



THE OFFICE OF STUDENT ACCOUNTS

Welcome to The College of New Jersey

WHAT WE DO

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The Office of Student Accounts serves students, faculty and staff of The College of New Jersey community by:

- Billing student tuition, fees, room/board, and student health insurance.
- Manage the enrollment/waiver process for student health insurance.
- Processing student refunds, issuing and manage the College ID card.
- Establishing TCNJ Get-It Card accounts.
- Providing parking services through the sale or issuance of parking permits.

2021-2022 TOTAL UNDERGRADUATE DIRECT COST

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<u>In-State</u>	<u>Fall 2021</u>	<u>Spring 2022</u>	<u>Year</u>
Tuition	\$6,801.43	\$6,801.43	\$13,602.86
Fees *	\$1,852.03	\$1,852.03	\$3,704.06
Room & Board **	\$7,291.16	\$7,291.16	\$14,582.32
Total	\$15,944.62	\$15,944.62	\$31,889.24

<u>Out-of-State</u>	<u>Fall 2021</u>	<u>Spring 2022</u>	<u>Year</u>
Tuition	\$9,522.00	\$9,522.00	\$19,044.00
Fees *	\$1,852.03	\$1,852.03	\$3,704.06
Room & Board **	\$7,291.16	\$7,291.16	\$14,582.32
Total	\$18,665.19	\$18,665.19	\$37,330.38

* *Student Health Insurance: \$2,274.00 for the year. If you enroll or do not waive coverage, the Fall fees would increase by this amount.*

** *Cost of room and 15 meals per week. Could differ based on meal plan selected.*

FALL 2021 BILLING CALENDAR

Students are responsible for checking PAWS on a regular basis as it is possible for changes to occur between billing cycles.

Online: <http://studentaccounts.pages.tcnj.edu/billing/billing-calendar/>

COLUMN 1*	COLUMN 2*	COLUMN 3*	COLUMN 4*
MONTH CHARGES APPLIED TO STUDENT ACCOUNT	EMAIL SENT TO STUDENT'S TCNJ EMAIL	PAYMENT DUE DATE	LATE PAYMENT FINE AND HOLDS APPLIED TO STUDENT ACCOUNT
PRIOR TO JULY 27, 2021	INITIAL FALL BILL JULY 27, 2021	AUGUST 16, 2021	GRACE PERIOD
JULY 27 –AUGUST 16, 2021	AUGUST 17, 2021	AUGUST 31, 2021	HOLDS APPLIED

- *An official TCNJ email will be sent to students advising them to check their student account in PAWS to see the bill.*
- *Students are responsible for notifying the responsible bill payer and/or signing up the responsible bill payer to receive e-mail billing notifications.*

All billing notifications are done electronically via e-mail.

HOW TO VIEW YOUR BILL

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Maggie's Student Center

ID:

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Enrollment Verification \(NSC\)](#)

i You are not enrolled in classes.

[enrollment shopping cart](#)

other academic... >>

Finances

My Account

[Account Inquiry](#)
[Refund Direct Deposit](#)
[TCNJ Attendance Confirmation](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... >>

Account Summary

To view Account Summary and Amount Due:
[Account Inquiry](#)

view bill

[make a payment](#)



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): 5,133.84**

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	220.05
Fall UG Gen Serv Fee/Capital	1,419.80
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	2,599.99

Current Invoice Amount: 7,733.84

Prior Invoice ID: SUM2015 0000387733TCNJ

Prior Invoice Amount: 88

Anticipated Aid Amount: 2,599.99

Total Amount Due: 5,133.84

Anticipated Aid

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit In-Cover Scholarship	2015 Fall	2015	Undergrad	2,599.99

Total Term Anticipated Aid: 2,599.99

Term Summary

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.84
Total Term Summary:		7,733.84

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 or contact the College's

For more information, please visit our tutorials available on the Office of Student Accounts website

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 for domestic payments.

International payments = 4.25%

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

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Cash

*In person ONLY at the
Office of Student
Accounts located in:
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 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

PRIVATE SCHOLARSHIPS

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**Please DO NOT send scholarships
to the Philadelphia Lockbox
address.**

They should 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

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Maggie's Student Center ID

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i You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▶

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[view bill ▶](#)

make a payment ▶

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other financial... ▶

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

[details ▶](#)

TCNJ Quick Links

[myTCNJ Portal](#)
[PAWS Help & Tutorial](#)

THE COLLEGE OF NEW JERSEY

ORDER SUMMARY

◀ 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

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

CANCEL MY TRANSACTION

For more information, please visit our tutorial located on the Office of Student Accounts website.

TUITION PAYMENT PLAN

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Semester Plan - Fall and Spring 6 months each semester/ 6 Payments

Payments due on the 25th of each month.

Covers **ONLY** the semester bill. Enrollment fee of \$25 per semester.

Fall Semester:

July 25th

December 25th

*Enrollment deadline: September 2nd

Spring Semester:

January 25th

June 25th

*Enrollment deadline: February 2nd

The screenshot shows a user interface with two columns: 'Registered Users' and 'New Users'. The 'Registered Users' column contains fields for 'Email Address' (with a placeholder 'Enter Email Address'), 'Password' (with a placeholder 'Enter Password'), and a 'Forgot your password?' link. A 'LOGIN' button is at the bottom of this column. The 'New Users' column contains a text box explaining that the site allows users to sign up for installment payment plans for students enrolled in any of the participating schools. Below this is a 'School Name' dropdown menu with a 'Select' option and a downward arrow. A 'CONTINUE' button is at the bottom of this column.

The screenshot shows a navigation bar with links for 'home', 'make payment', 'help', and 'sign out'. Below the navigation bar is the text 'The College of New Jersey' and the name 'Nancy Tes'. The main content area is titled '7/25 5 Pay Fall- Undergraduates Only'. It contains a form with the question 'What is the total amount you want to divide into installments?' followed by a text input field with a red asterisk. Below the input field are 'Cancel' and 'Continue' buttons.

No credit check or co-signer needed; this is **NOT** a loan.

AUTHORIZED USER ACCESS

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For your protection and by federal law, we must comply with FERPA. Students need to give access to their parents / guardian in order for us to speak with them.

- ▶ The authorized user will sign into PAWS with “Aux User ID” as username.
- ▶ The authorized user will need to know the PIN in order for the college to disclose your student information.
- ▶ The authorized may be able to view grades, class enrollment, and other educational records for the student.
- ▶ The authorized user may be able to view financial aid awards for the student.
- ▶ The authorized user can view the To Do List located in the Student Center and any additional documents that need to be completed by the student.
- ▶ The authorized user can view all financial transactions as well as having the ability to make online payments towards the bill (they will receive an email whenever a bill goes out).
- ▶ If the authorized user forgets their username/password, it can be reset by the student visiting their PAWS account and clicking on the Auxiliary User link.
- ▶ Three people can be registered as Authorized Users so they can receive billing notifications and/or to access information regarding your student account.

SIGNING UP AN AUTHORIZED USER

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Maggie's Student Center ID

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You are not enrolled in classes.

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other financial... >>

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)
[Privacy Settings](#)
[Auxiliary Access](#)

other personal... >>

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
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[myTCNJ Portal](#)
[PAWS Help & Tutorials](#)

TCNJ Administrative Services
[Records and Registration](#)
[Student Accounts](#)
[Financial Aid](#)

TCNJ Resources
[Student Affairs](#)
[Residential Ed. & Housing](#)

Contact Information

Permanent Address
2000 Pennington Road
Ewing, NJ 08628

Residence Hall
None

Mobile & Other Phones
None

Campus E-mail Address
tcnjstudent@tcnj.edu

TCNJ Auxiliary Access

ID **Maggie Alcaro**

Aux User ID ALCAR02-\$01

Aux User's Name Marge Alcaro

Relation Parent 1 ?

Create Aux Password

Confirm Password

PIN TCNJ1855 ?

Add/Remove Access

<input type="checkbox"/>	?	To view Financial Aid award.
<input type="checkbox"/>	?	View the To Do List of outstanding documents.
<input type="checkbox"/>	?	View and pay the student bill.
<input checked="" type="checkbox"/>	?	View and disclose education records.

Aux User Email margiealcaro@yahoo.com ?

OK **Cancel**

For more information, please visit the tutorials available on the Office of Student Accounts website

STUDENT HEALTH INSURANCE PLAN (SHIP)

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Annual Undergraduate Cost: \$2,274.00
Billed ONLY in Fall

- ▶ Students have the option to **WAIVE** or **ENROLL** in the health insurance.
- ▶ All full time students are charged for the plan and must opt in or opt out. If you do not take action by the deadline in September, you will be automatically enrolled.
- ▶ Plan can be used **on** campus (Student Health Services) or off campus (doctor, hospital).
- ▶ 12 months worth of coverage.
- ▶ Part-time students are not eligible for the health insurance plan.

For more information on how to waive or enroll, please visit our tutorial available on the Office of Student Accounts website

TUITION INSURANCE PLAN

Optional Tuition Refund Insurance, through GradGuard, covers the cost of tuition and related fees should a student have to withdraw or leave of absence from the College for unexpected health-related reasons.

Fall Withdrawal Cycle	TCNJ Refund	Tuition Insurance	Total Refund
Aug 31 - Sept 8	100%	0%	100%
Sept 9 - Sept 21	75%	25%	100%
Sept 22 - Oct 5	50%	50%	100%
After Oct 6	0%	100%	100%

Cost based on amount of coverage desired.

Enrollment into the Tuition Refund Insurance policy must be completed by the first day of the Fall 2021 semester

For more information, visit: <http://studentaccounts.pages.tcnj.edu/insurance/tuition-refund-insurance/>

PARKING

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Parents

Must obtain a Visitor's pass from the Information Booth in front of Trenton Hall or Campus Police.

Freshmen Residents

Are NOT eligible to have a car on campus, however exceptions are made.

Can purchase up to two weekly passes to park on campus each semester
(\$20.00/week)

Commuters / UC

May have a vehicle on campus with a valid decal.

Decals may be obtained through CARS, our web-based parking system, and cannot be requested in person.

Decals cost \$105.00 plus tax/year

HOW DOES A STUDENT REGISTER A CAR?

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Parking Services

A-Z | Dire

HOME

REGULATIONS

PARKING MAP

PARKING FOR

SAFETY

VIOLATIONS & FINES

Home

Parking Services is committed to providing The College of New Jersey campus community with efficient customer service and the best possible solutions to meet your transportation needs. This site will help you find the information you need to make parking on campus easier.

CAMPUS AUTOMOBILE REGISTRATION SYSTEM

Order your 2015-2016 parking decal

CARS Login

Citation Payment Option

For TCNJ Employees



CAMPUS AUTOMOBILE REGISTRATION SYSTEM

Welcome

Request Parking Decal

Reprint Decal Receipt

SELECT A VEHICLE

Please select a vehicle or use the **Add a Vehicle** section below to add a new vehicle.

Select	Make	Model	Color	Year	License Number	State
<input checked="" type="radio"/>	DODGE	DURANGO	GRAY	2005	LK4563	NJ

To reserve your parking decal and have the decal fee added to your Student Account, click on the **Request Decal** button.

Request Decal

Clear Form

Cancel

TCNJ STUDENT ID & GET-IT CARD

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Student ID

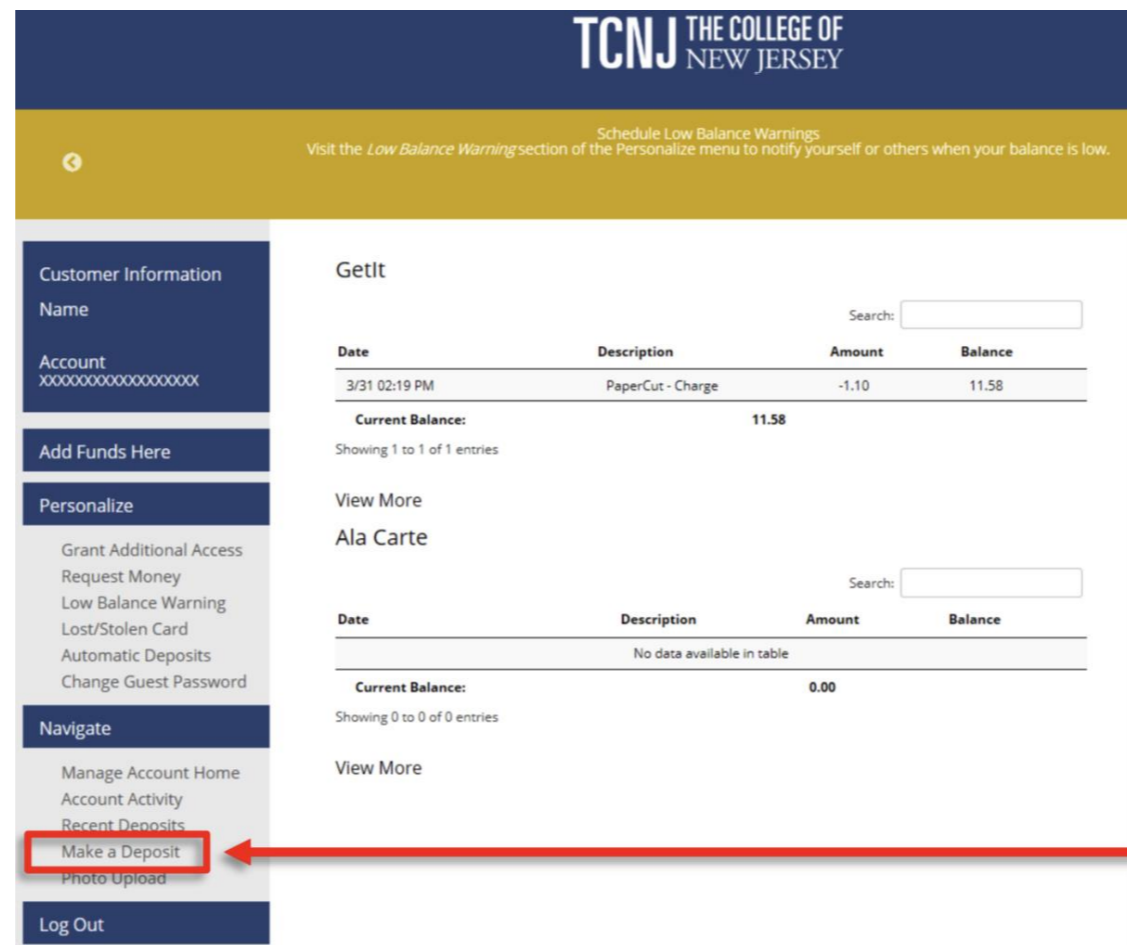
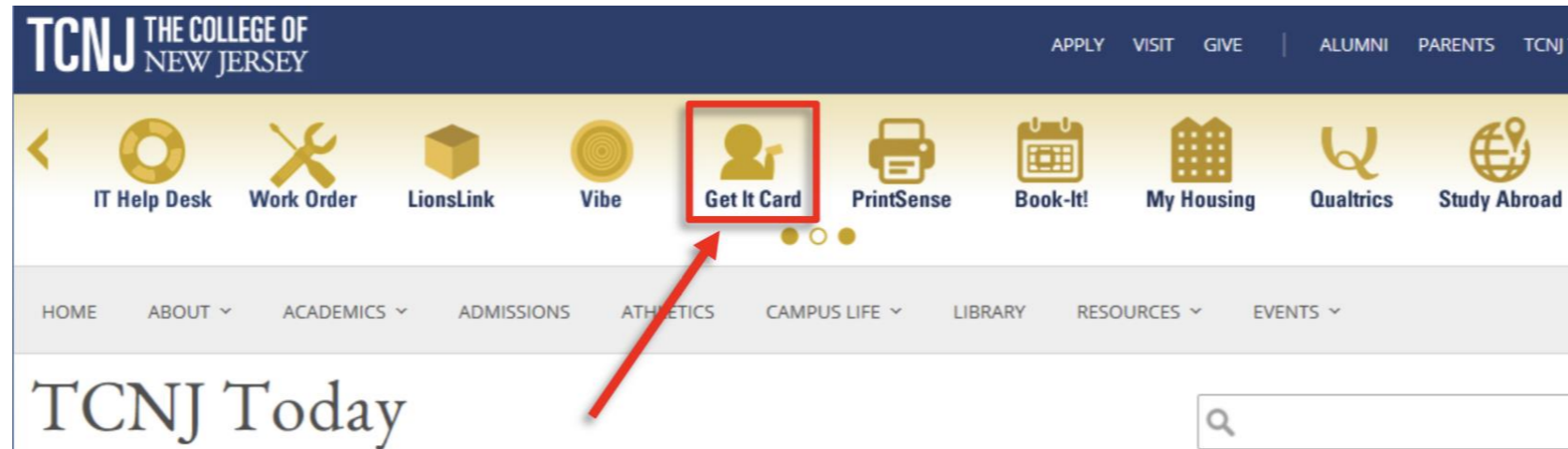
- ▶ Used for:
 - Photo Identification
 - Library Services
 - Admittance to Campus Events
 - Access to Meal Plan in Eickhoff Dining Hall
 - Entrance to Campus Buildings, Fitness Facilities, and Labs
- ▶ If lost/stolen, a new ID can be obtained from the Office of Student Accounts in Green Hall 119 for a fee of \$10.00 (cash or check).

Get-It Card

- ▶ Students:
 - Money is to spend on campus in the bookstore, printing, etc.
 - Your points from your meal plan are not the same as the balance on your Get-It Card.
 - Points are used in the Lion's Den, Library Café, Education Café, T-Dubs, C-Store, and Traditions.
- ▶ Parents:
 - Grant additional access: give access to up to 4 people to see your online account.
 - Request money from friends or relatives.
 - Low Balance Warning: a low balance warning email can be sent to you and others.
 - Automatic Deposits: setup recurring deposits when your balance gets low.

HOW TO ADD POINTS TO YOUR GET-IT CARD ONLINE

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For more information, please visit the tutorial available on the Office of Student Accounts website

THE OFFICE OF STUDENT ACCOUNTS

Contact information:
Green Hall — Room 119
Phone: (609) 771-2172
Fax: (609) 637-5111
Email: stuaccts@tcnj.edu

Academic Year Office Hours:
Monday - Friday 8:30am to 4:30pm

Follow us on Instagram!



[@tcnjstuaccts](https://www.instagram.com/tcnjstuaccts)