

THE OFFICE OF STUDENT ACCOUNTS

Welcome to The College of New Jersey

WHAT WE DO



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 as well as managing the college authorized payment plan.
- 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



| <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 |

| Out-of-State | <u>Fall 2021</u> | Spring 2022 | Year |
|-----------------|------------------|-------------|-------------|
| 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 2022 BILLING CALENDAR

4

Students are responsible for checking PAWS on a regular basis as it is

possible for changes to occur between billing cycles.

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

| 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, 2022 | INITIAL FALL BILL JULY 27, 2022 | AUGUST 15, 2022 | GRACE PERIOD |
| JULY 27 –AUGUST 16, 2022 | AUGUST 16, 2022 | AUGUST 30, 2022 | HOLDS APPLIED |

Dates subject to change

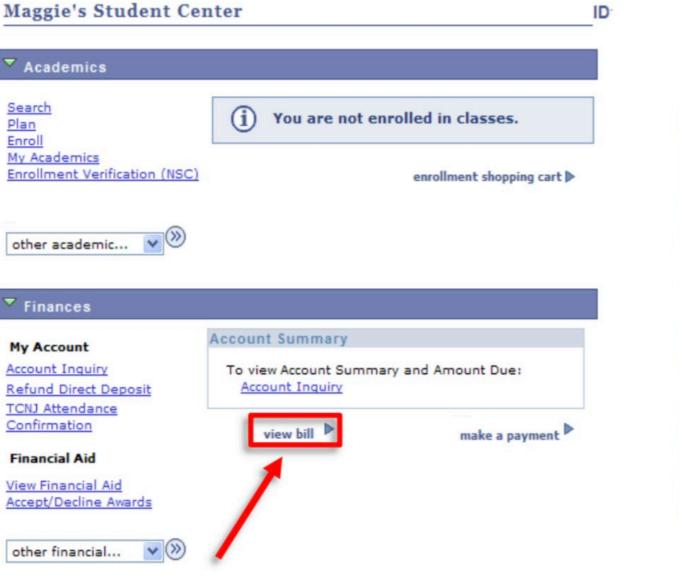
• An official TCNJ email will be sent to students advising them to check their student account in PAWS to see the bill.

• 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.



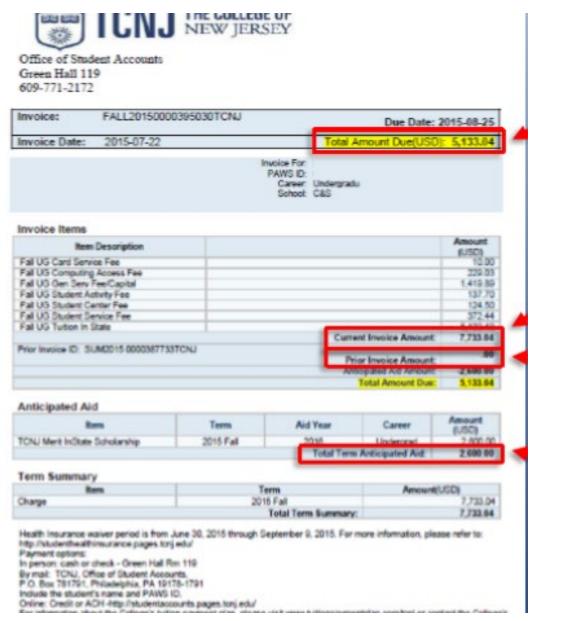
HOW TO VIEW YOUR BILL



Search

Plan

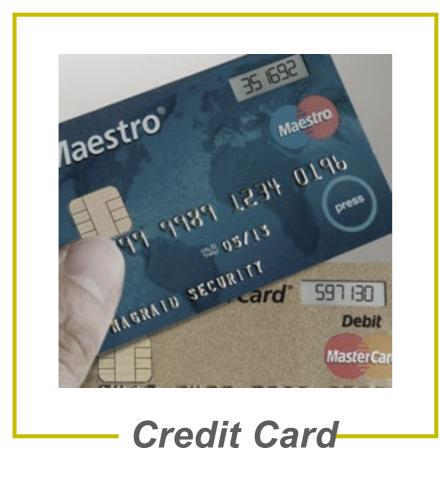
Enroll

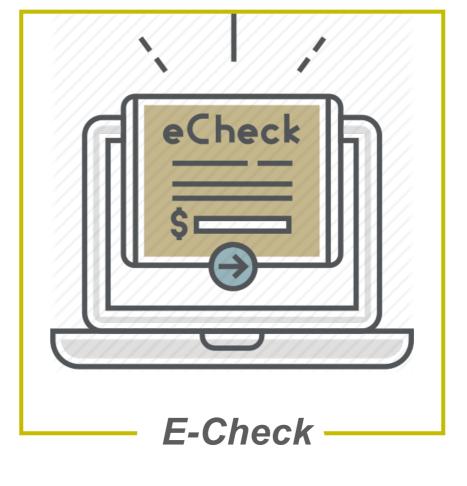


For more information, please visit our tutorials available on the Office of Student Accounts website



ONLINE BILL PAYMENT OPTIONS





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. 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



In person ONLY at the Office of Student Accounts located in: Green Hall, Room 119 Need to be made payable to The College of New Jersey.

Check

May be sent to our bank's lockbox. The student's name and TCNJ PAWS ID number must 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



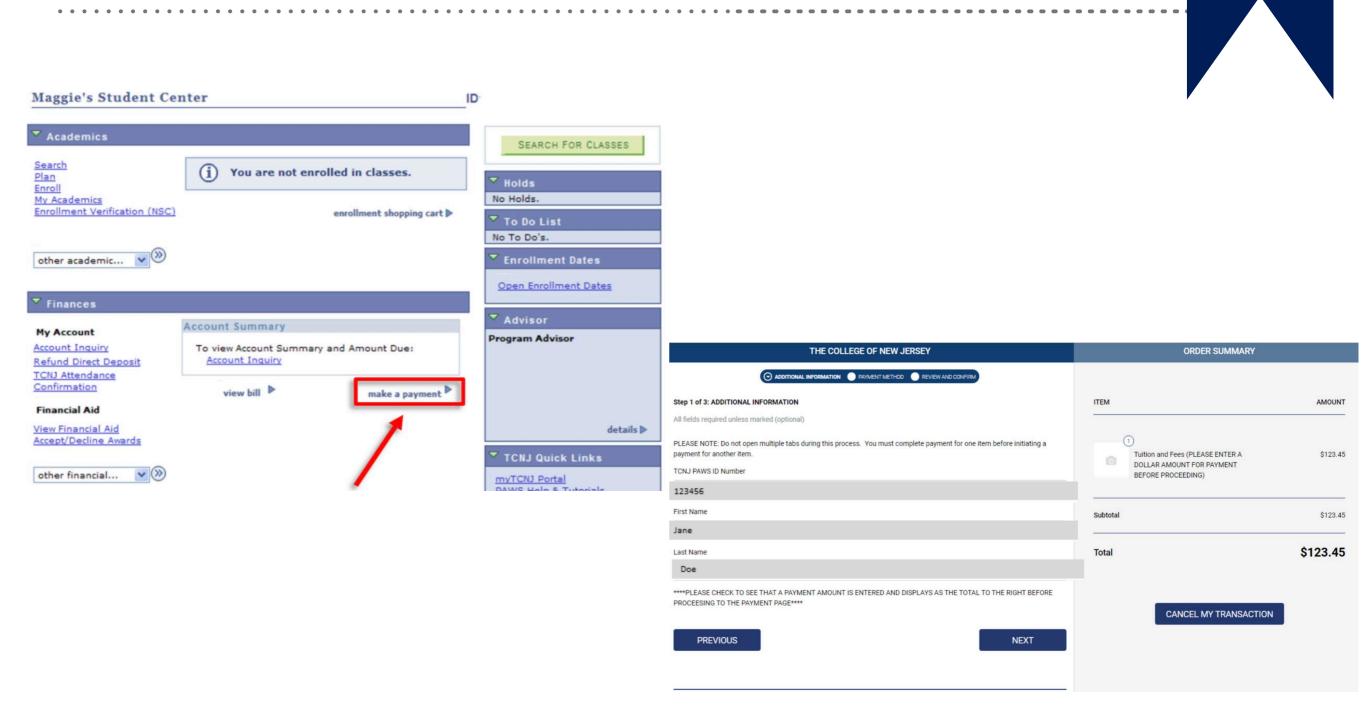
Please DO NOT send scholarships checks to the Philadelphia Lockbox address.

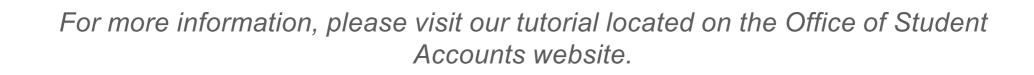
Checks should be sent directly to our office address and reported on PAWS:

The College of New Jersey Office of Student Accounts P.O. Box 7718 Ewing, NJ 08628-0718



HOW TO PAY YOUR BILL







TUITION PAYMENT PLAN

10

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: | | | |
|--------------------------------------|---------------|--|--|
| • | | Registered Users | New Users |
| | • | Email Address | This site allows users to sign up for installment payment plans for students enrolled in any of our |
| July 25th | December 25th | Enter Email Address | participating schools. |
| | | Password | School Name |
| *Enrollment deadline: September 16th | | Enter Password | Select V |
| | I | Forgot your password? | |
| Spring Semester: | | LOGI home make payment help sign out | N CONTINUE |
| | | Th | ne College of New Jersey |
| January 25th | June 25th | | Nancy Tes |
| ,, , | | 7/25 5 Pay Fall- Undergraduates Only | |
| *Enrollment deadline: February 10th | | What is the total amount you want to divide into insta Cancel | allments? Continue |
| | | | |



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

AUTHORIZED USER ACCESS

11

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.

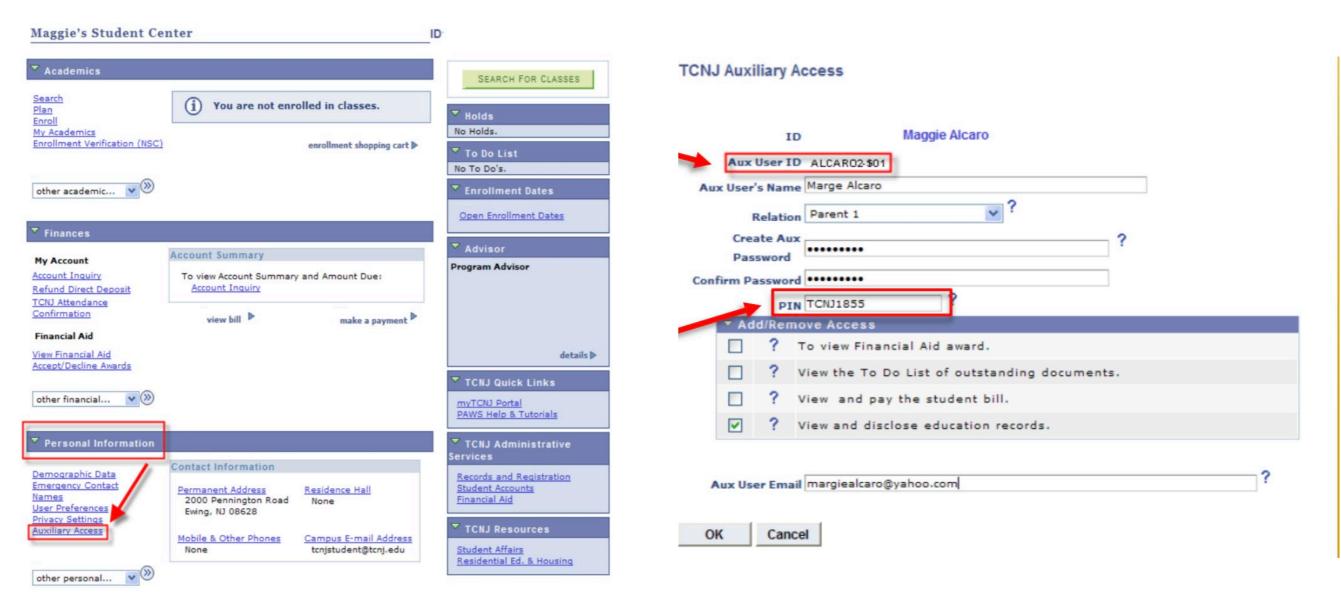
.

- ► 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





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



STUDENT HEALTH INSURANCE PLAN (SHIP)

13

Annual Undergraduate Cost: \$2,274.00 (2021-2022) 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.



TUITION INSURANCE PLAN

14

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 / LOA Cycle | TCNJ Refund | Insurance Pays | Total Refund |
|--------------------------------|-------------|----------------|--------------|
| Aug 30 - Sept 7 | 100% | 0% | 100% |
| Sept 8 - Sept 20 | 75% | 25% | 100% |
| Sept 21 - Oct 4 | 50% | 50% | 100% |
| After October 4 | 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 2022 semester

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



PARKING

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 if criteria met

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

Commuters

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



TCNJ STUDENT ID & GET-IT CARD

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.



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 Closed Friday's in the summer

Follow us on Instagram!



@tcnjstuaccts