

TCNJ Student ID Card

What is a student ID needed for?

- Photo identification.
- Library services.
- Admittance to campus events.
- Entrance to campus buildings, fitness facilities, and labs.
- Access to your meal plan in Eickhoff Dining Hall and other dining locations.

What is a "Get-It" card?

Your TCNJ ID also functions as your Get-It card, which reduces the need to carry cash or credit cards for most purchases on campus (excluding Campus Town establishments). Just add money to your ID's "electronic wallet" feature in order to activate it!

- Transfer money to spend on campus in the Bookstore, Box Office, printing, etc.
- Points may be used in the Lion's Den, Library Café, Education Café, T-Dubs, C-Store, & Traditions.
- College policy may allow you to transfer up to \$600 per semester from excess financial aid onto your Get-It Card for educational purchases at the Bookstore such as textbooks and supplies.

Follow us on Instagram now
for updates and reminders!

@tcnjstuacts



Important Phone Numbers

Campus Police	609.771.2167
Admissions	609.771.2131
Financial Aid	609.771.2211
Records & Reg.	609.771.2141
IT Help Desk	609.771.2660

Office of Student Accounts

Contact Us

Phone: 609.771.2172

Email: stuacts@tcnj.edu

Web: <https://studentaccounts.tcnj.edu/>

Visit Us

The College of New Jersey

Green Hall, Rm 119

2000 Pennington Rd

P.O. Box 7718

Ewing, NJ 08628



TCNJ THE COLLEGE OF
NEW JERSEY

Office of Student Accounts

Welcome to Our
Prospective Students!

The Office of Student Accounts serves students, faculty, and staff of The College of New Jersey (TCNJ) community by billing student tuition, fees, room and board, processing refunds, issuing the College ID card, establishing TCNJ Get-It Card accounts, and providing parking services through the sale or issuance of parking permits.

How Can Students Pay Their Bill?

Payment Plan

The Transact payment plan is the only payment plan offered and honored by TCNJ. The payment plan allows you to pay your semester charges for tuition, fees, room and board, in installments.

Semester Installment Plan

- 6 monthly payments, due on the 25th of each month.
- Fall Semester (July-Dec)
- Spring Semester (Jan-June)
- Minimal enrollment fee.

Pay Online (credit card/e-check)

You may pay your bill via credit card online only. The college accepts Visa, Mastercard, Discover, and American Express. Please note there is a 2.75% processing fee for domestic payment and 4.25% for international payments. Payment via e-check may be paid from a checking or savings account with no processing fee. Please note that debit card transactions will be charged the processing fee.

Pay In-Person or By Mail

You may pay with cash, check, or money order in our office. You may also pay with check or money order by sending the payment to our lockbox located at:

The College of New Jersey
Office of Student Accounts
P. O. Box 781791
Philadelphia, PA 19178-1791
(new lockbox address to be published in late Spring 2023)

Authorized Users

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), TCNJ may only communicate payment and billing information to the registered student.

Students may grant permission to multiple individuals (parents, grandparents, guardians, etc.) to have access to their account and the ability to communicate with college officials. We will communicate with the Authorized User as openly as possible as long as the student's PAWS ID and Authorized User PIN is provided via phone or email. The student will need to set up Authorized Users in PAWS. Once created, the student will share the username, password and pin created with the Authorized User.

Parking

Freshman Residents

- Are not permitted to have a car on campus however, certain exceptions may allow a car on campus. Contact parking@tcnj.edu for more info.
- May purchase two weekly passes to park on campus per semester.

Commuters

- May have car on campus with a valid decal.
- Parking decals may be purchased through our online ordering system.

Parents/Visitors

- Please obtain a pass from the Information Booth located in front of Trenton Hall during business hours, or from Campus Police after business hours and on the weekends.





The Office of Student Accounts – Card Services Green Hall, Room 119

Your TCNJ ID also functions as your Get-It Card, which reduces the need to carry cash or credit cards for most purchases on campus. Just add money to your ID's "Electronic Wallet" feature in order to activate it!

Where can you spend your Get It points?

- All on-campus dining locations
- TCNJ Bookstore
- R. Barbara Gitenstein Library (printing / copying)
- Campus events
- Information Technology (IT) services
- Campus Box Office tickets
- C-Store

You cannot spend Get-It points in Campus Town establishments

How to add Get It Points

- Online via Credit Card at: <https://tcnj-sp.transactcampus.com/GetIT/AnonymousHome.aspx>
- In person at the Office of Student Accounts (cash, check or credit card)
- PHIL machine in the R. Barbara Gitenstein Library (cash or credit card)

Looking to purchase books with your excess financial aid?

- Complete the Get It Transfer Authorization Form (<https://cardservices.tcnj.edu/sign-up-for-an-id-card/>) and submit it to the Office of Student Accounts no sooner than two weeks before classes begin.

If you have any questions about the Get-It card, please contact The Office of Student Accounts and speak to our Card Services representative at 609-771-3146 or idcards@tcnj.edu.

*Cash deposited into the Get It Program cannot be withdrawn. Funds will carry from year to year until graduating from TCNJ.

*Refunds are available only when a student will no longer be attending The College of New Jersey.

The Office of Student Accounts

Green Hall, Room 119

TCNJ Authorized User(s) (Auxiliary Access)

What is an Authorized User?

- An Authorized User is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant multiple people access.

Why does it exist?

- In an effort to maintain confidentiality and security, The College of New Jersey has initiated a number of steps to ensure a student's privacy. TCNJ has implemented Authorized Users to grant others access to their student's records while in accordance with the Family Educational Rights and Privacy Act (FERPA).

How do I add an Authorized User?

- Log into PAWS and select Student Center
- Under Personal Information, select the Auxiliary Access link
- Read the TCNJ Auxiliary Access Terms and Conditions and select OK
- Select Add



- **Enter in the following and select OK:**
 - The Authorized User's (Aux User) full name
 - Authorized User's relation to the student
 - Password (confirm password): The password will belong to the Authorized User.
 - PIN: Create a PIN number for the Authorized User. This PIN will be needed for telephone or in-person verification of the Authorized User inquiring about their student's information.
 - Select the access the Authorized User should be granted.
 - Type in the Authorized User's email address for setup confirmation
- **Setup is now complete.**
 - In order to log into PAWS, use the assigned Aux User ID and the password created. If the User ID, password, or PIN are forgotten, it will need to be confirmed and/or reset by the student.



THE OFFICE OF STUDENT ACCOUNTS USEFUL LINKS

Office of Student Accounts: <https://studentaccounts.tcnj.edu/>

Tuition and Fee Rate Tables: <https://studentaccounts.tcnj.edu/tuition-fees/>

Tuition Refund Insurance: <https://studentaccounts.tcnj.edu/insurance/tuition-refund-insurance/>

Payment Plan: <https://studentaccounts.tcnj.edu/billing/bill-payment-options/installment-payment-plan/>

Student Health Insurance: <https://www.universityhealthplans.com/tcnj>

Parking Services: <https://parking.tcnj.edu/>

Card Services (TCNJ ID Card): <https://cardservices.tcnj.edu/>

Office of Financial Aid: <https://financialaid.tcnj.edu/>

Office of Records & Registration: <https://recreg.tcnj.edu/>

Campus Police: <https://campuspolice.tcnj.edu/>



The Office of Student Accounts Tutorials

Website: <https://studentaccounts.tcnj.edu/paws-tutorials/>

How To Sign Up An Authorized User- <https://www.youtube.com/watch?v=HS2QPhlsaTQ>

How To Waive Student Health Insurance- <https://youtu.be/p0ZEKNGkHhQ>

How To Enroll Into Student Health Insurance- <https://youtu.be/QiGLAioYu6I>

How To View Your Bill- <https://youtu.be/bYOq4-YYqQ8>

How To Pay Your Bill- <https://youtu.be/L0v3mwig-AI4>

How To Enroll Into A Semester Payment Plan- https://youtu.be/DiWREH3kR_0

How To Sign Up For Direct Deposit- <https://youtu.be/cTpPyPdGc3k>

How To Get A Parking Decal For Your Car- <https://youtu.be/snuJCA5m7rA>

How To Add Get-It Points- <https://youtu.be/CNs1iO3KRuE>