

HOW TO PAY YOUR 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 or brought into the
office. 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 or brought**
into our office:

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!**

Scholarships can be sent directly to our office address:

The College of New Jersey

Office of Student Accounts

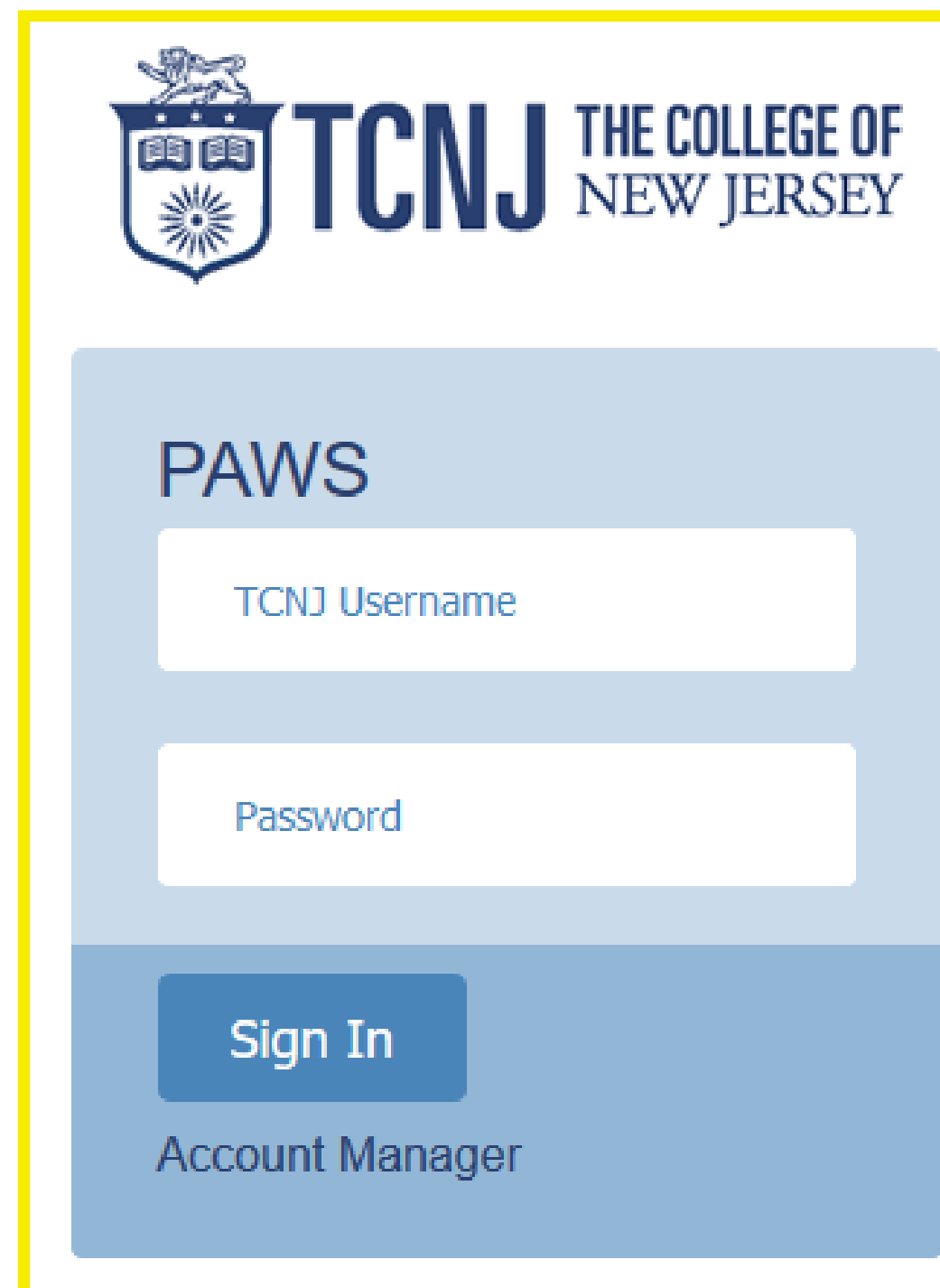
P.O. Box 7718

Ewing, NJ 08628-0718

HOW TO PAY YOUR BILL ONLINE

Step 1: Visit the TCNJ homepage at <https://today.tcnj.edu>

Step 2: Login to PAWS with your single sign on Username and Password

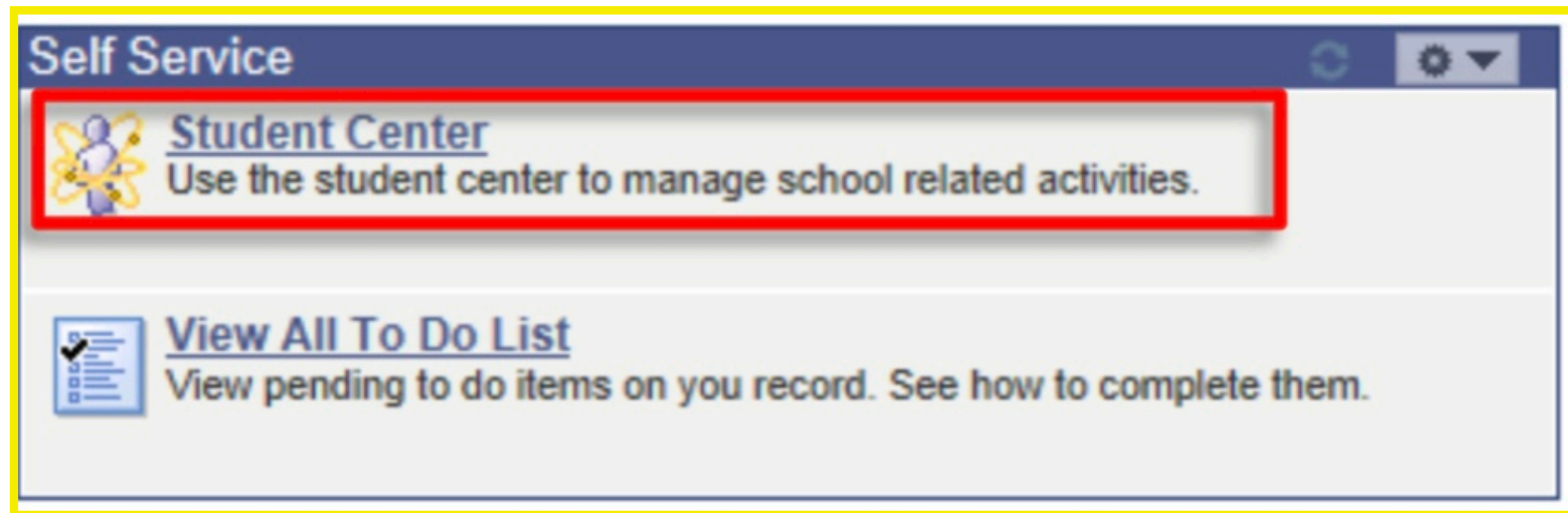
A screenshot of the TCNJ PAWS login page. At the top left is the TCNJ logo, which includes a shield with a lion and the text "TCNJ THE COLLEGE OF NEW JERSEY". Below the logo is a light blue rectangular box containing the word "PAWS" in bold. Underneath "PAWS" are two white input fields: the first is labeled "TCNJ Username" and the second is labeled "Password". Below these fields is a blue button with the text "Sign In". At the bottom of the box is a link that says "Account Manager". The entire login box is enclosed in a yellow border.

Step 2

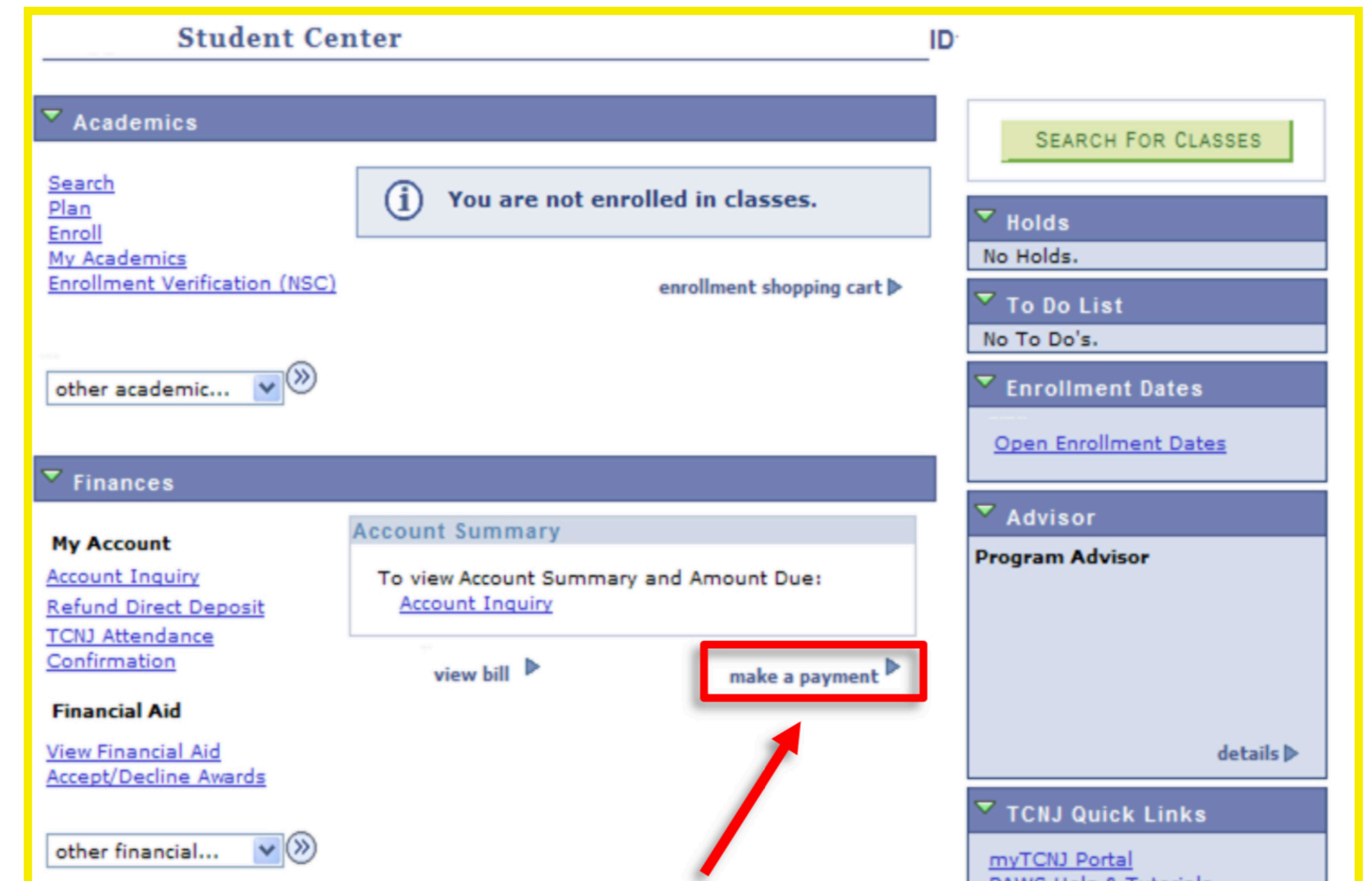
HOW TO PAY YOUR BILL ONLINE

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

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



Step 3

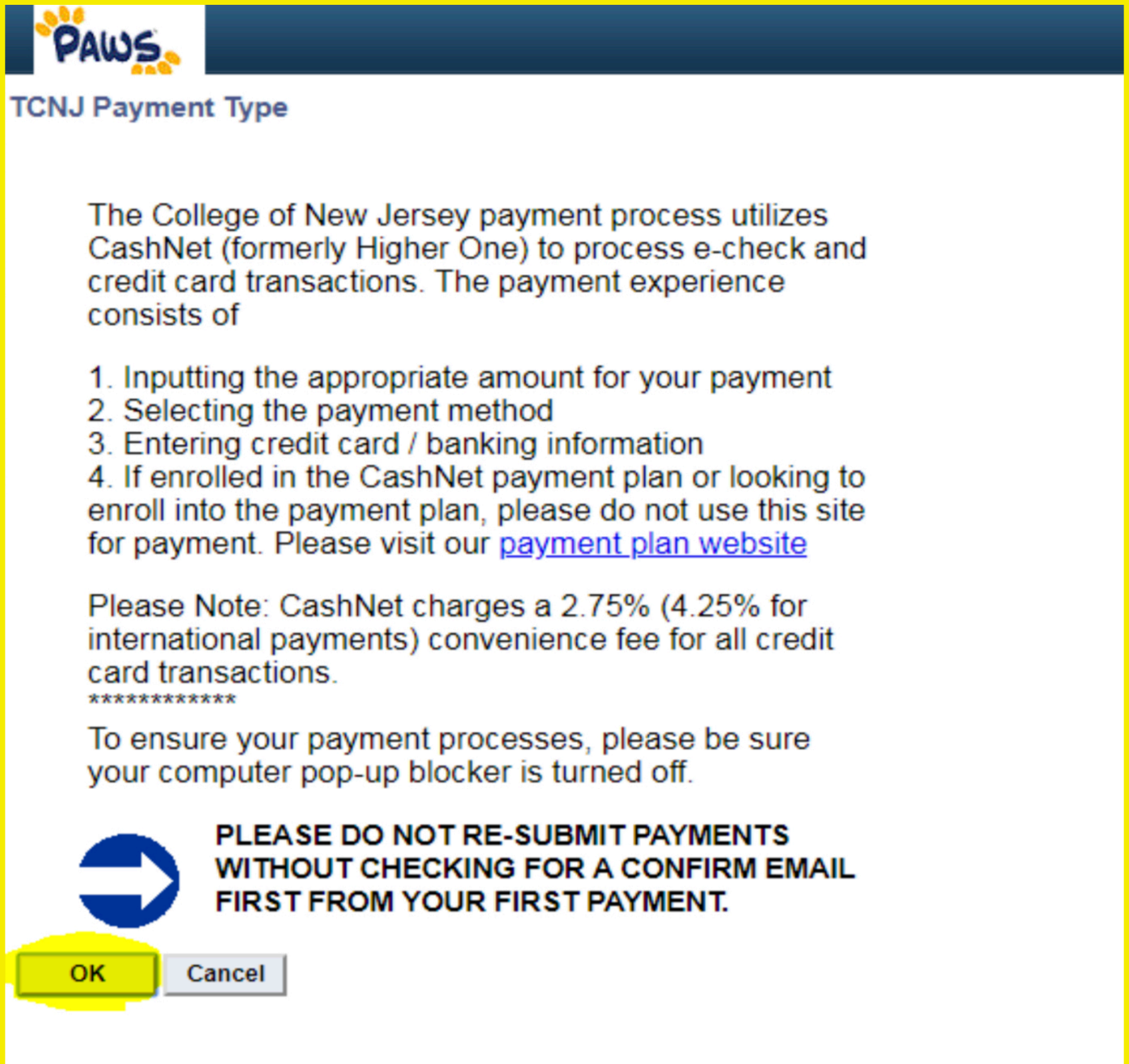


Step 4

HOW TO PAY YOUR BILL ONLINE

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.



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

HOW TO PAY YOUR BILL ONLINE

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 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)	123.45
TOTAL		\$123.45
<div>PREVIOUS</div>		<div>NEXT</div>

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

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

CANCEL MY TRANSACTION

Step 7

HOW TO PAY YOUR BILL ONLINE

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

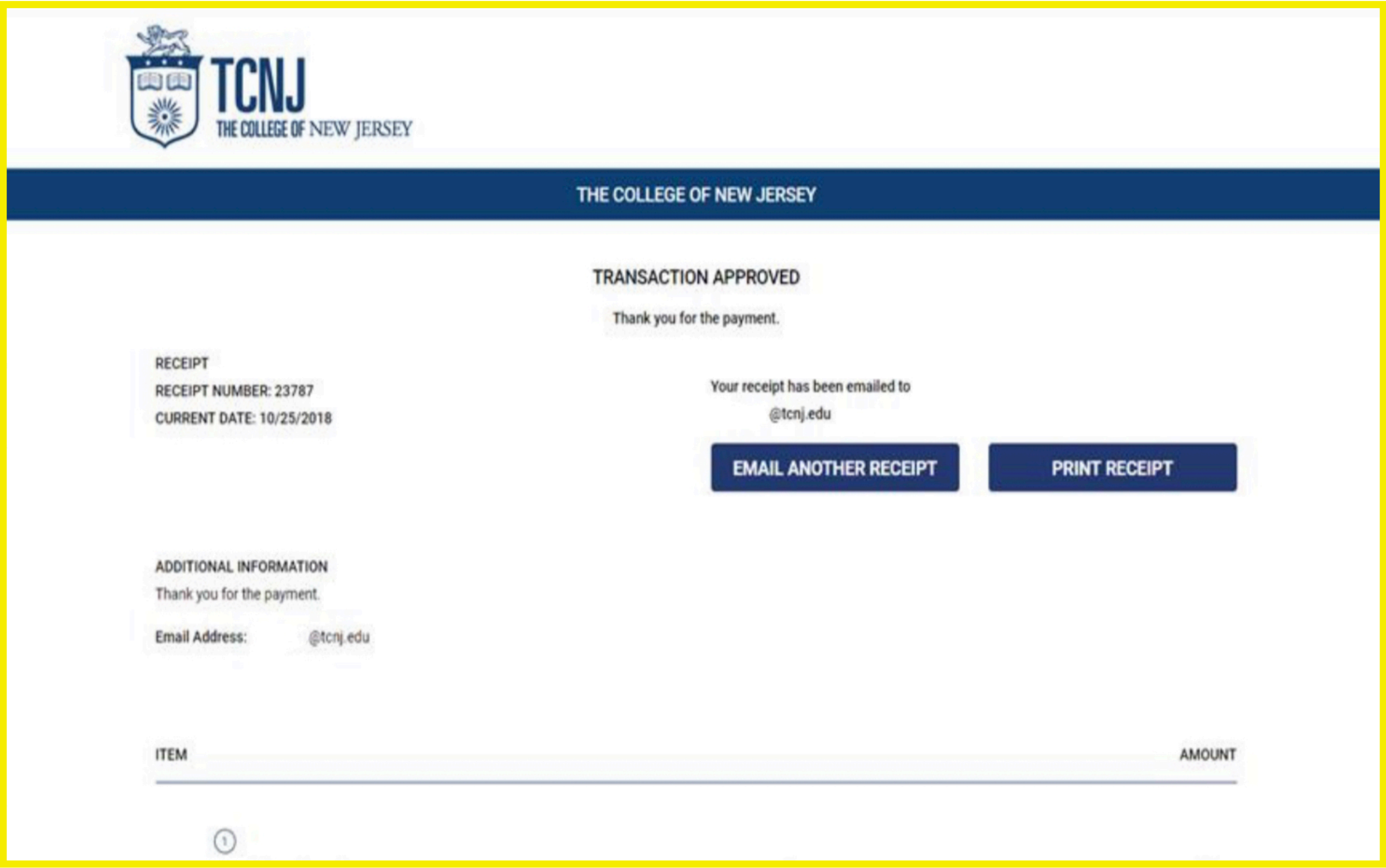
PREVIOUS

NEXT

Step 8

HOW TO PAY YOUR BILL ONLINE

Step 9: Once the transaction is approved, you will be provided with a receipt screen. A copy of the receipt will be sent to your TCNJ email address.



Step 9