

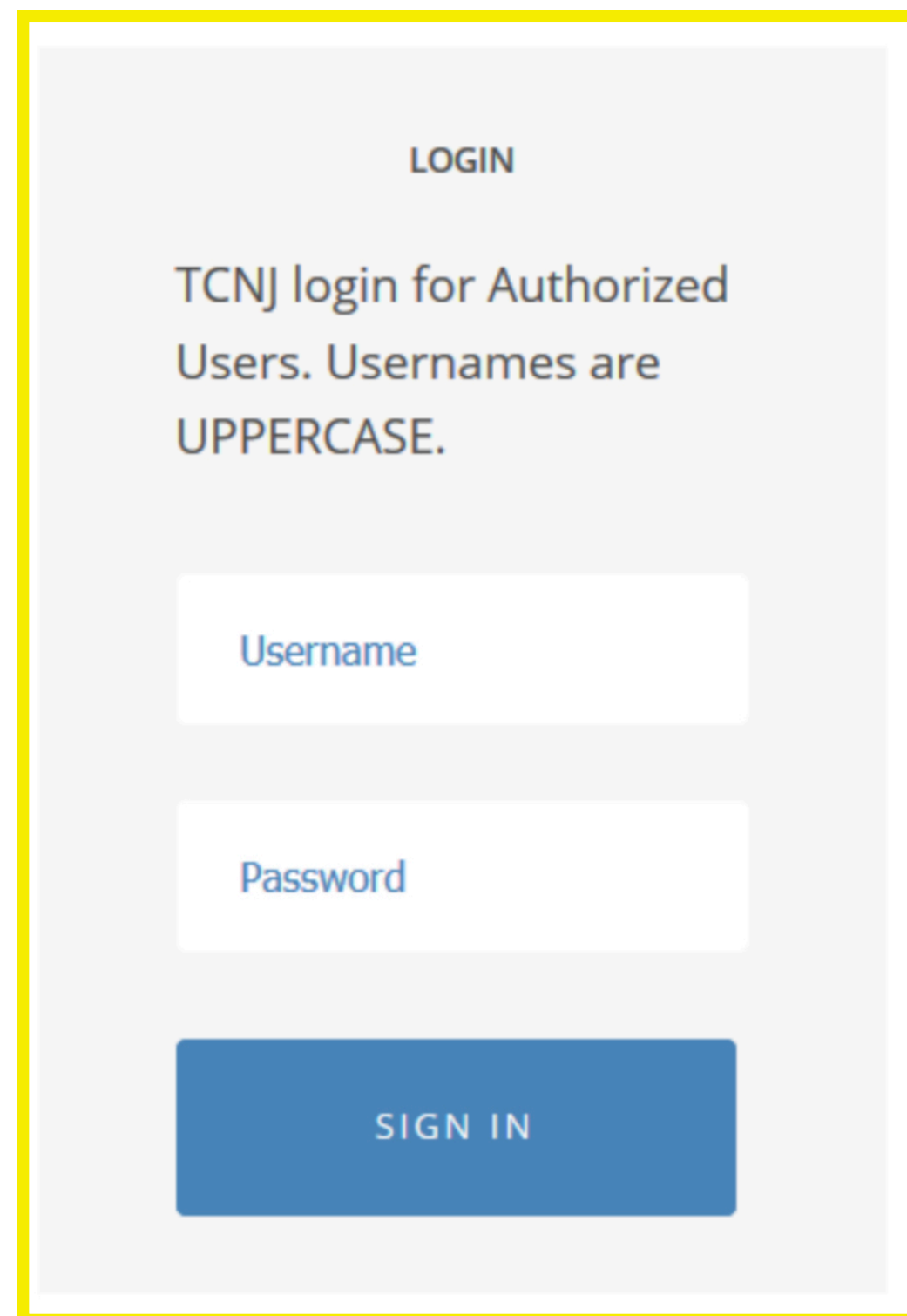
HOW TO VIEW YOUR STUDENT'S BILL

THE COLLEGE OF NEW JERSEY
THE OFFICE OF STUDENT ACCOUNTS

HOW TO VIEW 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.

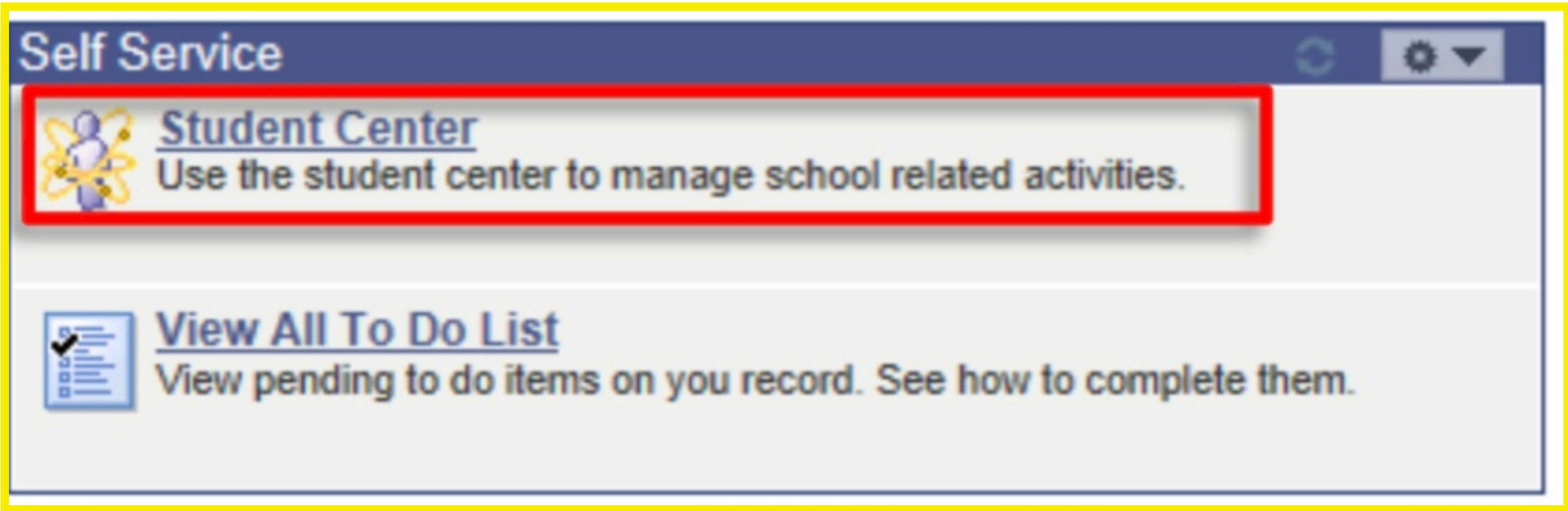
A screenshot of a web login page for TCNJ Authorized Users. The page has a light gray background. At the top, the word "LOGIN" is centered in a small, dark font. Below it, a message reads "TCNJ login for Authorized Users. Usernames are UPPERCASE." in a slightly larger, dark font. There are two white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

Step 2

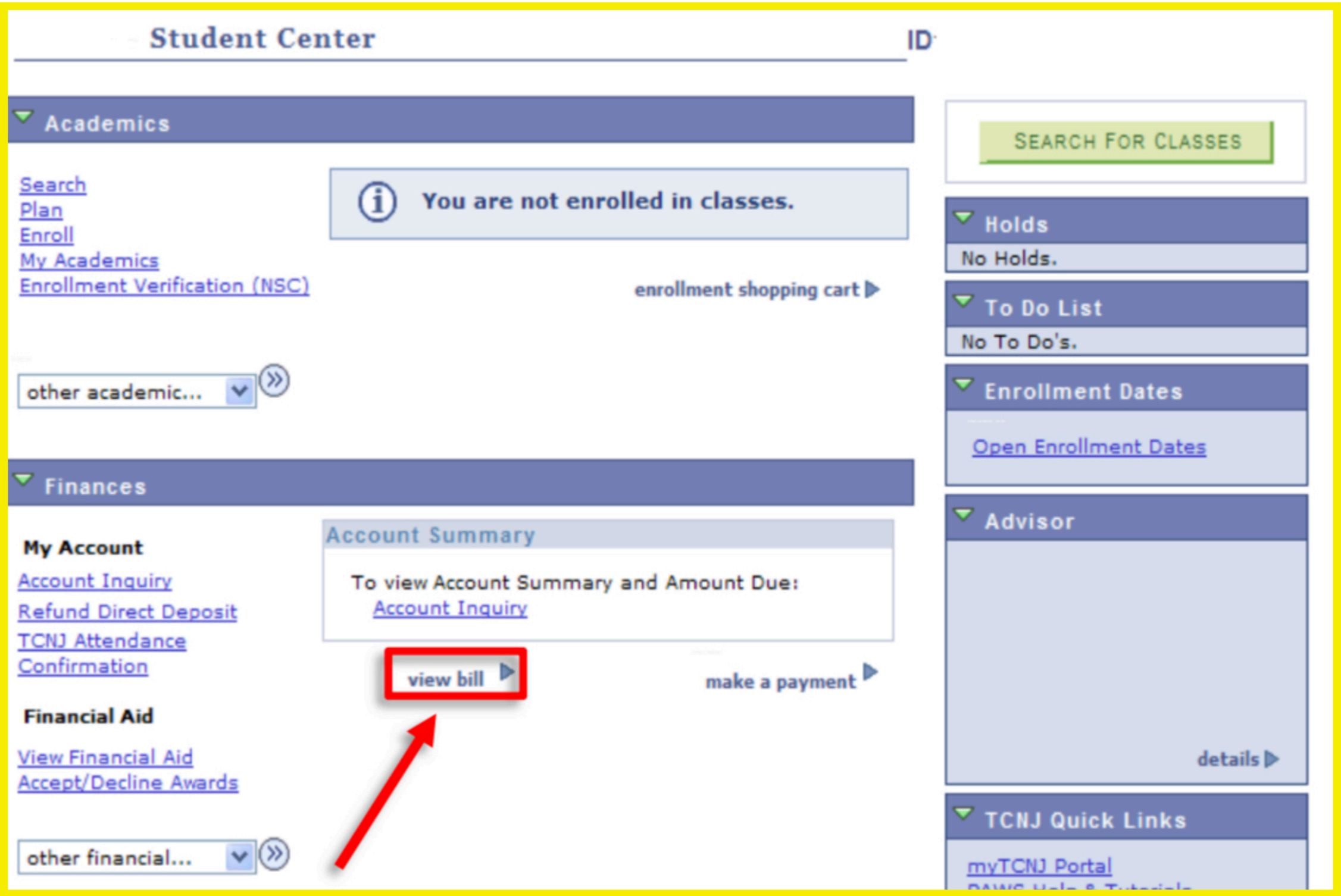
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Step 3: Once logged into PAWS, go to "Student Center".

Step 4: View the "Finances" section and click on "View Bill".



Step 3

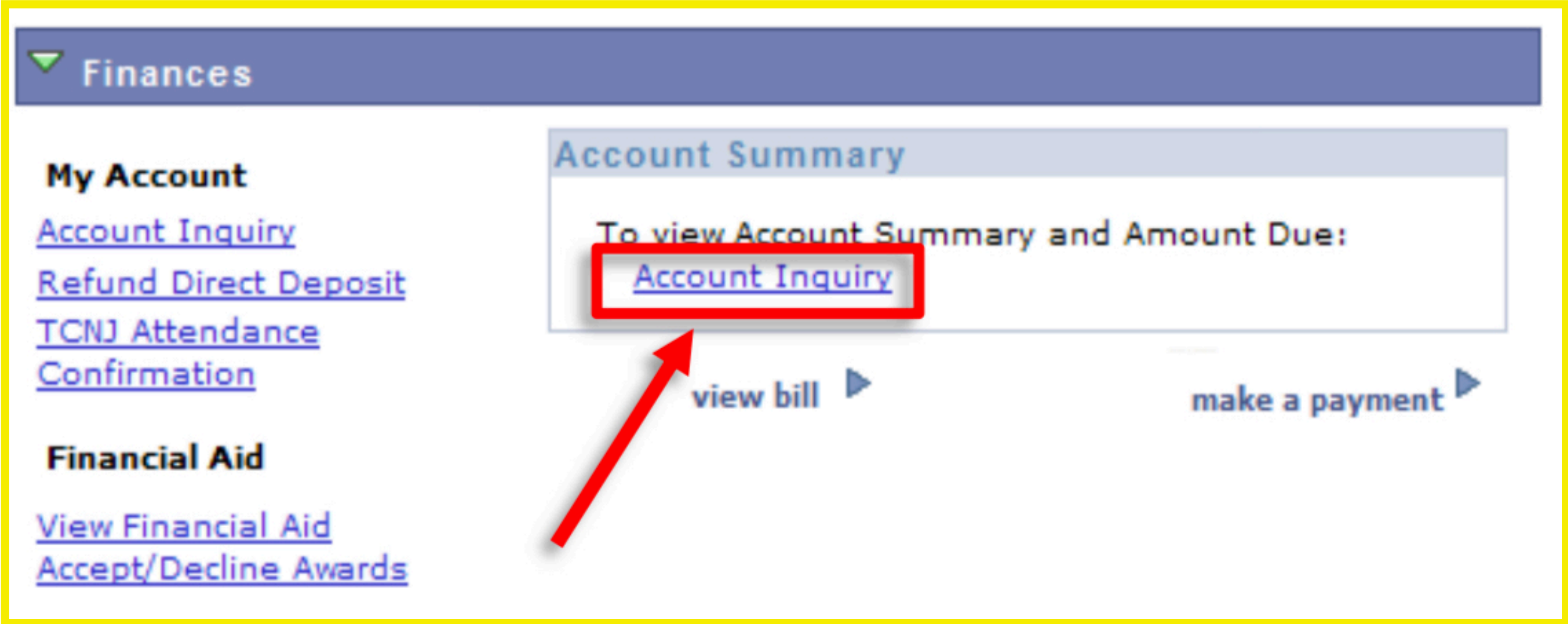


Step 4

HOW TO VIEW YOUR STUDENT'S BILL

Step 5: To see the most up to date balance due, click “Account Inquiry” right above “View Bill”.

Step 6: The Account Inquiry “summary” tab will show you how much you owe while factoring in any pending aid.



Step 5

Account Inquiry		Account Services		
summary	activity	charges due	payments	pending aid
Account Summary				
What I Owe				
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due	
2016 Spring	10,946.81	2,722.00	8,224.81	
Total	10,946.81	2,722.00	8,224.81	

Step 6

HOW TO VIEW YOUR STUDENT'S BILL

Step 7: The “activity” tab will give you a breakdown of all of the charges and payments that have been applied to your student’s account along with the corresponding dates.

Account Inquiry

Account Services

summary

activity

charges due

payments

pending aid

Account Activity

View by

From10/12/2015To04/12/2016All Termsgo

Transactions

Find | View All | First1-10 of 13Last

Posted Date	Item	Term	Charge	Payment	Refund
03/15/2016	Web Payment by ACH	2016 Spring		100.00	
02/10/2016	TCNJ Merit InState Scholarship	2016 Spring		2,600.00	
02/01/2016	Graduation Fee	2016 Spring	100.00		
12/13/2015	Web Payment by ACH	2016 Spring		5,133.04	
12/09/2015	Late Registration Fine	2016 Spring	150.00		
12/09/2015	Late Registration Fine	2016 Spring	-150.00		
12/09/2015	Spring UG Card Service Fee	2016 Spring	10.00		
12/09/2015	Spring UG Computing Access Fee	2016 Spring	229.03		
12/09/2015	Spring UG Gen Serv Fee/Capital	2016 Spring	1,419.89		
12/09/2015	Spring UG Student Activity Fee	2016 Spring	137.70		

First1-10 of 13Last

Currency used is US Dollar.

Step 7

HOW TO READ YOUR STUDENT'S PDF BILL


Please note: The current invoice will also include any disbursed payments since the last bill.

“Total Amount Due”: total balance owed including any aid or awards.

“Current Invoice Amount”: the most recent charges not including aid or awards.

“Prior Invoice Amount”: any upside balance from previous bills.

“Total Term Anticipated Aid”: any loans, scholarships, or grants that have been awarded but not yet been applied to the account.



TCNJ THE COLLEGE OF
NEW JERSEY

Office of Student Accounts
Green Hall 119
609-771-2172

Invoice: FALL20150000395030TCNJ

Due Date: 2015-08-25

Invoice Date: 2015-07-22

Total Amount Due(USD): 5,133.04

Invoice For:

PAWS ID:

Career: Undergradu

School: C&S

Invoice Items

Item Description	Amount (USD)
Fall UG Card Service Fee	10.00
Fall UG Computing Access Fee	229.03
Fall UG Gen Serv Fee/Capital	1,419.89
Fall UG Student Activity Fee	137.70
Fall UG Student Center Fee	124.50
Fall UG Student Service Fee	372.44
Fall UG Tuition In State	5,133.04

Prior Invoice ID: SUM2015 0000387733TCNJ

Current Invoice Amount: 7,733.04

Prior Invoice Amount: .00

Anticipated Aid Amount: -2,600.00

Total Amount Due: 5,133.04

Anticipated Aid

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit InState Scholarship	2015 Fall	2016	Undergrad	2,600.00

Total Term Anticipated Aid: 2,600.00

Term Summary

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.04
Total Term Summary:		7,733.04

Health Insurance waiver period is from June 30, 2015 through September 9, 2015. For more information, please refer to:
<http://studenthealthinsurance.pages.tcnj.edu/>
Payment options:
In person: cash or check - Green Hall Rm 119
By mail: TCNJ, Office of Student Accounts,
P.O. Box 781791, Philadelphia, PA 19178-1791
Include the student's name and PAWS ID.
Online: Credit or ACH -<http://studentaccounts.pages.tcnj.edu/>
For information about the College's tuition payment plan, please visit www.tuitionpaymentplan.com/tonj or contact the College's payment plan representative at 609-771-3145.