

# Spring 2012 Incoming Graduate Students – January 2012

## Office of Student Accounts, Green Hall, Room 119

### Academic Year Office Hours

(First 2 weeks of the semester & registration periods)  
Monday-Thursday 8:30 am - 5:00pm  
Friday 8:30 am - 4:30 pm

(Remainder of the semester)  
Monday 8:30 am – 5:00 pm  
Tuesday – Friday 8:30 am – 4:30 pm

### Student Account Information

(609) 771-2172 or [stuacct@tcnj.edu](mailto:stuacct@tcnj.edu)

**The College only bills electronically.** All registrants must view their bill on PAWS. Students are required 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. Information regarding TCNJ's 2011-2012 tuition, fees and room and board rates and the 2011-2012 billing and payment due date calendar is available at <http://www.tcnj.edu/~sfs/account/documents/2011-2012BILLINGCALENDAR-INCOMINGGRADUATES.pdf>. The 2011-2012 tuition rates, room and board rates are available for you: <http://www.tcnj.edu/~sfs/tuition/index.html>

**Payment Plan** Sallie Mae TuitionPay is the only authorized payment plan offered by The College of New Jersey. The enrollment fee for the program is \$45. You may enroll on line at <https://tuitionpay.salliemae.com/tcnj> or by phone at 1-877-279-6092.

**Health Insurance** State law requires all full-time college students maintain health insurance during their enrollment. The health insurance fee of \$150.00 per semester must be paid with tuition and fees. Please view the following website for valuable information regarding health insurance: <http://health.pages.tcnj.edu/student-health-insurance-plan-ship/>. You have the option to waive the health insurance coverage at: <http://health.pages.tcnj.edu/student-health-insurance-plan-ship/waiver/>.

**Tuition Insurance** TCNJ is pleased to offer Tuition Waiver Insurance provided Bollinger Insurance Solutions. Information is available at the following link: <http://www.tcnj.edu/~sfs/insurance.html>. 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 and allows for the College to remove themselves from the decision making process of refunding medical withdrawals. You are assured of a 100% refund throughout the term (with the exception of a 60% tuition refund for psychological withdraws); even after the College's own refund policy has expired. Off-campus rooms, meals, or other charges cannot be insured.

### 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://www.tcnj.edu/~sfs/account/waivers.html>

### Financial Assistance Information

(609)771-2212 or [finaid@tcnj.edu](mailto:finaid@tcnj.edu)

For most types of assistance, including student loans, you must be enrolled at least half-time (5 or more credits). If you are seeking financial aid for the 2011-2012 academic year, please complete your 2011-2012 FAFSA as soon as possible. TCNJ's school code is 002642.

### Parking Information

(609) 771-3144 or [parking@tcnj.edu](mailto:parking@tcnj.edu)

Parking is available in Lots 3-6 and Lot 12 parking garage. Also, Lot 12 parking garage will remain open to accommodate graduate commuters. In order to park on campus during the academic year, you must have a valid decal. Graduate students are permitted to park in faculty staff parking lots after 4:00pm with the purchase of a parking decal. To order/obtain your decal for 2011-2012, please check the following website: <http://www.tcnj.edu/~sfs/parking/>.

### TCNJ GetIt/IDCard

609-771-2172 or <http://www.tcnj.edu/~sfs/card/>

Your ID Card has 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, as well as pay your campus telephone bill, buy tickets to an on-campus event, or buy books for class.

## **CHECKLIST FOR NEW TCNJ GRADUATE STUDENTS**

Congratulations on your acceptance to the College. Please be sure to make note of the Spring and Summer checklists and follow them as directed. Should you have questions about any of the information below, please contact the Graduate Admissions Office or The Office of Student Accounts.

### **Spring Semester Checklist – Bill payment due February 20, 2012**

- √ Register for Spring 2012 classes on PAWS at orientation
- √ January 17<sup>th</sup>- January 25<sup>th</sup> = Add/Drop Period for Spring 2012 courses ends January 25<sup>th</sup> which is the last day to withdraw or adjust course load with a 100% refund of paid tuition and fees
- √ By January 25<sup>th</sup>:
  - √ Submit any employee, Abbott or P-3 bill waiver information to Student Accounts. *Tuition Reimbursement paperwork is no longer accepted.*
  - √ Visit the Office of Student Accounts to purchase your parking decal.
  - √ If needed, complete payment plan application  
[www.tuitionpay.salliemae.com/tcnj](http://www.tuitionpay.salliemae.com/tcnj) or call 1-877-279-6092
  - √ If desired, purchase Tuition Insurance by the first day of spring classes. Visit the Student Accounts website for more details and the enrollment form.

### **Summer Session Checklist**

- √ Register for Summer 2012 classes on PAWS at orientation
- √ View billing summary on PAWS and pay bill once prepared in late February / early March 2012.
- √ Submit any employee, Abbott or P-3 bill waiver information to Student Accounts. *Tuition Reimbursement paperwork is no longer accepted.*
- √ Parking for summer is in lots 3-6 (No decal is required for summer parking)

Future semester tasks will follow a similar timeline dependent on the Academic Calendar.

Leaves of Absence or Withdrawal from the College are processed by the Office of Records & Registration, (609) 771-2141.

### **Commonly Used Telephone Numbers**

Office of Student Accounts – 609-771-2172  
Office of Student Financial Assistance – 609-771-2212  
Office of Records & Registration – 609-771-2141  
Office of Graduate Global Programs – 609-771-3137  
Office of Summer Programs – 609-771-2326  
TCNJ Computer Help Desk – 609-771-2660