

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

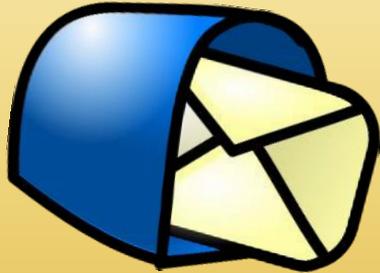
The funds can be debited from a U.S. checking or savings bank account in U.S. dollars.

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 the order of Thomas B. Anderson, 123 Mt. Pleasant Rd., Anytown, USA 12345. The check number is 1001. The routing number is 121000497 and the account number is 1234567890. The check is drawn on a credit line account. The routing number, account number, and check number are highlighted with red boxes and labeled 1, 2, and 3 respectively.

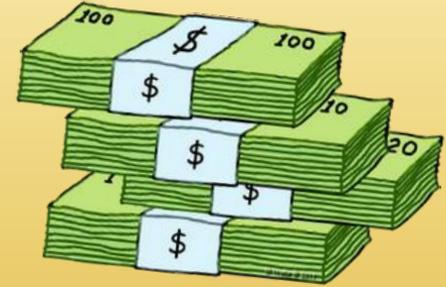
*****Checks drawn off of credit line accounts (money market checks or home equity checks) are not accepted online.*****

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



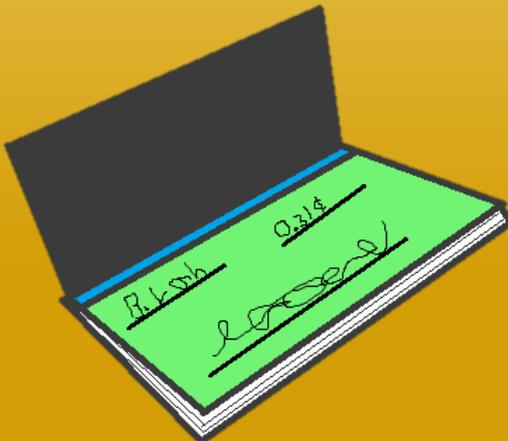
PLEASE DO NOT SEND SCHOLARSHIPS TO THE PHILADELPHIA ADDRESS

They can be sent directly to our office address:

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

P.O. Box 7718

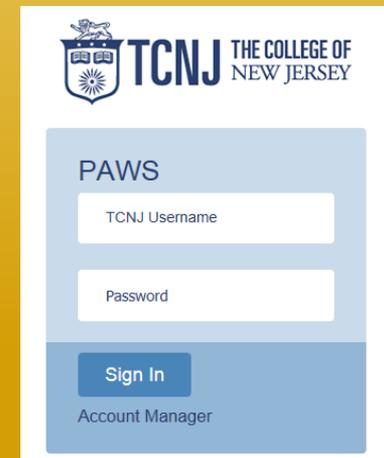
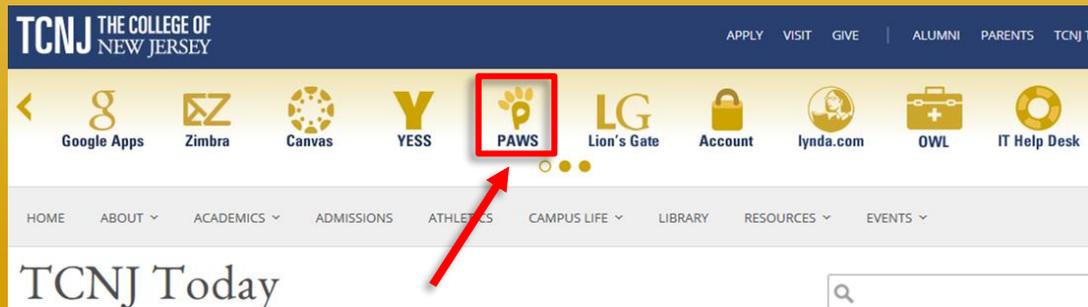
Ewing, NJ 08628-0718



How To Pay Your Bill – Step #1

Login To PAWS

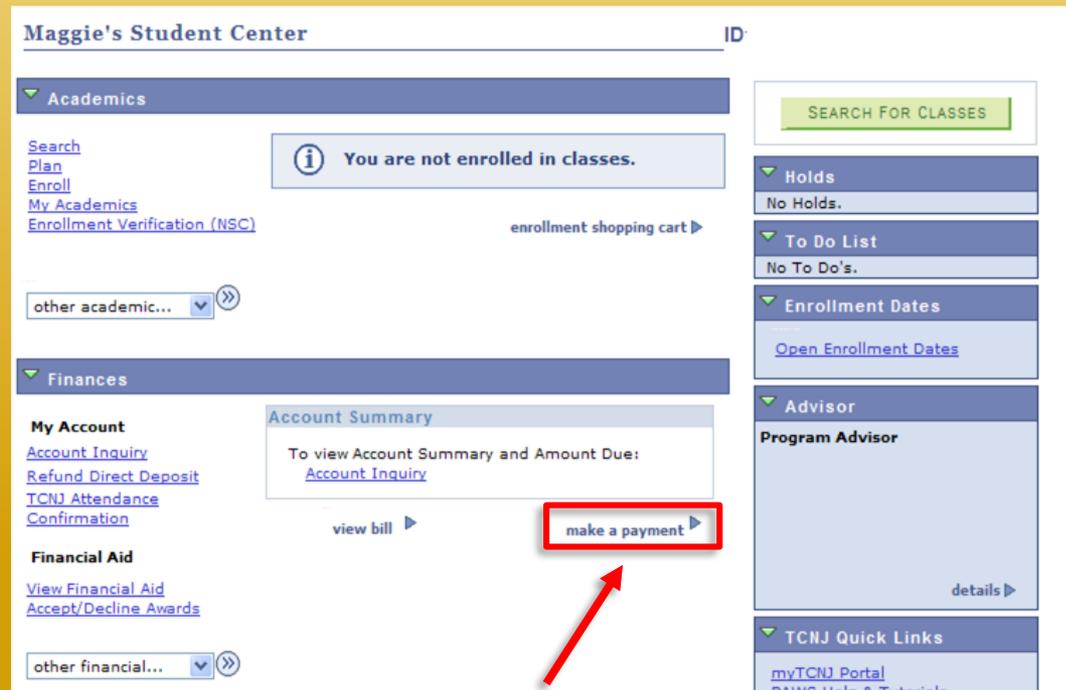
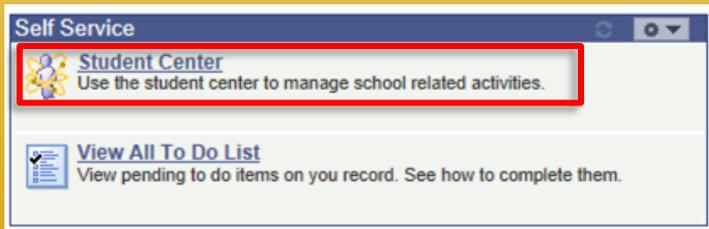
- Visit the TCNJ Today homepage
 - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- Login with your TCNJ username and password

A screenshot of the PAWS login form. The form is light blue and features the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below the logo is the text 'PAWS'. There are two input fields: 'TCNJ Username' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the form 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

[PREVIOUS](#) [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

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

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

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

CANCEL MY TRANSACTION

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.

The screenshot shows the TCNJ payment confirmation interface. At the top left is the TCNJ logo (The College of New Jersey). Below it is a dark blue header bar with the text "THE COLLEGE OF NEW JERSEY". The main content area is white and contains the following information:

- 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
- Two buttons: **EMAIL ANOTHER RECEIPT** and **PRINT RECEIPT**
- ADDITIONAL INFORMATION**
Thank you for the payment.
Email Address: spadave1@tcnj.edu
- A table with two columns: **ITEM** and **AMOUNT**

At the bottom center, there is a small circular icon with the number 1 inside.