

HOW TO PAY YOUR STUDENT'S BILL

THE COLLEGE OF NEW JERSEY
THE OFFICE OF STUDENT ACCOUNTS

ONLINE BILL PAYMENT OPTIONS



Credit Card

Credit card payment accepted electronically
ONLY via Paws.

TCNJ accepts MasterCard, Discover,
American Express, and Visa.

Our credit card processor currently charges a
2.75% convenience fee. Third party vendor
keeps the convenience fee.



E-Check

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

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

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

PAYMENT IN-PERSON & BY MAIL

Please note: Payments by mail may take up to 10 business days to post to a student's account.



Cash

In person **ONLY** at the
Office of Student Accounts
located at:
Green Hall, Room 119.



Check

Shall be made payable to
The College of New Jersey.
May be sent to our bank's
lockbox. The student's
name and TCNJ PAWS 6-
Digit ID number should
appear on the check.



Money Order

Payment may be sent to our
bank's **lockbox**:

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

The student's name and
TCNJ PAWS 6-Digit ID
number should appear on
the money order.

PRIVATE SCHOLARSHIPS

Please DO NOT send scholarships to the Philadelphia Lockbox address!

They can be sent directly to our office address:

The College of New Jersey

Office of Student Accounts

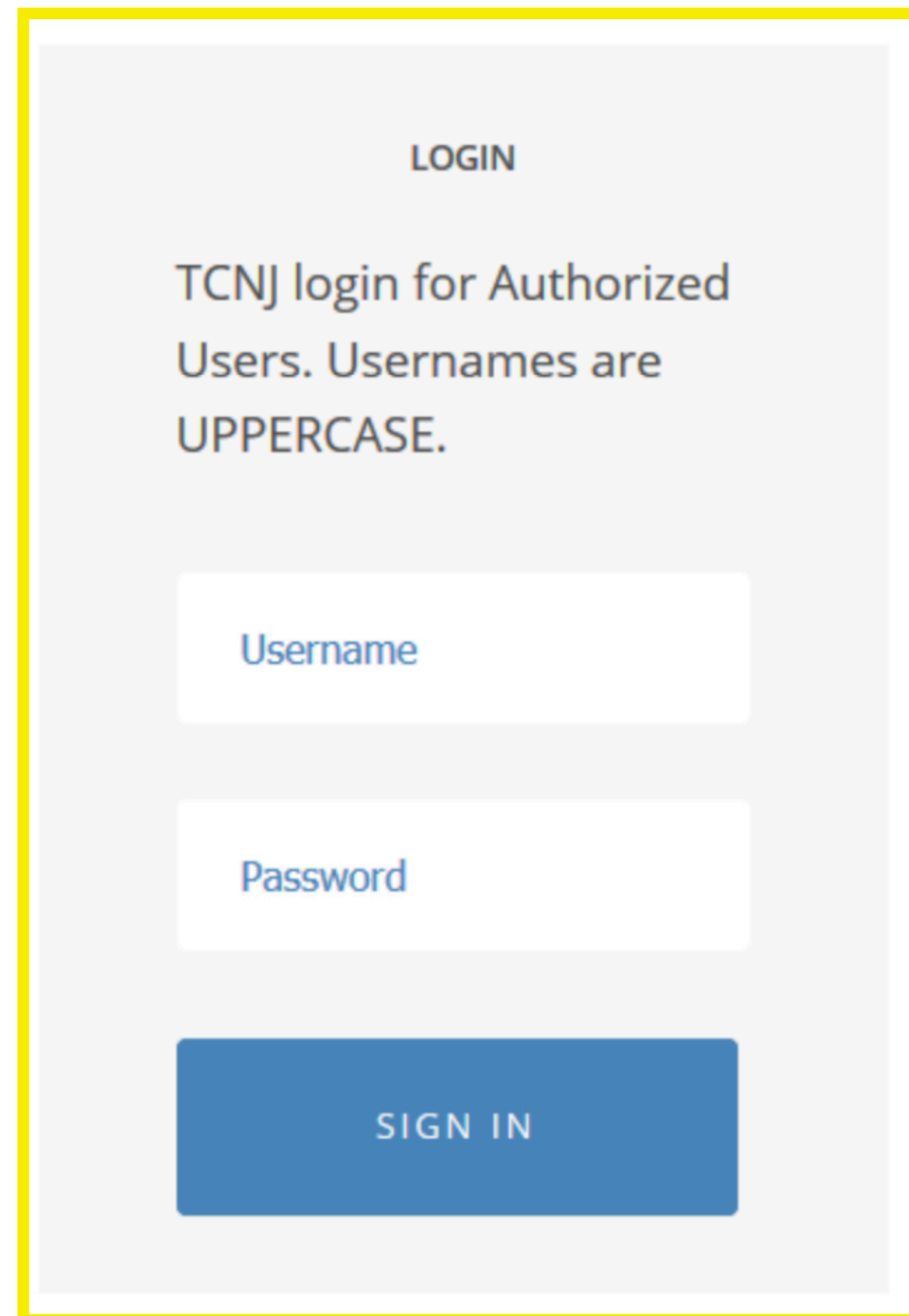
P.O. Box 7718

Ewing, NJ 08628-0718

HOW TO PAY YOUR STUDENT'S BILL

Step 1: Visit the TCNJ Authorized User page at <https://authorizeduser.tcnj.edu>

Step 2: Login with your Authorized User username and password (this is NOT your pin). Be sure that the username is in all CAPS.

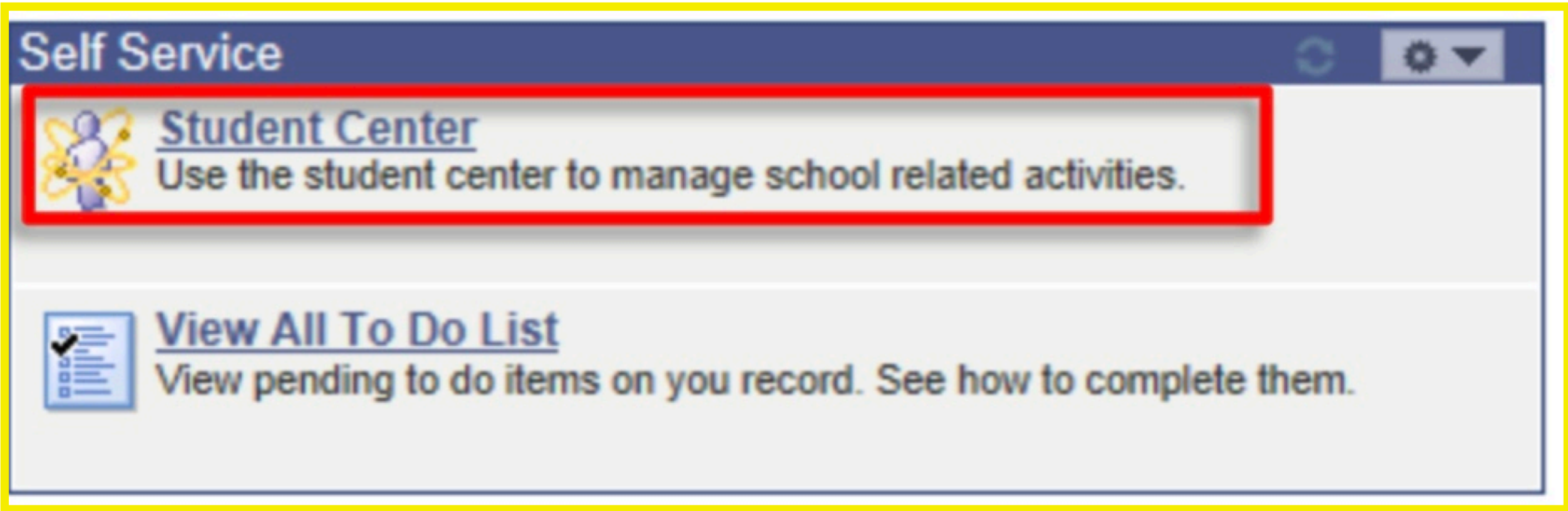
A screenshot of a web login page for TCNJ Authorized Users. The page has a light gray background. At the top, the word "LOGIN" is centered in a small, dark font. Below it, a message reads "TCNJ login for Authorized Users. Usernames are UPPERCASE." in a slightly larger, dark font. There are two white input fields with blue placeholder text: "Username" and "Password". Below these fields is a blue rectangular button with the text "SIGN IN" in white, uppercase letters. The entire login form is enclosed in a yellow rectangular border.

Step 2

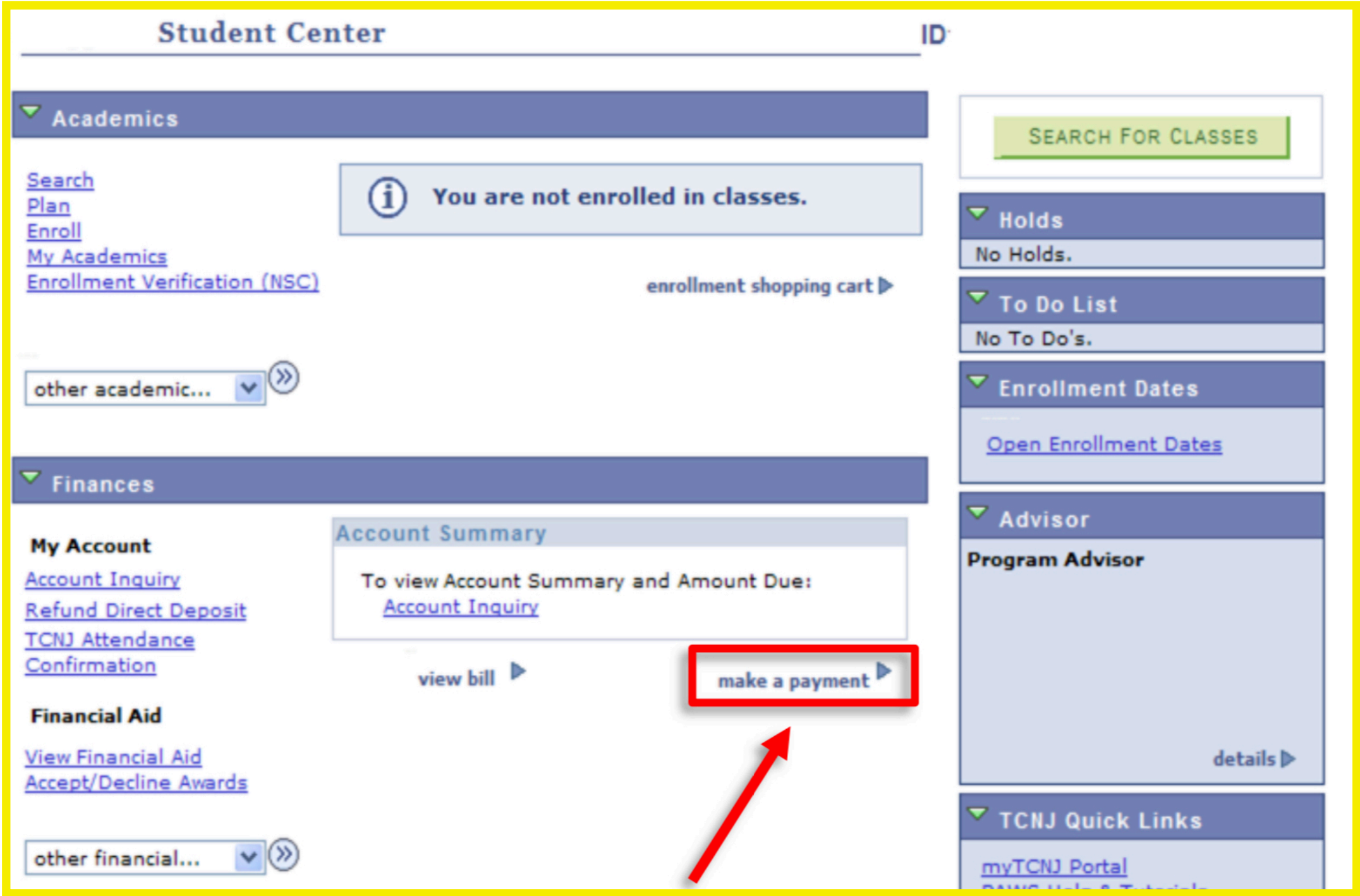
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Step 3: Once logged into PAWS, go to "Student Center".

Step 4: View the "Finances" section and click on "Make a Payment".



Step 3




Step 4

HOW TO PAY YOUR STUDENT'S BILL

Please note: You will need to disable any pop up blockers on your computer in order to continue with the transaction.

Step 5: 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.




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

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Step 6: 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.

Step 7: 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”.

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"/>

Step 6

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

Step 7

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Step 8: 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”.

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

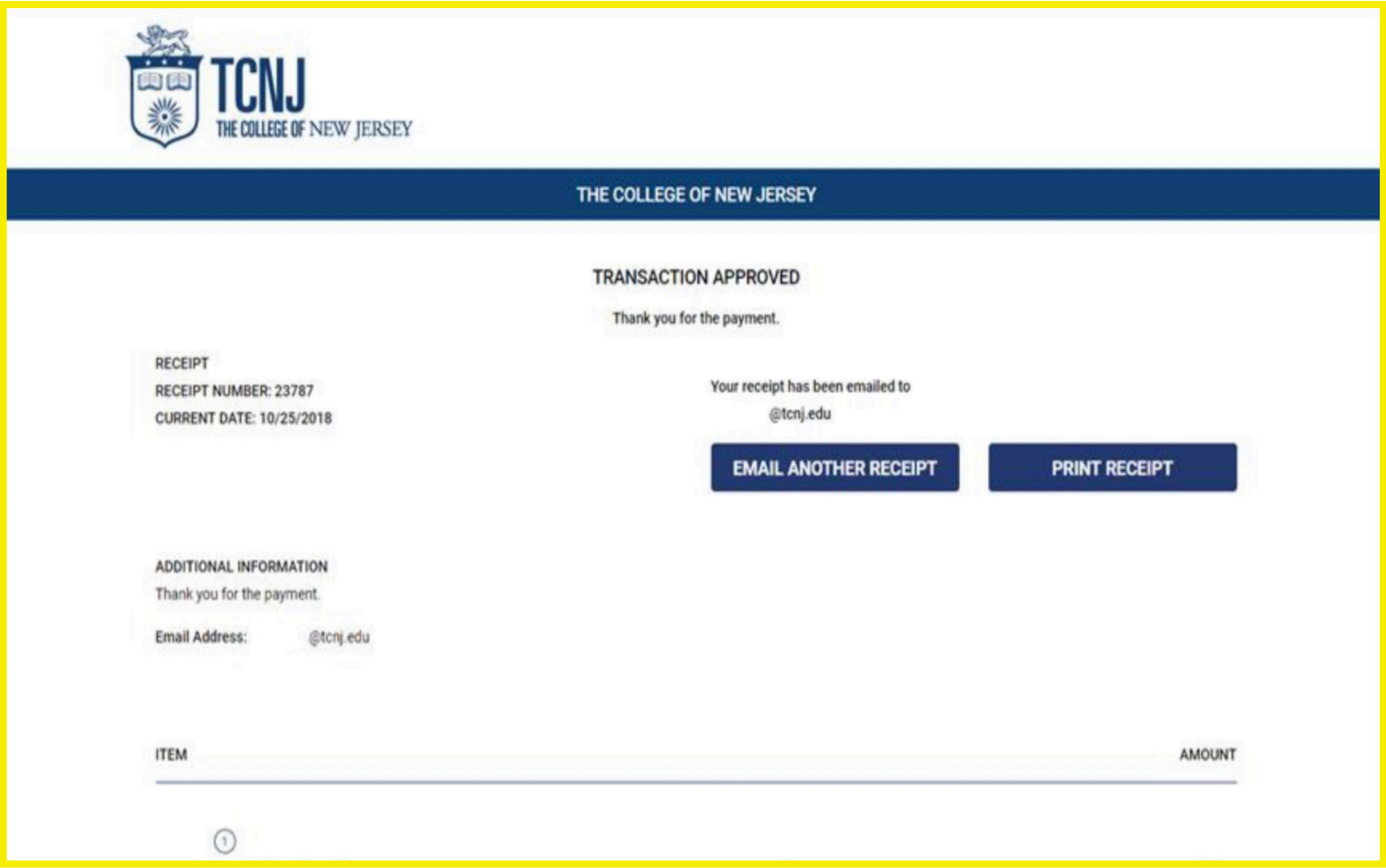
PREVIOUS

NEXT

Step 8

HOW TO PAY YOUR STUDENT'S BILL

Step 9: 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.



Step 9