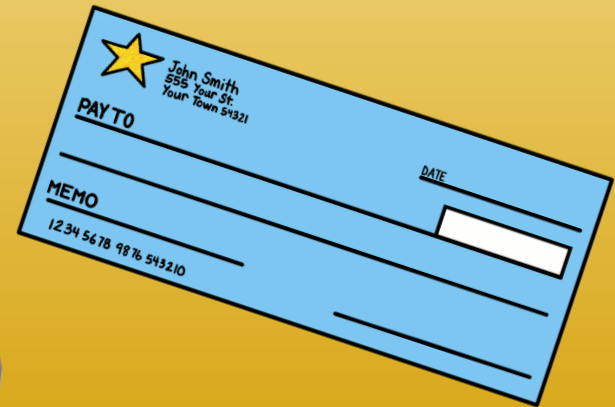


How To Pay Your Student's Bill



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

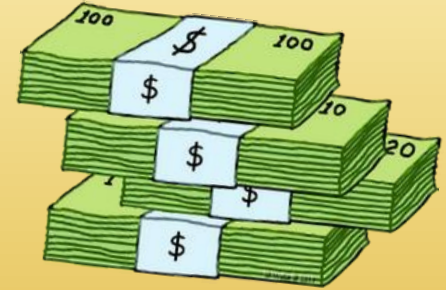
A sample e-check form from Union Bank of California. The form includes fields for the payee's name (THOMAS B. ANDERSON, MARY ANDERSON), address (123 Mt. Pleasant Rd., Anytown, USA 12345), and a date field. The amount field is labeled 'SAMPLE' and has a dollar sign. The routing number is 121000497, the account number is 234567890, and the check number is 1001. The form is labeled 'SAMPLE' in large letters. Below the form, there are three numbered labels: 1. Routing Number, 2. Account Number, and 3. Check Number, each pointing to its respective field.

*****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



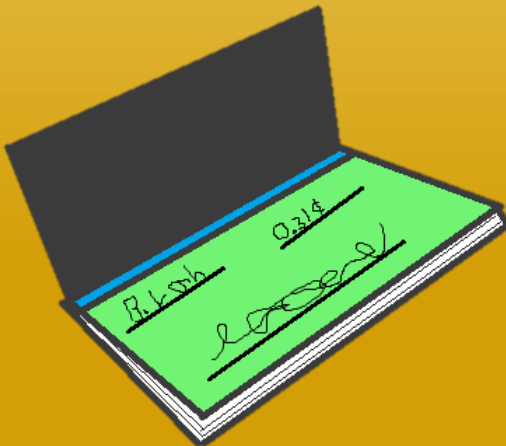
***PLEASE DO NOT SEND SCHOLARSHIPS TO THE
PHILADELPHIA ADDRESS***

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



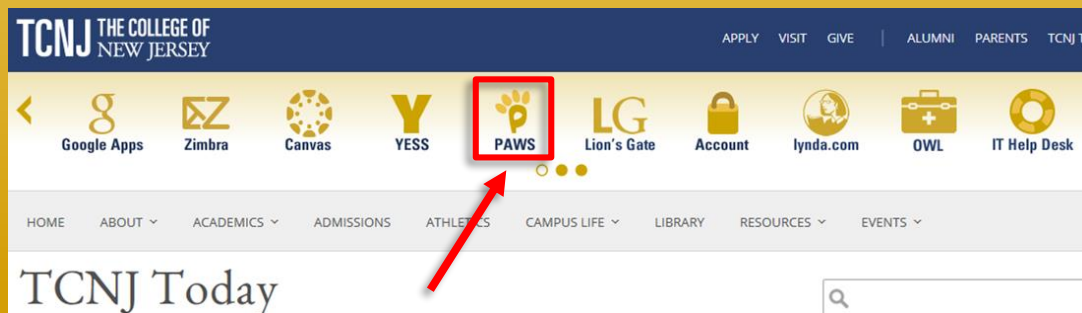
How To Pay Your Student's Bill - Step #1

Login To PAWS

- Click on the PAWS Icon in the top center of the menu bar
- Login with your Authorized User username and password (this is **NOT** your PIN)

Be sure that the username is in all CAPS

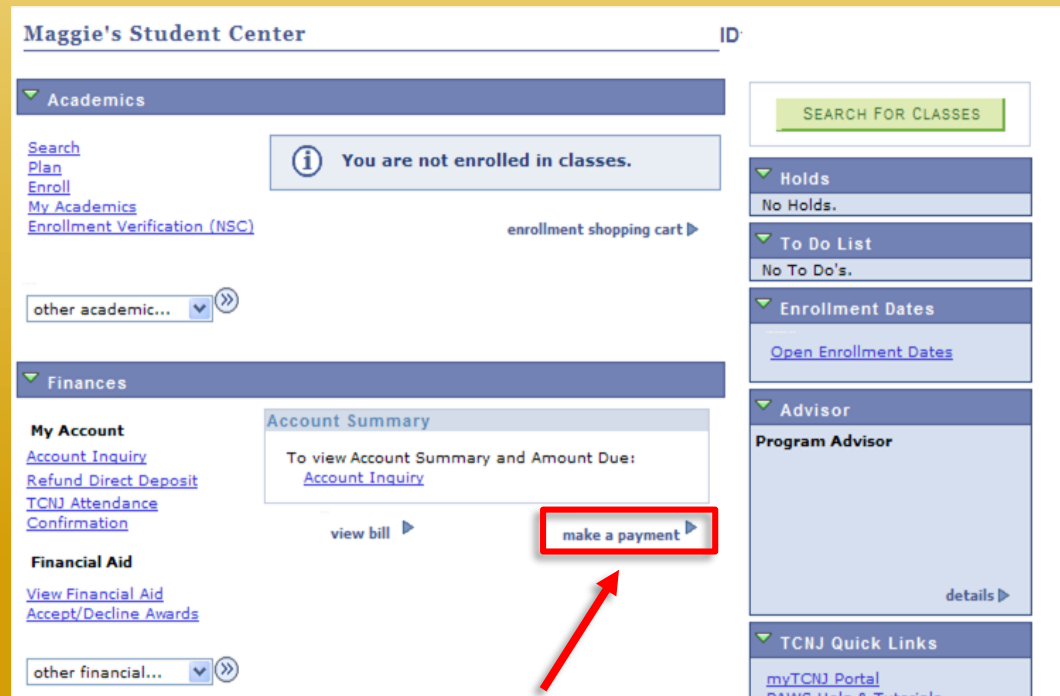
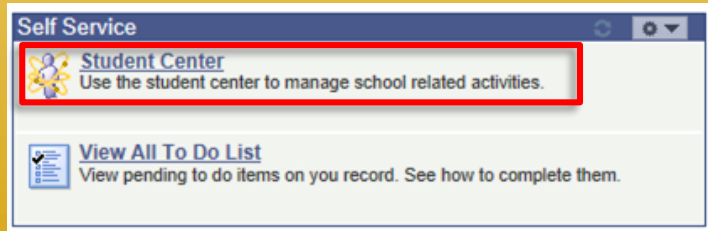
If you don't know your password, your student will need to reset it through their PAWS account

A screenshot of the PAWS login form. At the top is the TCNJ logo and the text "THE COLLEGE OF NEW JERSEY". Below this is the heading "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 Student's 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 Student's 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 Student's 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 Student's Bill – Step #4

Enter Account Information

- Be sure that your student's 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

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

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

How To Pay Your Student's 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 portal for The College of New Jersey. The header is dark blue with the text "THE COLLEGE OF NEW JERSEY" in white. Below the header is a navigation bar with three tabs: "ADDITIONAL INFORMATION" (unselected), "PAYMENT METHOD" (selected), and "REVIEW AND CONFIRM" (unselected). The main content area is white and titled "Step 2 of 3: PAYMENT METHOD". Below the title is a note: "All fields required unless marked (optional)". There are two radio button options: "Credit Card" and "Electronic Check". At the bottom of the form are two buttons: "PREVIOUS" on the left and "NEXT" 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

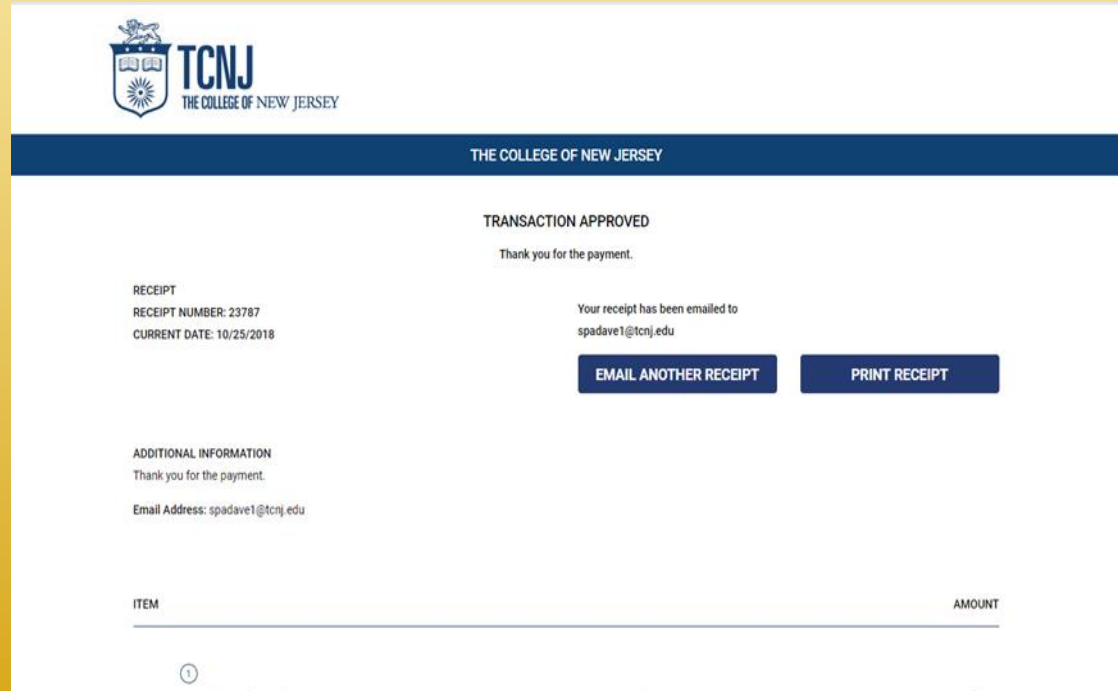
☐ Electronic Check

PREVIOUS NEXT

How To Pay Your Student's Bill – Step #6

Confirmation of Payment

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



The screenshot displays the TCNJ (The College of New Jersey) payment confirmation interface. At the top, the TCNJ logo and name are visible. Below this, a dark blue header bar contains the text "THE COLLEGE OF NEW JERSEY". The main content area is white and features the following elements:

- TRANSACTION APPROVED**: A heading followed by the text "Thank you for the payment."
- RECEIPT**: A section containing "RECEIPT NUMBER: 23787" and "CURRENT DATE: 10/25/2018".
- Notification**: A message stating "Your receipt has been emailed to spadave1@tcnj.edu".
- Action Buttons**: Two dark blue buttons labeled "EMAIL ANOTHER RECEIPT" and "PRINT RECEIPT".
- ADDITIONAL INFORMATION**: A section with "Thank you for the payment." and "Email Address: spadave1@tcnj.edu".
- Table**: A table with two columns, "ITEM" and "AMOUNT", separated by a horizontal line.
- Page Number**: A small circle containing the number "1" at the bottom center.