

From the Office of Student Accounts: A Guide to Success for Families and Students

Official TCNJ ID Card

- The College of New Jersey (TCNJ) ID card is the official photo identification card of the college and must be carried at all times.
- The ID card functions as an electronic wallet system. Cash cannot be withdrawn from this account. You may deposit funds into the Get-It card feature for use around campus. For more details, visit <https://cardservices.tcnj.edu/>.
- Students are reminded they should not punch a hole or damage the integrity of their TCNJ ID card. By doing so, the ID card may no longer function as a swipe or tap card. Replacement ID cards cost \$10.

Authorized Users

- The student needs to register their parents/guardians as an Authorized User. You may add up to three people as Authorized Users. To do so, log into **PAWS**, go to **Student Center**, and click on **Auxiliary Access** located in the **Personal Information** section. Click on the **Add** button to create your auxiliary access. Provide all the information requested on that screen and select from the list what access you wish to grant. A welcoming email will then be sent to the Authorized User's email. For further instruction visit: <https://studentaccounts.tcnj.edu/paws-tutorials/>
- Students must inform their Authorized User of their USER ID, password, PIN and the link to access PAWS. When in contact with the school, the Authorized User will be required to provide the students PAWS ID number and their Authorized User Pin before any specific information will be disclosed.

Billing

- Fall 2023 bills are scheduled to be issued on or around July 26th and will be due on or around August 14th. Billing notifications are sent to the student's TCNJ email and any Authorized Users that may be on the account.
- Please note billing emails will provide you with instructions on how to view the semester bill. The bill shown is a PDF, snapshot in time, of the student account. This will not be updated until subsequent billing notices are issued. For a real-time view of the student account, including charges and payments, please visit the **Finances** section on the PAWS homepage, click on **Account Inquiry** then select **Activity** in the top ribbon bar. This will show the most recent account activity. Please refer to the "How to View Your Account Transactions" Student Guide for detailed instructions on the following website: <https://studentaccounts.tcnj.edu/paws-tutorials/>
- Overpayment on a student account may result in a refund which will be issued via paper check or direct deposit. Paper checks will be issued for students not enrolled in direct

deposit. Once a refund check is issued, the student will be notified via their TCNJ email with further instruction regarding the refund. If a student wishes to enroll in direct deposit, they may do so through PAWS any time prior to the refund being processed.

Authorized Payer – starting July 20th

- If a student would like their parent/guardian to be able to make online payments, through our third party Transact website, on their behalf towards tuition/fees and payment plans, they must invite their parent/guardian as an Authorized Payer. The Authorized Payer is different than the Authorized User as it only pertains to making payments through the Transact website. Each person wanting to make payment online through Transact would need to be invited by the student to sign up for this access.
- To invite a parent/guardian to this access, the student will need to visit their PAWS account and click on the “Payment/Payment Plan Portal” link under the Finance section. The student will need to click My Account and then “Send A Payer Invitation”. Once the parent/guardian receives the invitation via their personal email, they will need to create a password which will finalize the process and grant access to the Transact payment website.

Parking

- Freshman residents are not permitted to park their car on campus throughout their first year (Fall through Spring semesters). However, if a need arises, they are permitted to purchase a parking pass for two weeks each semester. The cost is \$20/week and may be purchased through our office.
- Citations may be issued to any car parked on campus without proper decal/placard or violating school parking regulations. Before a parking permit/pass may be purchased, all citations must be paid in full. Any vehicle that has three or more outstanding citations is subject to immobilization by tire boot or towed from the campus.
- If you feel you were incorrectly issued a citation, you may appeal through the TCNJ parking portal. If you need more information, please email parking@tcnj.edu or call our office at 609-771-3144.

Tuition Insurance

- Tuition insurance protects the investment a family has made in education in case you need to withdraw or take a leave of absence during a semester due to illness, injury, or emergency.
- This optional insurance expands the scope of our refund policy to ensuring reimbursement for tuition, fees, on campus housing as it relates to out-of-pocket payments.
- For more information, please visit, <https://studentaccounts.tcnj.edu/insurance/tuition-refund-insurance/>

Checklist for Families

- Obtain my student's PAWS ID number and my Authorized User Pin number
- Remind student to invite you to have Authorized Payer access for online payments.
- Review your Fall 2023 bill (available on or around July 26th) and submit payment by the payment due date
- If applicable, add Get-It points to my student's ID card
- Add Student Accounts on Instagram to stay up to date with important information @TCNJstuaccts

Checklist for Students

- Sign up parents/guardians as Authorized Users
- Invite bill payer(s) as Authorized Payers so they can submit payment online for semester bills
- Review your "To-Do" list in PAWS and finalize any items listed
- Review your Fall 2023 bill and submit payment by the payment due date.
- If applicable, submit health insurance waiver by the waiver deadline
- If applicable, purchase Tuition Refund Insurance before classes begin
- For commuter students, you may buy your parking decal online through TCNJ's parking portal once receiving an email from our office with instructions in early August.
- Add Student Accounts on Instagram to stay up to date with important information @tcnjstuaccts
- Have a great semester!

Important Campus Locations

Office of Student Accounts- Green Hall Rm 119

Records and Registration- Green Hall Rm 112

Office of Financial Aid- Green Hall Rm 101

Residential Education and Housing- Eickhoff Hall Rm 114

Campus Police – Administrative Services Building – First Floor

Police after business hours and on weekends.

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?

- Electronic wallet on your TCNJ ID
- 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 onto your Get-It Card for educational purchases at the Bookstore such as textbooks and supplies
- Grant additional access: give access to family to see your online account and receive notifications
- Automatic Deposits: setup recurring deposits when your balance gets low
- Low balance warning: a low balance warning email can be sent to you and others.

Follow us on Instagram now!

@tcnjstuacctts



Contact Us

Phone: 609.771.2172

Email: stuacctts@tcnj.edu

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



TCNJ Office of Student Accounts

Welcome to Our New
Students!

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

The College of New Jersey

Green Hall, Rm 119

2000 Pennington Rd

P.O. Box 7718

Ewing, NJ 08628

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.

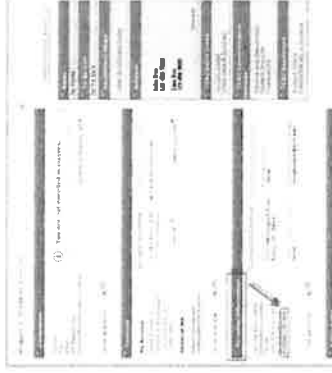
1. Semester Installment Plan

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

Pay Online-Credit card/ E-check/529

You may pay your bill via credit card online only. The college accepts Visa, Mastercard, Discover, and American Express. Please note there is a 2.85% 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. 529 payments may be made online as well.

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 Lockbox
P.O. Box 23763
New York, NY 10087-3763

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 three separate individuals (parents, grandparents, guardians..) 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

- NOT permitted to have a car on campus however, certain exceptions are permitted. Contact parking@tcnj.edu for more info.
- May purchase two weekly passes to park on campus per semester for \$20/week

Commuters

- May have a car on campus with a valid decal
 - Parking decals may be purchased through our online ordering system
 - Cost \$105/year, \$64/semester*
- *Applicable NJ sales tax will also be applied

Non-Freshman Residents

- May have a car on campus with a valid decal
- Parking decals may be purchased through our online ordering system
- Purchase for the full year or a single semester
- \$290/year, \$160/semester

Parents/Visitors

- Please obtain a pass from the Information Booth located in front of Trenton Hall during business hours, or from Campus

Authorized User

Parents / Students....Don 't miss the opportunity to be on the same page while at TCNJ!!

An Authorized User is an individual who has been granted permission by the student to discuss/view their financial and academic records with a college official. The student has the ability to grant access up to three individuals. The available areas of permission can include financial aid, student's To-Do list, educational records, and view a student's semester bill.

The student will need to grant access through their PAWS account from the Student Center page.

For more information on Authorized Users, please visit <https://authorizeduser.tcnj.edu/>



Authorized Payer

Students....This is a "must do" if you would like others to make online payments towards your bill

The College has partnered with a third party provider, Transact, to provide an online payment gateway for tuition and fees. The online gateway accepts payment via credit card, electronic check (ACH), 529 provider transfer, or wire transfer.

Students must invite all payers to become an Authorized Payer in Transact before an online payment may be made. There is a link to invite payers from your PAWS Student Center page under the Finance section called "Payments/Payment Plan Portal"

For more information on Authorized Payer, please use the QR code below or visit the following link:
<https://studentaccounts.tcnj.edu/authorized-payer-for-online-payments/>



The Office of Student Accounts

Green Hall, Room 119

TCNJ Authorized User(s) (Auxiliary Access)

What is an Authorized User?

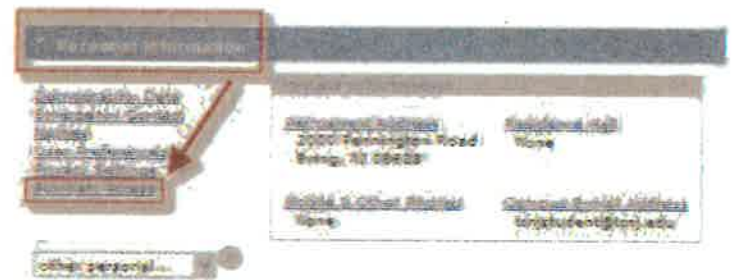
- An Authorized User is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant multiple people access.

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.

Tuition Payment Plan

Semester Plan – Fall and Spring
6 Months each semester / 6 Payments

- ▷ Covers just the semester bill, enrollment fee of \$25 per semester
- ▷ Fall semester - July 25th to December 25th
- ▷ Spring semester - January 25th to June 25th
- ▷ Enrollment begins in July for Fall semester and December for Spring semester
- ▷ Enrollment deadline for Fall: Early September, Spring: Early February
 - Payments due on the 25th of each month
 - No credit check or co-signer needed; this is NOT a loan

Important changes regarding Authorized payers/users, for more information please click on the QR code below





**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 USEFUL LINKS

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

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

Authorized User – <https://authorizeduser.tcnj.edu/>

Authorized Payer - <https://studentaccounts.tcnj.edu/authorized-payer-for-online-payments/>

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 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>