the statement
- Once here select the 'OK' button to continue to the next screen

PAWS


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

YOU WILL NEED TO DISABLE ANY POP UP BLOCKERS ON YOUR COMPUTER IN ORDER TO CONTINUE WITH THE TRANSACTION

How To Pay Your Bill – Step #3

Selecting the Amount



- TCNJ has partnered with a third party provider for payment process. The current page shows the start of payment process.
- Please enter the amount that you wish to pay in the field indicated by the arrow

SELECT	ITEM	AMOUNT
<input checked="" type="checkbox"/>	Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	<input type="text" value="123.45"/>
TOTAL		\$123.45
<input type="button" value="PREVIOUS"/>		<input type="button" value="NEXT"/>

How To Pay Your Bill – Step #4

Enter Account Information

- Be sure that your TCNJ PAWS ID and first and last name are correct
- If all information is correct and you wish to proceed with the payment, click **NEXT**
- If you wish to cancel your transaction, select **CANCEL MY TRANSACTION**.

THE COLLEGE OF NEW JERSEY

☒ 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

123456

First Name

Jane

Last Name


Doe

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

ORDER SUMMARY

ITEM	AMOUNT
<div><div>1</div><div> Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)</div></div>	\$123.45
Subtotal	\$123.45
Total	\$123.45

CANCEL MY TRANSACTION

How To Pay Your Bill – Step #5

Enter Card or Bank Information



- Select the type of payment you wish to make. Either credit card or electronic check
- If you choose to pay by a credit card payment, there is a convenience/processing fee charged by our third party vendor
- Enter your credit card or your personal banking information on this screen then click **NEXT**

A screenshot of a web-based payment interface for The College of New Jersey. At the top, a dark blue header bar contains the text "THE COLLEGE OF NEW JERSEY". Below this, a horizontal navigation bar features three tabs: "ADDITIONAL INFORMATION" (with a left arrow), "PAYMENT METHOD" (with a right arrow and highlighted), and "REVIEW AND CONFIRM" (with a circle). The main content area is titled "Step 2 of 3: PAYMENT METHOD" and includes a note: "All fields required unless marked (optional)". Two radio button options are listed: "Credit Card" and "Electronic Check". At the bottom of the form, there are two buttons: a dark blue "PREVIOUS" button on the left and a light blue "NEXT" button on the right.

THE COLLEGE OF NEW JERSEY

ADDITIONAL INFORMATION PAYMENT METHOD REVIEW AND CONFIRM

Step 2 of 3: PAYMENT METHOD

All fields required unless marked (optional)

☐ Credit Card

☐ Electronic Check

PREVIOUS NEXT

How To Pay Your Bill – Step #6

Confirmation of Payment



- Once the transaction is approved, you will be provided with a receipt screen
- You will also get a copy of your receipt at your TCNJ email address.

A screenshot of the TCNJ payment confirmation screen. The header features the TCNJ logo (The College of New Jersey) on the left and the text "THE COLLEGE OF NEW JERSEY" on a dark blue background. Below the header, the text "TRANSACTION APPROVED" is displayed, followed by "Thank you for the payment." On the left, under the heading "RECEIPT", the details "RECEIPT NUMBER: 23787" and "CURRENT DATE: 10/25/2018" are shown. On the right, a message states "Your receipt has been emailed to spadave1@tcnj.edu". Below this message are two buttons: "EMAIL ANOTHER RECEIPT" and "PRINT RECEIPT". Further down, under the heading "ADDITIONAL INFORMATION", the text "Thank you for the payment." and "Email Address: spadave1@tcnj.edu" are displayed. At the bottom, there is a table with two columns: "ITEM" and "AMOUNT". A small circular icon with the number "1" is located at the bottom center of the page.

TCNJ
THE COLLEGE OF NEW JERSEY

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
spadave1@tcnj.edu

EMAIL ANOTHER RECEIPT PRINT RECEIPT

ADDITIONAL INFORMATION
Thank you for the payment.
Email Address: spadave1@tcnj.edu

ITEM	AMOUNT
------	--------

1