



# THE OFFICE OF STUDENT ACCOUNTS

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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 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.

# 2022-2023 TOTAL UNDERGRADUATE DIRECT COST

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<u>In-State</u>	<u>Fall 2022</u>	<u>Spring 2023</u>	<u>Year</u>
Tuition	\$7,070.08	\$7,070.08	\$14,140.16
Fees *	\$1,928.87	\$1,928.87	\$3,857.74
Room & Board **	\$7,502.21	\$7,502.21	\$15,004.42
<b>Total</b>	<b>\$16,501.16</b>	<b>\$16,501.16</b>	<b>\$33,002.32</b>

<u>Out-of-State</u>	<u>Fall 2022</u>	<u>Spring 2023</u>	<u>Year</u>
Tuition	\$9,898.12	\$9,898.12	\$19,796.24
Fees *	\$1,928.87	\$1,928.87	\$3,857.74
Room & Board **	\$7,502.21	\$7,502.21	\$15,004.42
<b>Total</b>	<b>\$19,329.20</b>	<b>\$19,329.20</b>	<b>\$38,658.40</b>

\*Student Health Insurance: \$2,450.00 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

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/>

Dates subject to change

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

- An official TCNJ email will be sent to students advising them to check their student account in PAWS to see their 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: \_\_\_\_\_

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**Academics**

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

[enrollment shopping cart ▶](#)

**i** You are not enrolled in classes.

other academic... ▾ >>>

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**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 ▶](#)

 **TCNJ** THE COLLEGE OF NEW JERSEY

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

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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

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**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	1,410.80
Fall UG Student Activity Fee	137.70
Fall UG Student Center Fee	134.50
Fall UG Student Service Fee	372.44
Fall UG Tuition In State	2,888.55
<b>Current Invoice Amount:</b>	<b>7,733.04</b>
Prior Invoice ID: SUM2015 0000387733TCNJ	
<b>Prior Invoice Amount:</b>	<b>99</b>
Anticipated Aid Amount:	2,600.00
<b>Total Amount Due:</b>	<b>5,133.04</b>

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**Anticipated Aid**

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit InState Scholarship	2015 Fall	2015	Undergrad	2,600.00
<b>Total Term Anticipated Aid:</b>				<b>2,600.00</b>

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**Term Summary**

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.04
<b>Total Term Summary:</b>		<b>7,733.04</b>

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

# ONLINE BILL PAYMENT OPTIONS



## ***Credit Card***

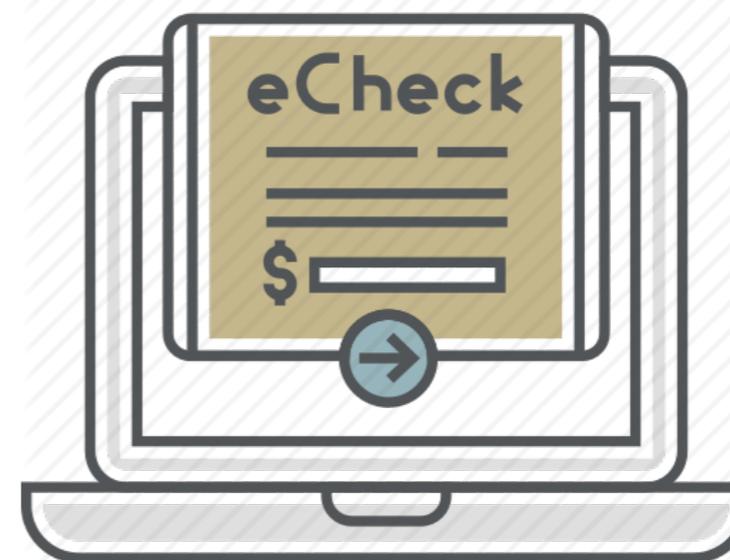
Credit card payment accepted electronically  
ONLY via Paws.

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**

Need to 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 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

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

Checks should be sent directly to our office address and must be reported in PAWS. Please include the student's PAWS ID number of the check.

**The College of New Jersey  
Office of Student Accounts  
Green Hall 119  
P.O. Box 7718  
Ewing, NJ 08628-0718**

# HOW TO PAY 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](#)

### Account Summary

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

[view bill](#)

**make a payment**

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

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
<b>Subtotal</b>	\$123.45
<b>Total</b>	<b>\$123.45</b>

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

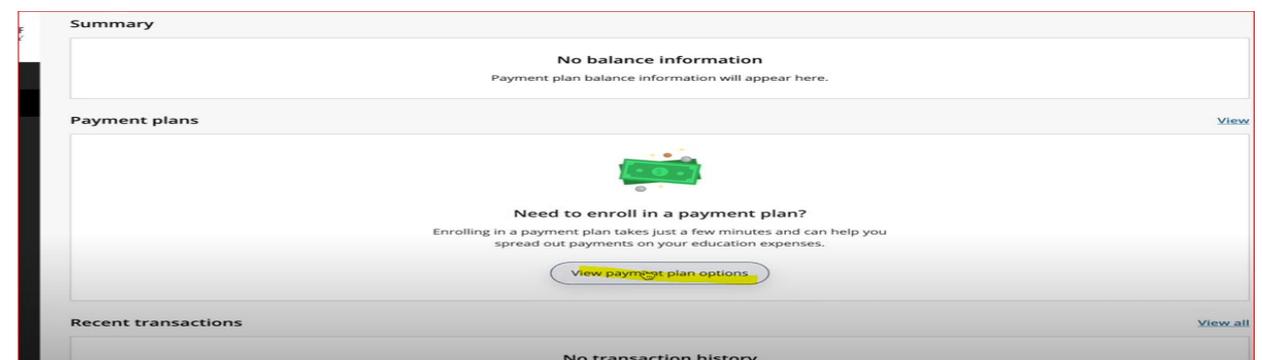
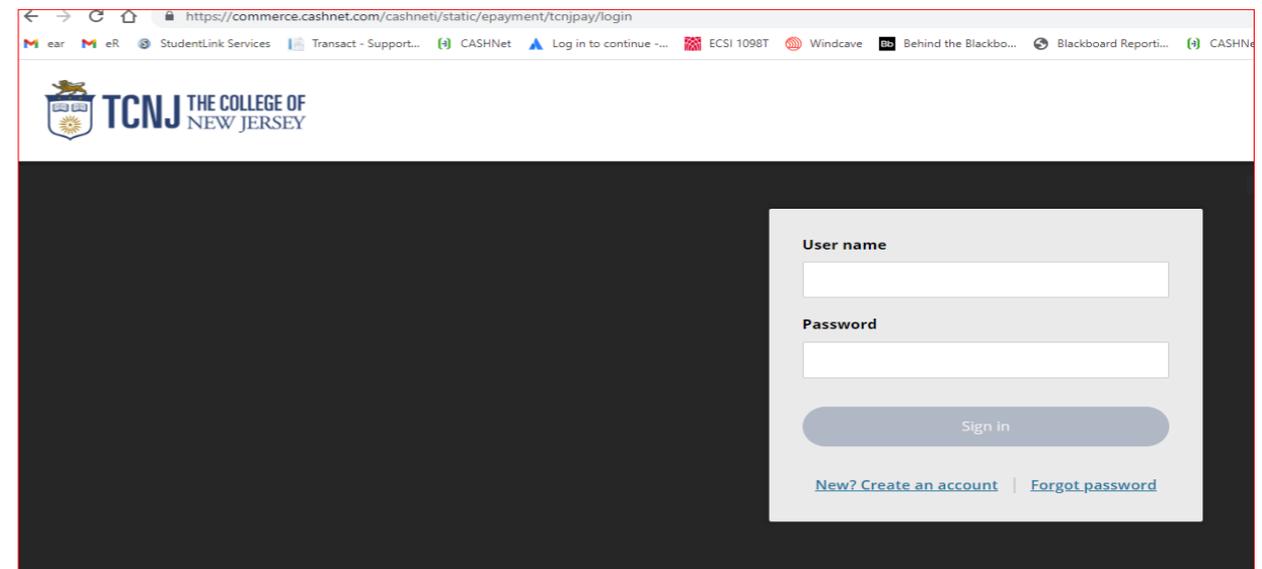
\*Enrollment deadline: September 16, 2022

### Spring Semester:

January 25th

June 25th

\*Enrollment deadline: February 10, 2023



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 user 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

**Academics**

[Search](#)  
[Plan](#)  
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[Enrollment Verification \(NSC\)](#)

**Finances**

**My Account**  
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[TCNJ Attendance Confirmation](#)

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

**Personal Information**

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

**Contact Information**

<b>Permanent Address</b> 2000 Pennington Road Ewing, NJ 08628	<b>Residence Hall</b> None
<b>Mobile &amp; Other Phones</b> None	<b>Campus E-mail Address</b> tcnjstudent@tcnj.edu

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**

**TCNJ Quick Links**  
[myTCNJ Portal](#)  
[PAWS Help & Tutorials](#)

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

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

## 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: \$2,450.00*  
*Billed ONLY in Fall*

- ▶ Students have the option to **WAIVE OUT OF** or **ENROLL INTO** the student 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 and responsible for the premium.
- ▶ 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 / 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-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 vehicle on campus, however possible exceptions 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

# HOW DOES A STUDENT REGISTER A VEHICLE?

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## Parking Services

### 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

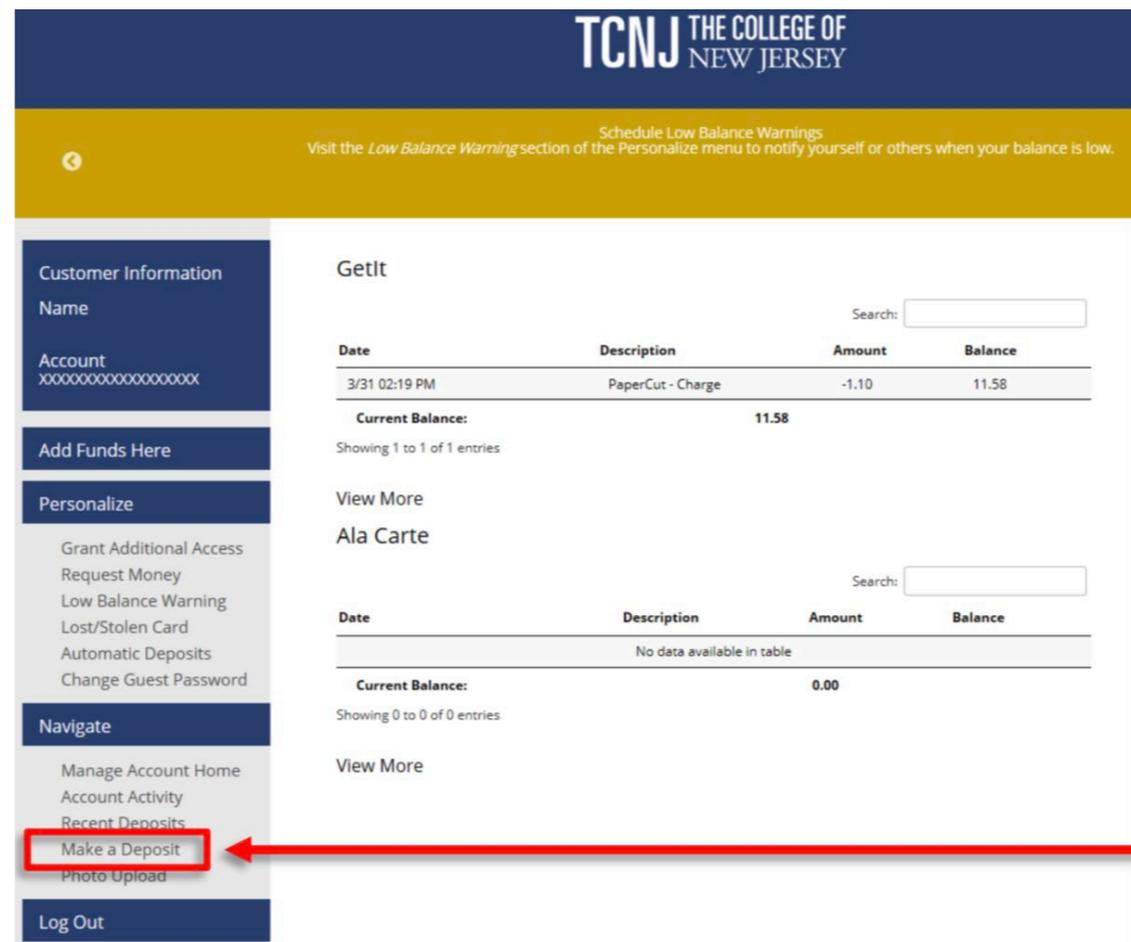
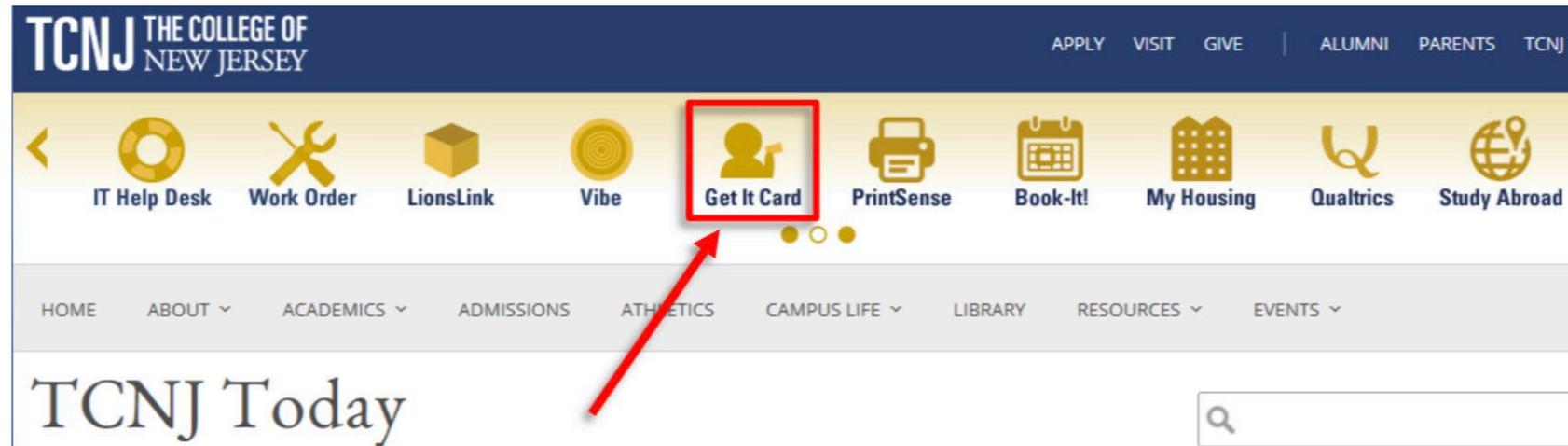
- ▶ Used for:
  - Photo identification
  - Library services
  - Admittance to campus events
  - Access to your meal plan in Eickhoff Dining Hall (if applicable)
  - Entry to campus buildings, labs, and fitness facilities
- ▶ If lost/stolen, a new ID can be obtained from the Office of Student Accounts 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](mailto: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**

# THANK YOU FOR YOUR TIME!

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