

How To Pay Your Bill

Office of Student Accounts

Green Hal 119

stuaccts@tcnj.edu



How To Pay Your Bill- Payment Options

Online Web Payments

- Credit/Debit Card (incurs a service charge)
- Electronic Funds Transfer (Electronic Check)
- If wishing to use funds from a 529 account, please be sure to work directly with the provider to make the payment to the college.

In-Person/Mail

- In-Person payments using cash, check, or money order should be dropped off at our office in Green Hall 119. Checks shall be made payable to The College of New Jersey with the student's name and PAWS ID on the check.
- Mail-In Checks can be sent to our lockbox:

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

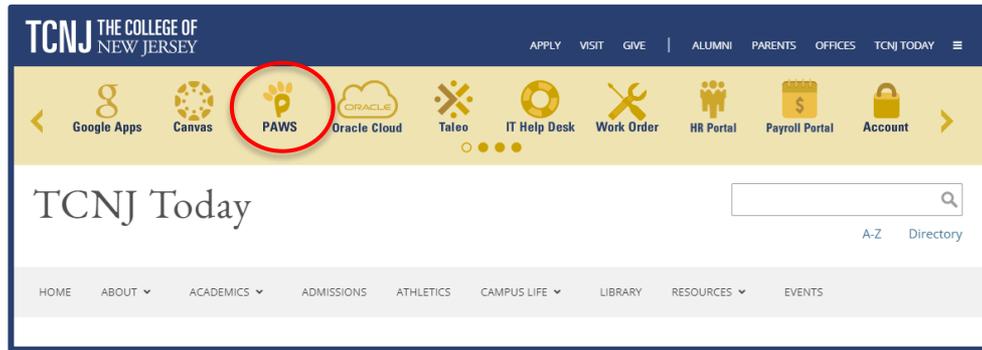
Installment Payment Plan

- For further information on enrolling in the Payment Plan:

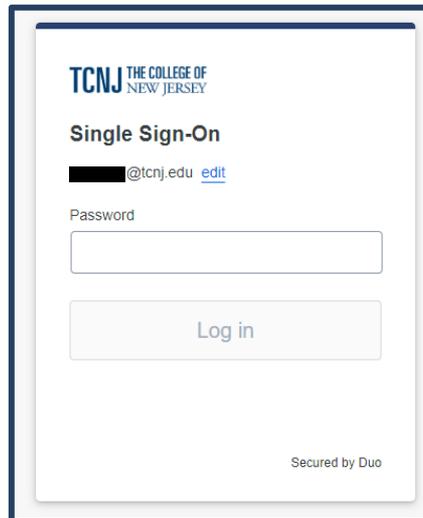
<https://studentaccounts.tcnj.edu/billing/bill-payment-options/installment-payment-plan/>

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Step 1: Visit the TCNJ Today homepage at <https://today.tcnj.edu/> and click on the PAWS icon located in the top menu bar

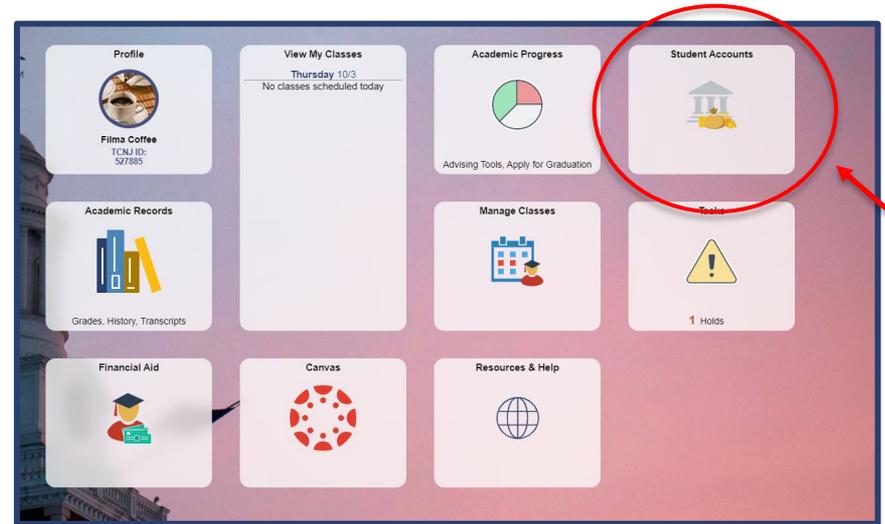


Step 2: Login to PAWS with your single sign in Username and Password

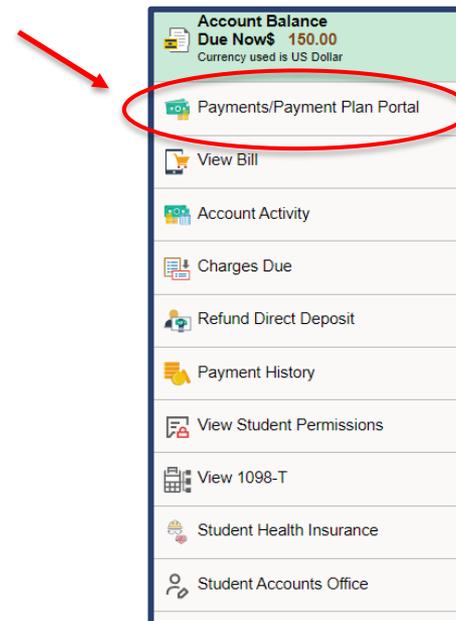
A screenshot of the Single Sign-On login form. The form is white with a dark blue border. It features the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below this is the title 'Single Sign-On'. The form contains a text input field for the username, which is partially filled with a black box and ends with '@tcnj.edu' and an 'edit' link. Below the username field is a text input field for the password. At the bottom of the form is a 'Log in' button. In the bottom right corner, it says 'Secured by Duo'.

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Step 3: One logged into PAWS, click on the Student Accounts tile



Step 4: On the side menu bar, click the “Payments/Payment Plan Portal” option



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Step 5: To be directed to our third-party payment provider, Transact, read over the information presented and click “I Accept”

The College of New Jersey payment process utilizes Transact to process installment payment plans, and one-time e-check, credit/debit card, 529 and International Wire transactions. The payment experience consists of

1. Selecting Payment Plans or Make a Payment
2. Inputting the appropriate amount for your payment
3. Selecting the payment method
4. Submitting payment

Please Note: Transact charges a 2.85% (4.25% for international payments) convenience/service fee for all credit card transactions. (Subject to change).

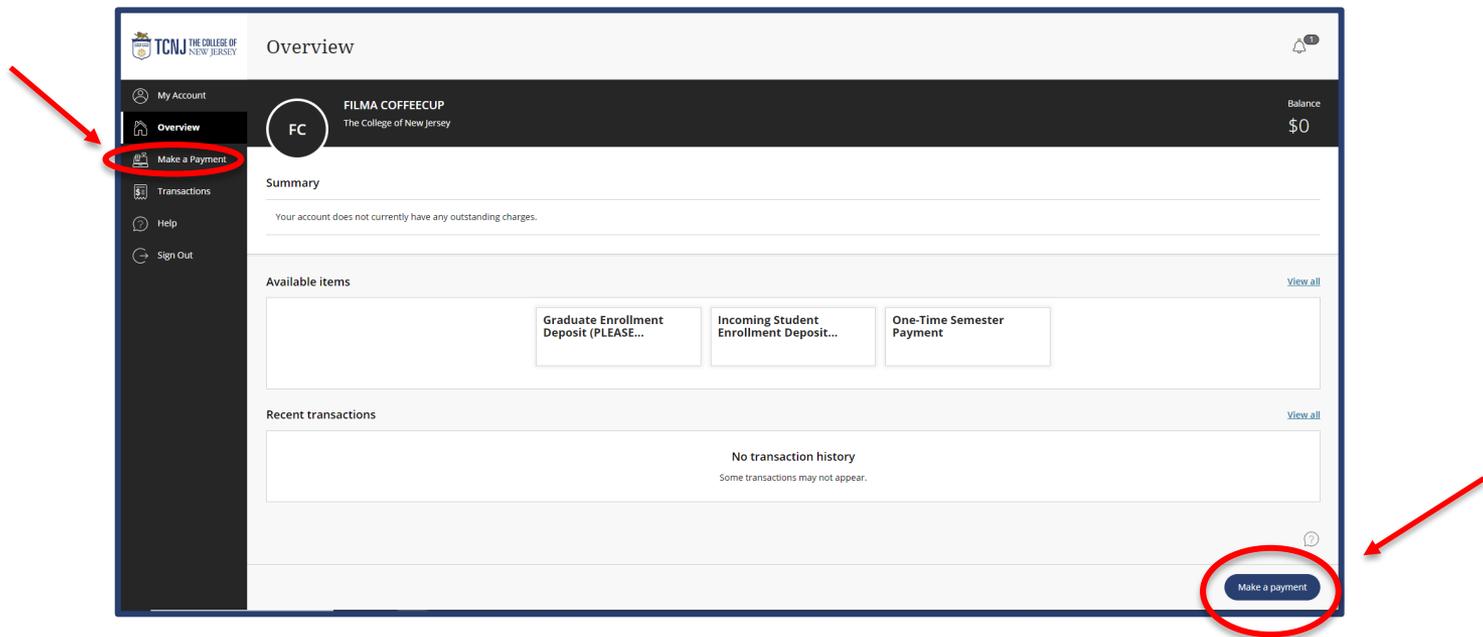
To ensure your payment processes, please be sure your computer pop-up blocker is turned off.

 **PLEASE DO NOT RE-SUBMIT PAYMENTS WITHOUT CHECKING FOR A CONFIRM EMAIL FIRST FROM YOUR FIRST PAYMENT.**

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Step 6: You will then be presented with the overview page, here you can see your account balances, make payments, and see any payment plans you are enrolled in. To make a payment, click the “Make a Payment” button in the bottom right corner, or on the left side panel



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Step 7: You will be shown your available balance items. Select the checkboxes on the left to choose what you would like to submit payment for and enter the amount of money you want to pay towards each selected item in the drop-down boxes on the right

Balance items

Uncheck all | 3 of 3 selected

Description	Minimum	Balance	Amount
<input checked="" type="checkbox"/> Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$13,945.83	\$13,945.83	<input type="text" value="\$100.00"/>
<input checked="" type="checkbox"/> FALL 2023: FALL 2023 5 PAYMENTS PLAN AUTO PAY <i>\$1,910 payment scheduled 7/25/23</i> View payment plan details		\$13,910.00	<input type="text" value="\$50.00"/> <small>Maximum \$13,910</small>
<input checked="" type="checkbox"/> FALL 2023: FALL 2023 3 PAYMENTS PLAN AUTO PAY <i>\$128.33 payment scheduled 7/25/23</i> View payment plan details		\$895.00	<input type="text" value="\$25.00"/> <small>Maximum \$895</small>

Total balance \$28,750.83

Pay amount **\$175.00**

Remaining balance \$28,575.83

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You also have the option to pay for specific items. If you see your available item on the list, please select and proceed. If you have no balance but would like to submit a payment, you can select to make a “One Time Semester Payment”

Available items

Graduate Enrollment Deposit (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)

[View details](#)

**Incoming Student Enrollment Deposit (Freshman/Transfer Students)
[PLEASE ENTER A DOLLAR AMOUNT TO PAY]**

[View details](#)

One-Time Semester Payment

[View details](#)

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Step 8: On the next screen you will be asked what method you would like to pay the balance with.

You can either select an existing bank account or credit/debit card if you have saved one from past payments, or you can add a new method of payment.

The screenshot shows a payment selection interface with the following elements:

- Title:** How would you like to pay?
- Payment amount:** \$175
- Payment method section:**
 - Five existing payment methods, each with a blacked-out card number and a logo (MasterCard, American Express, Discover, VISA, and another VISA).
 - A "New credit or debit card" option.
 - A "New bank account" option.
 - A "New 529 Savings Plan" option with a note: "If your 529 provider is not listed, please contact Transact directly for assistance."
 - An "International payment" option with a note: "Note: Some wire transfers may incur a wire transfer fee."
- Bottom navigation:** "Cancel" and "Continue" buttons. The "Continue" button is highlighted with a red circle.

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Step 9: The final step for checkout is to review the following:

- Items you are paying towards
- The amount of funds that is going towards each item
- Payment information and the recipients email address

Once you have confirmed all the information is correct, click the “Pay” button at the bottom right showing the total you will be paying

* Email address
[Redacted]

Summary [Change](#)

Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	
Amount	\$100.00
FALL 2023: FALL 2023 5 PAYMENTS PLAN	
Amount	\$50.00
FALL 2023: FALL 2023 3 PAYMENTS PLAN	
Amount	\$25.00
Subtotal	\$175.00
Service charge	\$4.82
Total	\$179.82

Payment details [Change](#)

Card number	[Redacted]	
Expiration date	[Redacted]	
Zip/Postal code	[Redacted]	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel **Pay \$179.82**

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Receipt: Once a payment is submitted, the email recipient will receive a copy of the payment receipt via email:

