

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



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 2.85% 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. 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 mail a check or money order to our lockbox located at:

The College of New Jersey
Office of Student Accounts
P.O. Box 781791
Philadelphia, PA 19178-1791

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.



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

* Enrollment fee is subject to change for 2024-2025



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 – 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
- 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)

Looking to purchase books with your excess financial aid?

- Complete the Get It Transfer Authorization Form available on the Card Services website and submit it 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 is no longer attending The College of New Jersey.

Top 5 Thing You Need to Know About Parking Regulations

Welcome to the TCNJ Campus!

#1 TCNJ requires EVERYONE to have a valid parking permit or visitor pass to park anywhere on the campus during the school year.

#2 FIRST-YEAR RESIDENTIAL STUDENTS CANNOT HAVE A CAR ON CAMPUS FULL-TIME.

They can purchase up to 2 weeks of parking each semester. Weekly permits can be purchased at the Office of Student Accounts (Green Hall, 119). Details can be found at: <https://parking.tcnj.edu/resources/students/residents/>

3 AS A PARENT/GUARDIAN/FRIEND VISITING THE CAMPUS – FREE ONE DAY VISITOR PASSES CAN BE OBTAINED AT ANY TIME: During business hours: Check in at the Information Booth, conveniently located in front of Trenton Hall

After hours/weekends, or if the Booth is closed see Campus Police 609-771-2345
Located on the first floor of the Administrative Services Building – parking Lot 8
(roadway entrance is across from the softball field on the Metzger Drive Loop)

#4 FREE 15-MINUTE LOADING, UNLOADING, PICK-UP, DROP-OFF PASSES

Are available 24/7 from the Campus Police Dept (or Green Hall during business hours)

A quick stop or call can save you the cost of a parking ticket! (\$50.00-\$100.00)
Parking with hazard lights on can still result in a ticket.

Just 'running in for a minute' does not allow you to park without a permit.
Parking on the walkway by your residence to unload groceries will still get you a ticket!

#5 You must always park in the lot/location assigned on your decal/pass even during weekends and summer dates; and always in an actual space between 2 white lines.

No students can use the visitor lots at any times, even during the summer.

Worried about parking garages at night?

Police or TCNJ Security are available 24/7 for escorts (walking) to residences

For all further parking details, please contact the Parking Services Office
<https://parking.tcnj.edu/> or email parking@tcnj.edu

Campus Police are available for assistance 24 hours a day **609-771-2345**

(Add them to your phone contacts NOW!)

for Emergencies dial 911 from any campus phone

www.campuspolice.pages.tcnj.edu



The Office of Student Accounts Tutorials

Website: <https://studentaccounts.tcnj.edu/paws-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 Sign Up For Direct Deposit

How To Get A Parking Decal For Your Car

How To Add Get-It Points



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/>

Office of Student Account Tutorials: <https://studentaccounts.tcnj.edu/paws-tutorials/>

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/>