

Incoming Graduate Students

Office of Student Accounts, Green Hall, Room 119

Office Hours 8:30 a.m. - 4:30 p.m. Monday - Friday

Student Account Information

(609) 771-2172 or stuacct@tcnj.edu

The college only bills electronically. All registrants need to view their bill on PAWS. It is recommended for students to view their TCNJ e-mail account on a daily basis for any electronic billing notifications. An electronic student bill is available on PAWS upon registration for classes and the bill being calculated. Billing information is available at <http://studentaccounts.tcnj.edu/billing/>. Information regarding TCNJ's tuition and fees is available at <http://studentaccounts.tcnj.edu/tuition-fees/>. The semester billing calendar including bill due dates is available on our website: <https://studentaccounts.tcnj.edu/billing/billing-calendar/>

Payment Plan The college partners with a third party vendor to provide students with a semester payment plan to assist with payment of tuition and fee charges. Please visit: <http://studentaccounts.tcnj.edu/billing/bill-payment-options/installment-payment-plan/> for more information.

Tuition Insurance TCNJ is pleased to offer a Tuition Protection Plan Insurance provided by Next Generation Insurance. This advantageous program allows for a student who withdraws or takes a leave of absence from the college for valid medical reasons to receive a 100% refund for tuition and fees (excluding I.D. fee and health insurance fee). This program is to help families minimize their financial losses. This plan extends and enhances the college's published refund policy. You are assured of a 100% refund throughout the term covering tuition, academic fees, on campus room and board, books and other eligible education expenses. *Some exceptions apply.* Please visit: <http://studentaccounts.tcnj.edu/insurance/tuition-refund-insurance/>.

Unemployment Tuition Waivers Students seeking assistance through these programs must receive eligibility through The Office of Student Accounts. Appropriate authorization/approval forms, contracts, and/or vouchers are required from the student's regional counselors prior to incurring any expense. Students receiving an unemployment waiver are responsible for any charges not waived through this program. For additional information, please refer to the website: <http://studentaccounts.tcnj.edu/billing/bill-payment-options/other-payment-creditswaivers/>

Parking Information

(609) 771-3144, parking@tcnj.edu, <http://parking.tcnj.edu/>

In order to park on campus during the academic year, you must have a valid decal affixed to your vehicle. Graduate students are permitted to park in faculty/staff parking lots after 4:00 pm Monday through Friday during the Fall and Spring semesters with the purchase of a parking decal. Information on how to order/obtain your parking decal is available on the Parking Services website. You will need to have your vehicle registration available when utilizing CARS (Campus Automobile Registration System) to register your vehicle for the Fall term.

TCNJ GetIt/ID Card

(609) 771-3146, <http://cardservices.tcnj.edu/>

Your ID Card is an electronic wallet that allows you to purchase items on campus without carrying cash. All you need to do is add money to the account in order to activate the privilege. It can be used at every dining location on campus, to purchase books, make photocopies, and pay for personal computer repairs.

Student Health Insurance

(609) 771-3159, <http://studenthealthinsurance.tcnj.edu/>

All full-time graduate students enrolled in 9+ credit hours will be automatically charged for student health insurance. Information on this program and instructions to enroll in or waive coverage is available on the Student Health Insurance Plan website listed above. Only those students having current health insurance coverage and providing coverage details will be eligible to waive the Student Health Insurance. Please be aware that there is a waiver deadline each term. If insurance is waived or purchased in the Fall term, that selection carries through the Spring term.

CHECKLIST FOR NEW TCNJ GRADUATE STUDENTS

Congratulations on your acceptance to the college. Please be sure to make note of the fall and spring checklists and follow them as directed. Should you have questions about any of the information below, please contact the Office of Graduate Studies or the Office of Student Accounts.

Fall Checklist

- Register for your Fall classes on PAWS at orientation.
- Check the Academic Calendar for the Add/Drop period. <https://academics.tcnj.edu/academic-calendars/>
- The last day of Add/Drop is the last day to withdraw or take a leave of absence with a 100% refund of paid tuition and fees.
- View your billing statement on PAWS and make payment by the due date.
- If applicable, submit any employee or bill waiver information to Student Accounts for review and approval. Tuition reimbursement paperwork is not accepted.
- If needed, complete payment plan application.
- If applicable, purchase Tuition Insurance by the first day of fall classes.
- Enroll or waive Student Health Insurance if you are a full-time student by the waiver deadline.

Spring Checklist

- Register for your Spring classes during orientation or the November registration period.
- Check the Academic Calendar for the Add/Drop period. <https://academics.tcnj.edu/academic-calendars/>
- The last day of Add/Drop is the last day to withdraw or take a leave of absence with a 100% refund of paid tuition and fees.
- By late November/early December:
 - View your billing statement on PAWS and make payment by the due date
 - If applicable, submit any employee or bill waiver information to Student Accounts for review and approval. Tuition reimbursement paperwork is not accepted.
 - If needed, complete payment plan application
 - If applicable, purchase Tuition Insurance by the first day of spring classes.

Future semester tasks will follow a similar timeline dependent on the Academic Calendar which can be found at <http://academics.tcnj.edu/academic-calendars/>

Requests for a Leave of Absence or Withdrawal from the college are processed by the Office of Records & Registration, Green Hall, Room 112 (609) 771-2141 <http://recreg.tcnj.edu/student-withdrawal-process/>