

# HOW TO VIEW YOUR BILL

**THE COLLEGE OF NEW JERSEY**  
**THE OFFICE OF STUDENT ACCOUNTS**

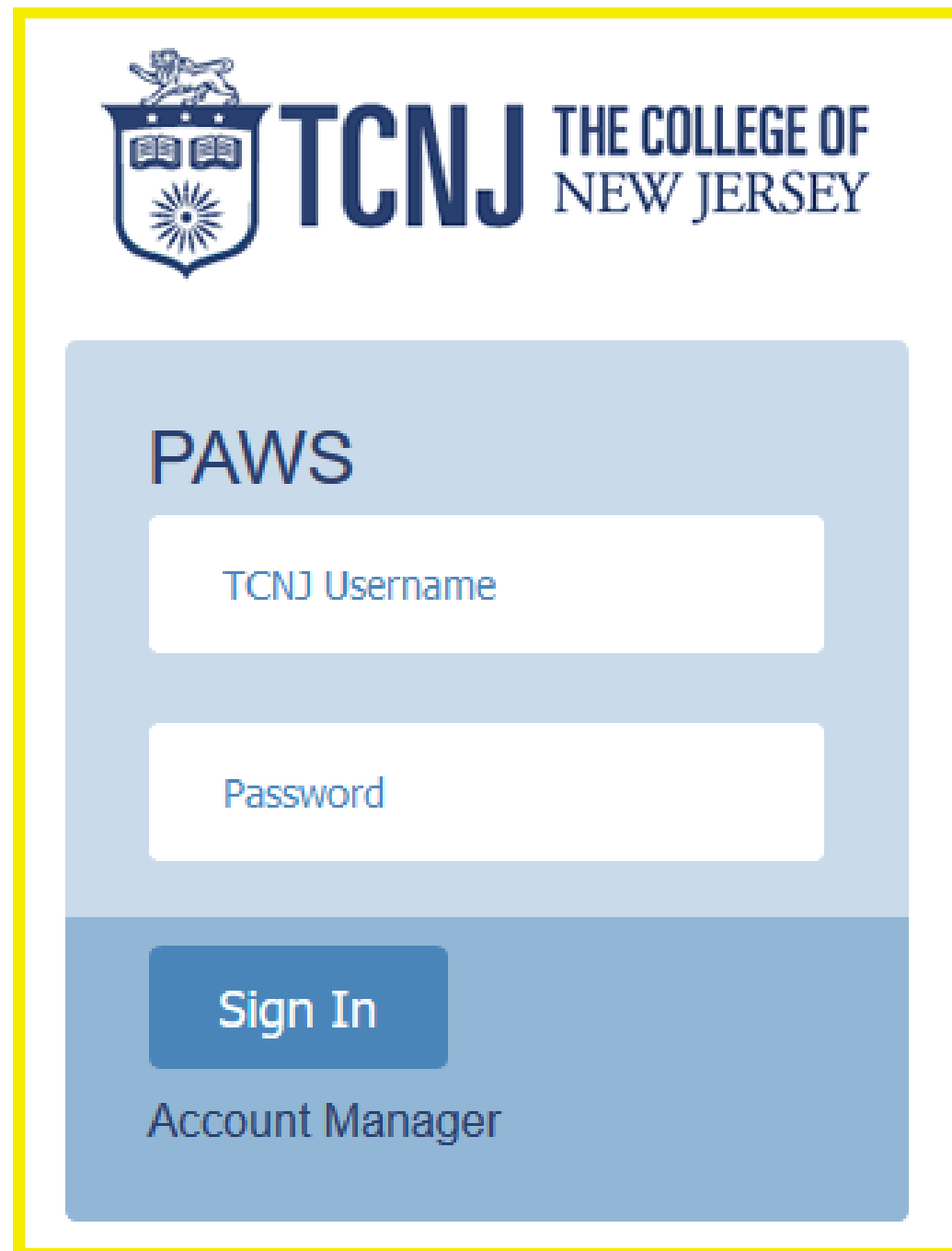


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**Step 1:** Visit the TCNJ homepage page at <https://today.tcnj.edu>

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

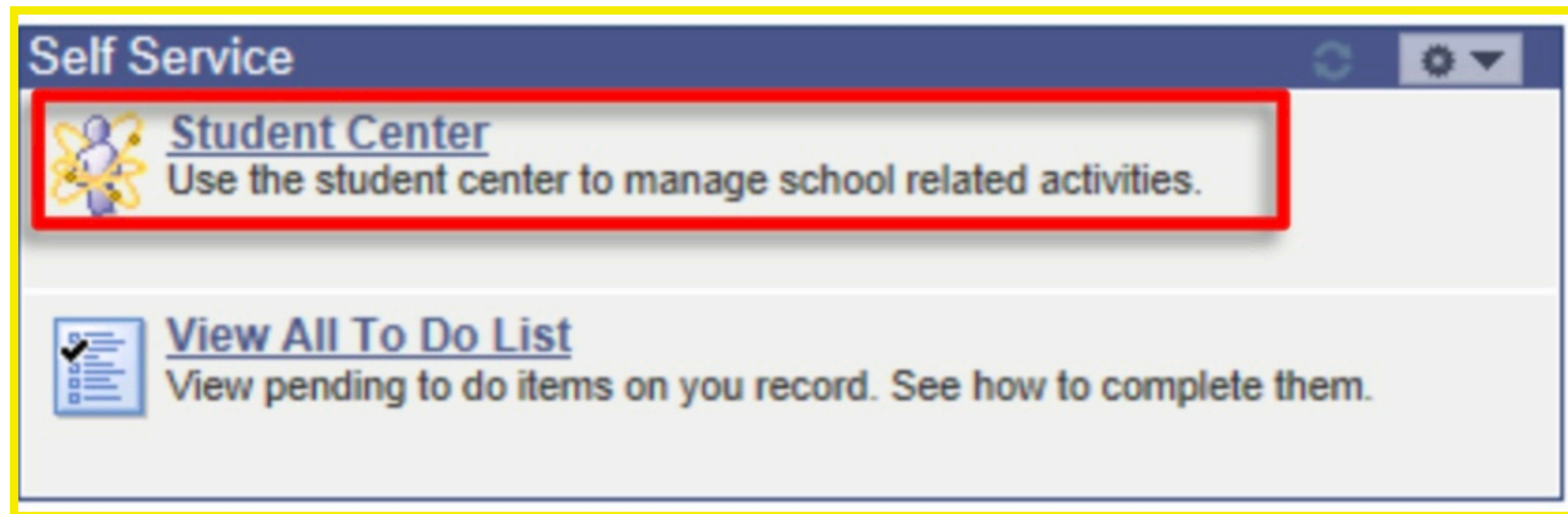
A screenshot of the TCNJ PAWS login page, enclosed in a yellow rectangular border. At the top left is the TCNJ logo, which includes a shield with a sunburst and the text "TCNJ THE COLLEGE OF NEW JERSEY". Below the logo, the word "PAWS" is displayed in a large, bold, blue font. Underneath "PAWS" are two white input fields with blue placeholder text: "TCNJ Username" and "Password". At the bottom of the login area is a blue button with the text "Sign In" in white. Below the button, the text "Account Manager" is visible in a smaller, blue font.

**Step 2**

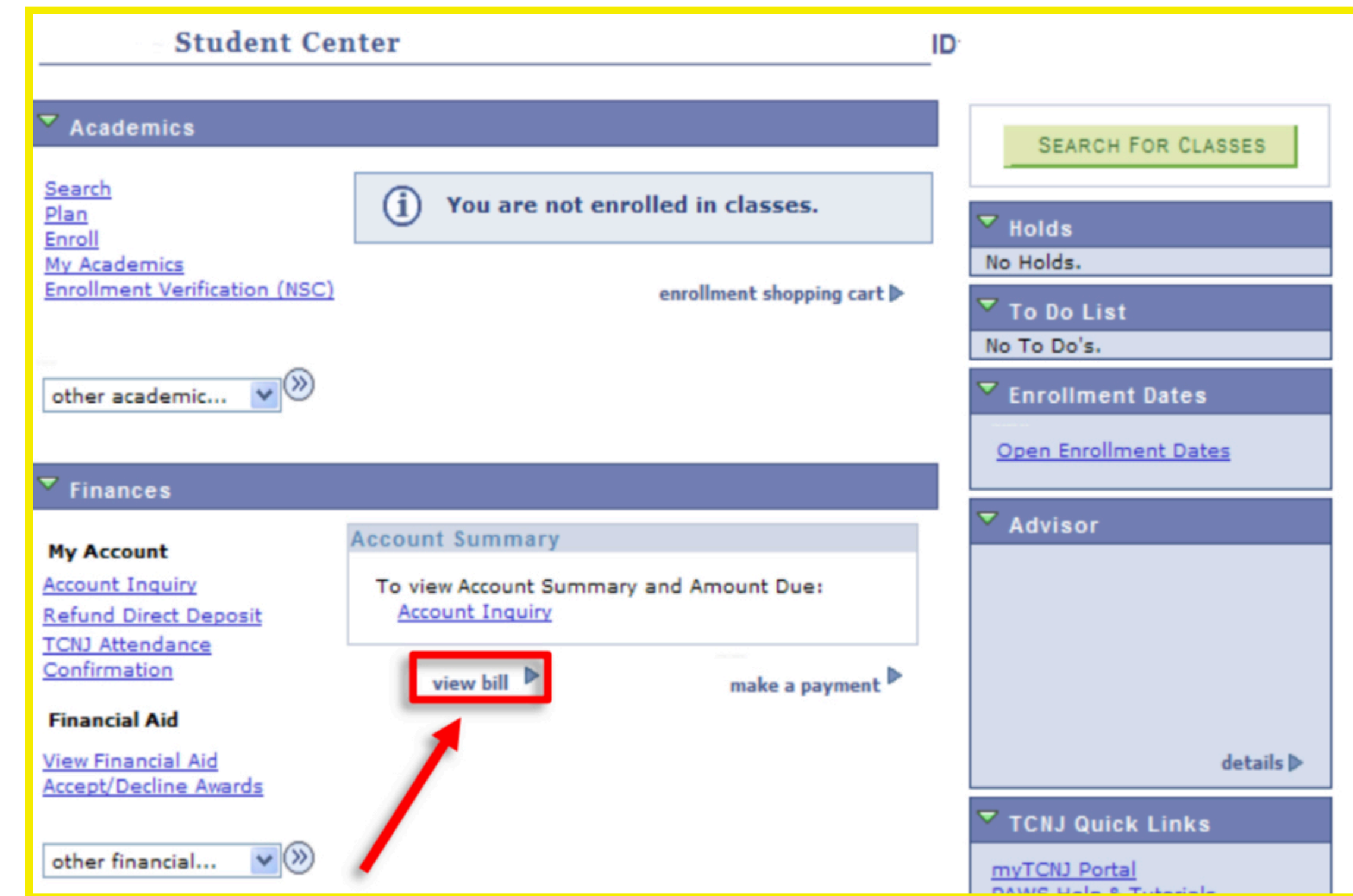
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**Step 3:** Once logged into PAWS, go to “Student Center”.

**Step 4:** View the “Finances” section and click on “View Bill”.



Step 3

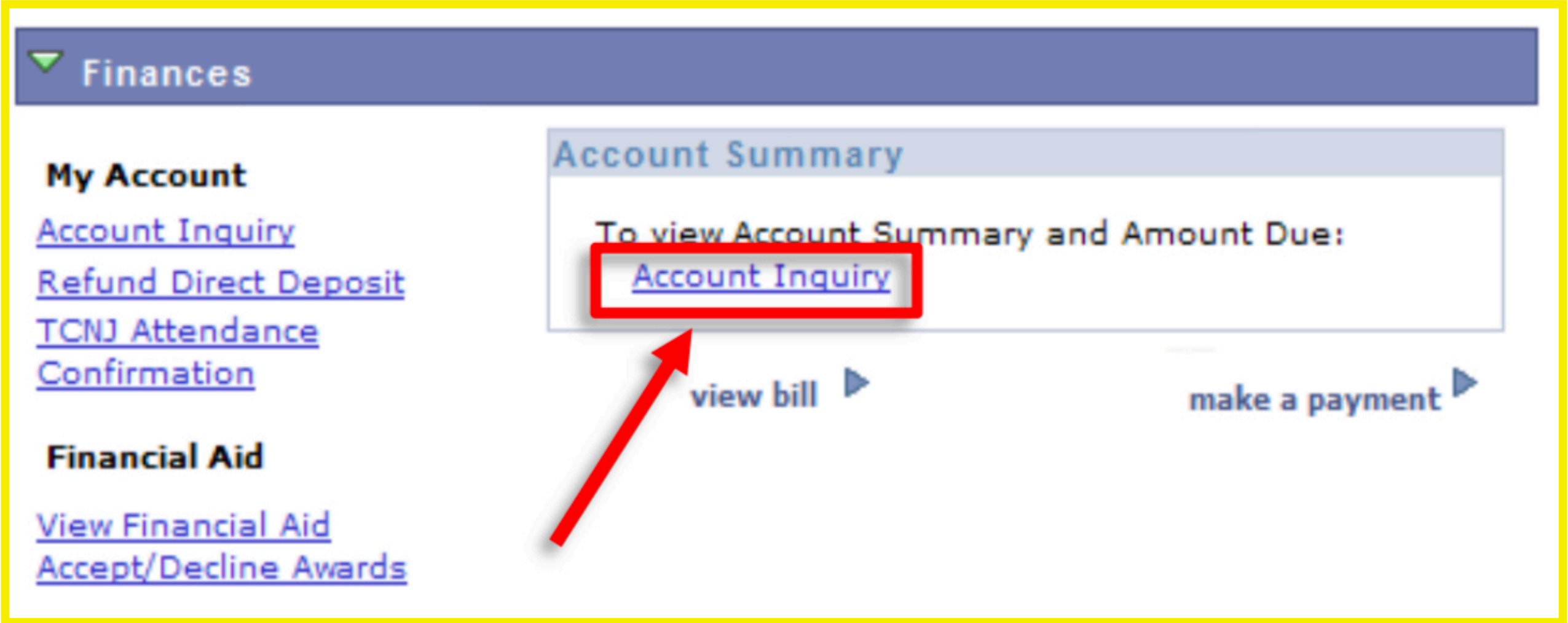


Step 4

# HOW TO VIEW YOUR 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

The screenshot shows the 'Account Inquiry' section with the 'summary' tab selected. Below the tabs, there is a table titled 'What I Owe' with columns for 'Term', 'Outstanding Charges & Deposits', 'Pending Financial Aid', and 'Total Due'. The table shows data for the 2016 Spring term and a total.

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 BILL

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

Account InquiryAccount Services

summaryactivitycharges duepaymentspending aid

Account Activity

View by

From

10/12/2015

31

To

04/12/2016

31

All Terms

go

Transactions					
Find   View All   First 1-10 of 13 Last					
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		

First 1-10 of 13 Last

Currency used is US Dollar.

Step 7



# HOW TO READ YOUR 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 credits or balances due 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

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](http://www.tuitionpaymentplan.com/tonj) or contact the College's payment plan representative at 609-771-3145.