

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 for 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 PAWS by clicking "Auxiliary Access" within the "Profile" tile.

For more information on Authorized Users, please use the QR code below or visit the following link:

<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. You can invite payers by clicking "Make a Payment" within the "Payment/Payment Plans" section of the "Student Accounts" tile in PAWS to be redirected to Transact, and then clicking "Send a Payer Invitation" from the "My Account" screen in Transact.

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/>



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 Cash cannot be withdrawn from this account.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 on-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 \$20 (subject to change).

Authorized Users

- The student needs to register their parent/guardian as an Authorized User if they'd like to grant them with permission to discuss/view their financial and academic records with a college official. You may add up to three people as Authorized Users. To do so, log into **PAWS**, click on your **Profile** tile, and click on the **Auxiliary Access** option from the side bar menu, read the terms and conditions, click **Ok**. 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 college, 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 2025 bills are scheduled to be issued on or around July 29th and will be due on or around August 11th. 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 **Student Accounts** tile on the PAWS homepage and then click on **Account Activity** in the sidebar. 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 direct deposit. A paper refund check can be issued if unable to enroll into direct deposit. Please refer to the following instructions to sign up for direct deposit:
<https://studentaccounts.tcnj.edu/wp-content/uploads/sites/77/2025/02/how-to-sign-up-for-direct-deposit.pdf>

Authorized Payer

- If a student would like their parent/guardian to be able to make online payments through our third party, Transact's, 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 **Student Accounts** tile. From there, the student should select the **Payment/Payment Plans** section and then press the **Make a Payment** link to be directed to the payment site (Transact). 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 permit for two weeks each semester. The cost is \$25/week (subject to change) and may be purchased through our online parking portal.
- A parking ticket may be issued to any car parked on campus without a proper permit or for violating the college's parking regulations. Before a parking permit may be purchased, all tickets must be paid in full. Any vehicle that has three or more outstanding tickets is subject to immobilization by tire boot or towed from the campus.
- If you feel you were incorrectly issued a ticket, 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 the student needs 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 by 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
- ☐ Remind your student to invite you to have Authorized Payer access for online payments.
- ☐ Review the Fall 2025 bill (available on or around July 29th) 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 Payer(s) so they can submit payment online for semester bills
- ☐ Review your "To-Do" list in PAWS and finalize any items listed
- ☐ Review your Fall 2025 bill and submit payment by the payment due date.
- ☐ If applicable, submit the health insurance waiver by the waiver deadline
- ☐ If applicable, purchase Tuition Refund Insurance before classes begin
- ☐ For commuter students, you may buy your parking permit online through TCNJ's parking portal once receiving an email from our office with instructions in mid-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

Student Health Services – Eickhoff Hall Rm 107

Campus Police – Administrative Services Building – First Floor

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!

@tcnjstuaccts



Contact Us

Phone: 609.771.2172

Email: stuaccts@tcnj.edu

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

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

TCNJ Office of Student Accounts

Welcome to Our New
Students!
Fall 2025

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
 - 5 monthly payments, due on the 25th of each month
 - Fall Semester (Aug-Dec)
 - Spring Semester (Jan-May)
 - 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% (subject to change) processing fee for domestic payments 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 send a check for payment to our lockbox located at:

The College of New Jersey Lockbox
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 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 \$25/week

Commuters

- May have a car on campus with a valid permit
 - Parking permits may be purchased through our online ordering system
 - Cost \$150/year, \$83/semester*
- *Applicable NJ sales tax will also be applied

Non-Freshman Residents

- May have a car on campus with a valid permit
- Parking permit may be purchased through our online ordering system
- Purchase for the full year or a single semester
- \$300/year, \$165/semester

Parents/Visitors

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

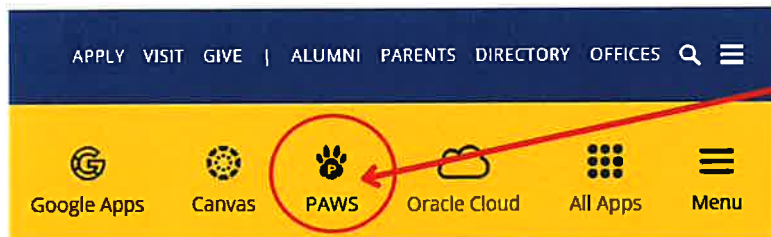


Direct deposit is the fastest, safest, and most convenient way to receive your student refund from PAWS.

All TCNJ students **must enroll in Refund Direct Deposit to receive their PAWS student refund**

Why is Direct Deposit better?

- Get your money quicker! Direct deposits reach your account 5-7 days sooner than mailed checks
- Checks may be delayed/lost/stolen in the mail
- Save paper/go green for our planet



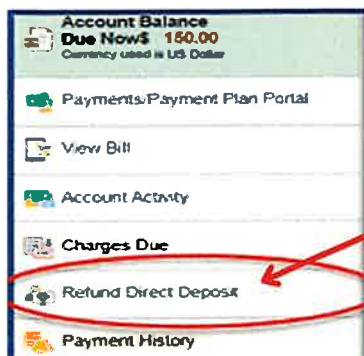
Steps to Enroll:

1. Log into PAWS through the TCNJ Today homepage at <https://today.tcnj.edu/>



QR Code to TCNJ Today

2. Click the Student Accounts tile



3. On the side menu bar, click "Refund Direct Deposit" and follow instructions to fill out the required info before clicking "Save"

Top 6 Things You Need to Know About Parking Regulations

Welcome to the TCNJ Campus!

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

#2 FIRST-YEAR RESIDENTIAL STUDENTS CANNOT HAVE A CAR ON CAMPUS: They can purchase up to 2 weeks of parking each semester. Weekly permits can be purchased online through our parking portal at <https://tcnj.aimsparking.com/>. Additional 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 PERMITS 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:

These are available 24/7 from Campus Police (or Green Hall, 119 during business hours). A quick stop or call can save you the cost of a \$50.00-\$100.00 parking ticket, as the following scenarios WILL result in a ticket:

- *Parking with hazard lights on
- *Just 'running in for a minute' while being unlawfully parked
- *Parking on a walkway without the appropriate permit

#5 You must always park in the lot/location assigned to your permit even during weekends and summer dates; and always in an actual space between 2 white lines:
No student permit holders can use the visitor lots at any times, even during the summer.

#6 Worried about parking at night?
TCNJ Campus Police are available 24/7 for safety escorts (walking).

Campus Police are available for assistance 24 hours a day **609-771-2345**.
(Add them to your phone contacts!)

For emergencies, dial 911 from any campus phone.

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

For all further parking details, please contact the Parking Services Office:
609-771-3144 - <https://parking.tcnj.edu/> or email parking@tcnj.edu



The Office of Student Accounts Tutorials

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



How To Sign Up An Authorized User- <https://youtu.be/HkwMkzjqmDM?si=Ofml0KGD3QH7K8l0>

How To Sign Up An Authorized Payer - <https://www.youtube.com/watch?v=ZGEaQ8IVRLg>

How To Waive Student Health Insurance- <https://youtu.be/YNOcvWrUnEY?si=pBWPD3NVTYQrbZbD>

How To Enroll Into Student Health Insurance- <https://youtu.be/XjdTNaOq2i4?si=Z0yPcpa3e65csK-6>

How To View Your Bill (Student)- <https://youtu.be/cNFVlWEaByI?si=1mIzgLRjxYODis4D>

How To Pay Your Student's Bill with Credit/Debit Card/ACH (Student) –
https://www.youtube.com/watch?v=ExlrL_OpDBQ

How To Pay Your Student's Bill with a 529 Payment or International Wire (Student) –
https://www.youtube.com/watch?v=PXrcQK_KmNk

How To Sign Up For Direct Deposit- https://youtu.be/vFRDdvleg-A?si=dXPFca54PaYor_jN

How To Register Your Vehicle and Order a Parking Permit – <https://www.youtube.com/watch?v=c2Jd58mNXII>

How To Pay A Parking Ticket – Student/Staff – <https://www.youtube.com/watch?v=cEQMzrVRPCI>

How to Pay A Parking Ticket – Guest - <https://www.youtube.com/watch?v=o-NH74URa3M>

How To Appeal A Parking Ticket – Student/Staff – https://www.youtube.com/watch?v=whZZ_EgfO7o

How To Appeal A Parking Ticket – Guest - <https://www.youtube.com/watch?v=TS9zqWul9hl>

How To Add Get-It Points for Students/Employee – <https://www.youtube.com/watch?v=mW8NYjiGsM8>

How To Add Get-It Points As A Guest - <https://www.youtube.com/watch?v=KgyqAcwXFbA>



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/>