

THE OFFICE OF STUDENT ACCOUNTS

WELCOME TO TCNJ!

Topics of Discussion

- Authorized User
- Cost of Attendance
- Bill Dates
- Viewing the Bill / Payment Methods
- Authorized Payer
- Parking
- Additional Information

Authorized User Access

- By law, TCNJ can only communicate billing and payment information to the registered TCNJ student.
- Student's can grant permission for their parent(s) or guardian(s) to have access to their account and the ability to communicate with college officials through our Authorized User feature.
- We operate in accordance to the Family Educational Rights and Privacy Act (FERPA) from 1974
- For more information on FERPA, please visit: <http://recreg.tcnj.edu/student-privacy-rights/#what>
- For more information on TCNJ's Authorized User feature, please visit: <http://authorizeduser.tcnj.edu/>



SIGNING UP AN AUTHORIZED USER

Maggie's Student Center ID

Academics

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

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... >>

Personal Information

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

Contact Information

Permanent Address
2000 Pennington Road
Ewing, NJ 08628

Residence Hall
None

Mobile & Other Phones
None

Campus E-mail Address
tcnjstudent@tcnj.edu

other personal... >>

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 & 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**



2022-2023 Undergrad Direct Cost

(2023-2024 rates will be released in mid-July after our Board of Trustees meet)

<u>In-State</u>	<u>Fall '22</u>	<u>Spring '23</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
Total	\$16,501.16	\$16,501.16	\$ 33,002.32

<u>Out-of-State</u>	<u>Fall '22</u>	<u>Spring '23</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
Total	\$19,329.20	\$19,329.20	\$ 38,658.40

* Student Health Insurance - \$2,450.00 for 2022-2023. The fall fees will increase by this amount if a waiver is not submitted and approved.

** Cost of room and an average meal plan. Cost differs based on meal plan selected.

Bill Due Dates

ACADEMIC YEAR 2023 - 2024 BILLING CALENDAR

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

Online: <https://studentaccounts.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 26, 2023	INITIAL FALL BILL JULY 26, 2023	AUGUST 14, 2023	GRACE PERIOD
JULY 26 –AUGUST 15, 2023	AUGUST 15, 2023	AUGUST 29, 2023	DE-REGISTRATION & HOLDS APPLIED
ALL STUDENTS WHO RECEIVED A JULY 2023 OR AUGUST 2023 BILL WILL BE ASSESSED A LATE PAYMENT FINE AND MAY BE SUBJECT TO DE-REGISTRATION IF THEIR STUDENT ACCOUNT IS NOT PAID IN FULL BY THE AUGUST 29th DUE DATE. A LATE REGISTRATION FINE IS ASSESSED TO RE-REGISTER.			
AUGUST 16, 2023 ONWARD	SEPTEMBER 13, 2023	SEPTEMBER 27, 2023	SEPTEMBER 29, 2023
SEPTEMBER 2023	OCTOBER 12, 2023	OCTOBER 26, 2023	OCTOBER 31, 2023
OCTOBER 2023	NOVEMBER 2, 2023	NOVEMBER 16, 2023	NOVEMBER 27, 2023

Dates are subject to change

An official TCNJ email will be sent to students advising them to check their student account in PAWS to view their bill. All billing notifications are done electronically via e-mail.

Students are responsible for notifying the responsible bill payer and/or signing up the responsible bill payer to receive e-mail billing notifications.

How to View Your Bill

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](#)

Account Summary

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

view bill ▶

[make a payment ▶](#)

other financial... ▶▶



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): 5,133.04**

Invoice For:
PAWS ID:
Career: Undergraduate
School: C&S

Invoice Items

Item Description	Amount (USD)
Fall US Card Service Fee	10.00
Fall US Computing Access Fee	229.03
Fall US Gen Serv Fee/Capital	1,419.80
Fall US Student Activity Fee	137.70
Fall US Student Center Fee	124.50
Fall US Student Service Fee	372.44
Fall US Tuition In State	4,860.00
Current Invoice Amount:	7,733.04

Prior Invoice ID: SUM2015 0000387733TCNJ

Prior Invoice Amount: 00
Anticipated Aid Amount: 2,600.00
Total Amount Due: 5,133.04

Anticipated Aid

Item	Term	Aid Year	Career	Amount (USD)
TCNJ Merit In-State Scholarship	2015 Fall	2015	Undergraduate	2,600.00
Total Term Anticipated Aid:				2,600.00

Term Summary

Item	Term	Amount(USD)
Charge	2015 Fall	7,733.04
Total Term Summary:		7,733.04

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 University's policies regarding student accounts, please refer to the University's Student Accounts Manual.

Authorized Payer – Online Payments

Students:

Looking for a parent/guardian/ grandparent to assist with paying your semester tuition bill online.

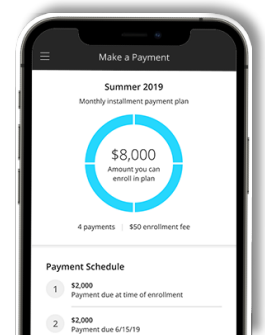
It is your responsibility to invite them via our Transact payment gateway to become Authorized Payers

Visit our Authorized User website for more details: <https://studentaccounts.tcnj.edu/authorized-payer-for-online-payments/>

Parents / Guardians / Grandparents:

Once you receive the invitation from your student, you will create a log-in that will be used to authenticate you to make a payment.

Provides a more secure and robust payment experience for the payer.



Online Payment Methods

Credit Card

Credit card payment are only accepted electronically via our student system (PAWS)

TCNJ accepts

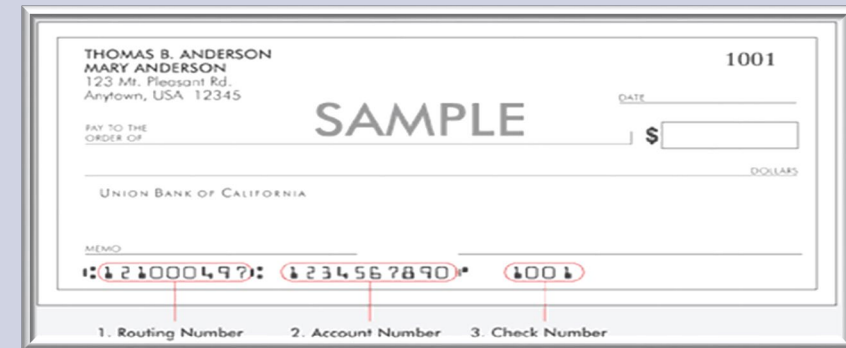


Our credit card processor currently charges a 2.85% convenience/service fee. International payments charged 4.25% convenience/service fee. Third party vendor keeps the convenience fee

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.



Checks drawn off of credit line accounts (money market checks or home equity checks) are not accepted.

Additional Online Payment Methods

529 College Plan

Coming Soon!!

Online electronic transfer process for a 529 payment from the college plan provider to the college on behalf of the student



Processing fees may apply.

International Payment

Coming Soon!!

Transfer of funds using our third party provider, Transact, to assist with the wire process.



There may be fees associated with a wire transfer payment

Payment in Person & By Mail



You may pay with

- Cash (in-person only with photo ID)
- Check
- Money order

Payment by check, 529 college plan, or money order may be sent to our bank's lock box

(effective June 26, 2023):

The College of New Jersey Lockbox

P. O. Box 23763

New York, NY 10087-3763



PLEASE do not send scholarship checks to the lock

The student's name and TCNJ PAWS ID number must appear on the check.

Private Scholarships

Please do not send scholarship checks to our New York lockbox address.

Checks should be send directly to TCNJ at the address below for reporting and posting into our student system (PAWS) for the student

The College of New Jersey

Office of Student Accounts

P. O. Box 7718

Ewing, NJ 08628-0718



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 mid-July for Fall semester and November 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



Student Injury and Sickness Insurance Plan (SISIP)

Annual Undergraduate
Cost \$2,450
(for year 2022-2023)



Billed only in the fall
semester



[Introduction](#)

[Contact Information](#)

[Aetna COVID-19 Updates](#)

[NJ Senate Bill 2291 -
Hard Waiver Requirement](#)

[New Jersey Family Care \(NJFC\)](#)

[Alternative Health Insurance Plans](#)

Student Health Plan

[Waiver Appeal](#)

[Enrollment Form](#)

[Benefit Information](#)

[Insurance ID Card](#)

The College of New Jersey STUDENT HEALTH INSURANCE PLAN

2022-2023 Academic Year

Health Insurance Requirement

Pursuant to New Jersey law, The College of New Jersey (TCNJ) is required to offer Student Health Insurance coverage to its full-time students. TCNJ meets the requirements of the state law by offering a Student Health Insurance Plan (SHIP) to its full-time students. Full-time students are automatically billed for the full amount of the insurance on their term bill by the Office of Student Accounts. Full-time students have the opportunity to waive/opt out of this coverage by providing evidence of health insurance coverage to the insurance company by the waiver deadlines established by TCNJ.

Insurance Cost & Coverage Periods

The student insurance plan is insured by Aetna Student Health and provides national coverage through their national PPO network. Students do not have to select a primary care physician and referrals are not required. **In order to keep the premium competitive, the following benefit changes were made: Deductible increased to \$350 preferred care/\$700 non-preferred care, Out of Pocket Maximum increased to \$7,000 preferred care/\$14,000 non-preferred care, and preferred care outpatient Physical Therapy/Occupational Therapy/Speech Therapy changed from \$25 copay to 80% coinsurance.**

Undergraduates & Graduates	Annual	NEW Spring/Summer
Coverage Dates	8/1/2022-7/31/2023	1/15/2023-7/31/2023
Insurance Cost	\$2,450	\$1,329
Deadline	9/9/2022	2/3/2023

Tuition Insurance Plan

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

Cost based on amount of coverage desired.

Fall Withdrawal Cycle	TCNJ Refund	Insurance Pays	Total Refund
Aug 29 - Sept 6	100%	0%	100%
Sept 7 - Sept 19	75%	25%	100%
Sept 20 - Oct 3	50%	50%	100%
After Oct 3 rd	0%	100%	100%

Enrollment into the Tuition Refund Insurance policy must be completed by the first day of the Fall 2023 semester

Visit: <https://studentaccounts.tcnj.edu/insurance/tuition-refund-insurance/>



Parking

Commuters

- May have a vehicle on campus with a valid decal
- Decals are ordered through CARS, our web-based parking system in early August. In-person requests are not accepted



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 certain exceptions may be granted. Visit <https://parking.tcnj.edu/>
- May purchase up to two weekly passes to park on campus each semester



HOW TO REGISTER A CAR

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.

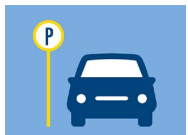
Select	Make	Model	Color	Year	License Number	State
<input checked="" type="radio"/>	DODGE	DURANGO	GRAY	2005	LK4563	NJ

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 Card

- Your TCNJ student ID is used for:

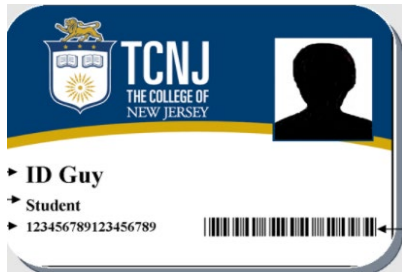


Photo
identification

Entrance to campus
buildings, fitness
facilities, and labs

Library
services

Admittance to
campus events

Get-It
wallet

Access to your meal
plan in the Eickhoff
Dining Hall

If lost/stolen, a new TCNJ ID can be obtained from the Office of Student Accounts in Green Hall 119 for a fee

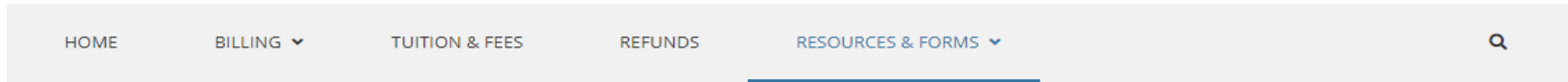


Need Money for Books / Supplies – Excess Financial Aid or Overpayment ??

- 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
 - Supplies
- Get-it Card transfer forms are available on the Student Accounts website at <http://studentaccounts.tcnj.edu/> or in Green Hall 119.
- Your credit balance can be transferred 2 weeks prior to the beginning of classes.

For Your Assistance – Student Account Tutorials

Student Accounts Office of the Treasurer



PAWS Tutorials

Welcome to The College of New Jersey! The Office of Student Accounts has prepared instructional videos and slideshows geared towards incoming students and parents. These presentations will provide you with detailed information and screen shots on how to use PAWS, sign up for a payment plan, submit a health insurance waiver, and more. If you have any questions or problems after reviewing the instructions, please contact our office at (609) 771-2172 or stuaccts@tcnj.edu.

Tutorials

- [How to Sign Up An Authorized User](#)
- [How to Waive Student Health Insurance](#)
- [How to Enroll into Student Health Insurance](#)
- [How to View Your Bill](#)
- [How to Pay Your Bill](#)
- [How to Enroll Into A Semester Payment Plan](#)

- [How To Sign Up For Direct Deposit](#)
- [How to Register Your Car For A Parking Decal](#)
- [How to Add Get-It Points](#)

Students Guides

- [How to Enroll or Waive Student Health Insurance PDF](#)
- [How to Sign Up for Direct Deposit of a Student Refund PDF](#)
- [How to Sign Up An Authorized User PDF](#)
- [How to Sign up for a Semester Payment Plan PDF](#)
- [How to Register a Car PDF](#)
- [How to Pay Your Bill PDF](#)
- [How to Add Get-It Points PDF](#)
- [How to View Your Bill PDF](#)
- [How To View Your Account Transactions PDF](#)

The Office of Student Accounts

Green Hall-Room 119

Academic Year Office Hours:

Monday - Friday 8:30am to 4:30pm

Summer Office Hours:

July 10th - August 11th

Monday-Thursday 8:00am- 4:30pm

College offices are closed Fridays in the summer
(May 26th – August 11th)

Contact Information:

Phone: 609.771.2172 Fax: 609.637.5111

Email: stuaccts@tcnj.edu – preferred method

