The Office of Student Financial Assistance (OSFA) is here to serve and counsel you on various resources with which to fund your college education. We endeavor to provide quality customer service as we meet your individual needs in a timely and efficient manner.

Step 1: Apply for Veterans Education Benefits

Complete the appropriate Veterans education benefit applications to apply for your benefits (http://www.gibill.va.gov/apply-for-benefits/).

Step 2: Determining Your Eligibility

Once you have been approved for Veterans education benefits submit the following documentation to our office via email, fax, mail or bring it to Green Hall 101.

<table>
<thead>
<tr>
<th>Type of Veterans Education Benefits</th>
<th>Submit to the Financial Aid Office</th>
<th>Veterans Education Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 30</strong>&lt;br&gt;Montgomery GI Bill Active Duty</td>
<td>Certificate of Eligibility</td>
<td>Veterans Affairs sends all payments directly to the student.</td>
</tr>
</tbody>
</table>
| **Chapter 31**<br>Vocational Rehabilitation | Authorization and Certification of entrance or Re-Entrance into Rehabilitation and Certification Status (Form 28-1905)  
*Note-The TCNJ Bookstore requires Form 28-1905 and it should be addressed and submitted directly to the TCNJ Barnes and Noble Book Store. | TCNJ Financial Aid Office will submit an invoice to the student’s Vocational Rehabilitation Counselor or enter the information into the online VA system per the Vocational Rehabilitation Counselor’s directive.  
Veterans Affairs will send the tuition and fees payment directly to TCNJ. A waiver is posted to the student’s account. |
| **Chapter 33**<br>Post 9-11 G.I. Bill | Certificate of Eligibility | Veterans Affairs will forward the amount of tuition and fees paid directly to TCNJ. This amount will be waived on the student’s account. |
| Chapter 35  
Survivors and Dependents  
Education Assistance | Certificate of Eligibility | Veteran Affairs will send all tuition and fee  
payments directly to the student. |
|---|---|---|
| Chapter 1606  
Montgomery GI Bill Selected  
Reserves | Certificate of Eligibility | Veteran Affairs will send all tuition and fee  
payments directly to the student. |
| **Air Force** | | |
| 1. Student does not have to  
submit anything to the  
Financial Aid Office.  
2. Student must log-into their  
AIPortal and submit an invoice  
listing their classes.  
3. Student must email the  
osfa@tcnj.edu to inform the  
Financial Aid Veterans  
Certifying Officials they have  
registered their classes in the  
AIPortal. | | The Air Force will forward monies to the Office  
of Student accounts after the Financial Aid  
Veteran Affairs School Certifying Official have  
certified and approved the courses and  
generated an invoice in the AIPortal. |
| **GoArmy Ed** | | |
| Student does not have to submit anything to the Financial Aid Office. Per the GoArmy Ed Handbook students must:  
1. Cadet complete course planner  
2. Cadet submits Cadet Payment Request (CPR) after the last course add/drop date.  
CPR gets approved by the GoArmy ED administrators | 1. TCNJ Financial Aid Office checks the  
GoArmy Ed database after the TCNJ  
Add/Drop Dates to view the USACC Invoice.  
2. The FAO verify the lines in the invoice.  
a. Approve – the classes on the invoice are in TCNJ PAWS with the  
correct tuition and fees total.  
Reject – if there are any discrepancies. Per GoArmy ED the entire invoice is rejected and the cadet is automatically notified. | |
| **National Guard** | Commanders Certification (must be submitted every semester) | The Office of Student Accounts will post the  
amount waived to the student’s account. |

*The Free Application for Federal Student Aid must be filed every year (www.fafsa.gov)*

**Step 3: TCNJ Online Veterans Education Benefits Request Form**

Complete the TCNJ Veterans Education Benefits Request Form. When you complete the online form it is sent electronically to the Office of Student Financial Assistance. The Veterans Education Benefits Request Form must be completed every academic year to certify the cost of tuition and fees with Veteran Affairs. The link to complete the form is: http://veterans.pages.tcnj.edu/getting-started/new-students/.

**Step 4: Financial Aid Appointment**

Student Financial Assistance  
Mailing Address: PO Box 7718, Ewing, NJ 08628  
Office Location: Green Hall 101  
Website: www.tcnj.edu/~sfs/aid/  
Phone/Email: (609) 771-2211 - osfa@tcnj.edu  
10/25/2017
Make an appointment to meet with an Associate Director if you have questions. Bring your Veterans education benefits certification paperwork to the appointment if it has not been submitted. To schedule an appointment to meet with an Associate Director call 609-771-2211 or email OSFA@tcnj.edu.

**Step 5: Authorized Users (Auxiliary Access)**

An Authorized User is an individual who has been granted permission to view and discuss a student’s billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals with whom they wish to share their account details. Once enrolled as Authorized Users, these individuals are granted auxiliary access to the College’s information system (PAWS), where they can log in to complete the tasks. Please visit the following website for instructions: http://authorizeduser.pages.tcnj.edu/

**Step 6: Office of Student Accounts – Billing, Payment Plan, Parking, ID Card Services**

The Office of Student Accounts located in Green Hall 119 serves the TCNJ Community by billing student tuition and fees, room and board, processing refunds, issuing the TCNJ ID Card, and providing parking services through sale or issuance of parking permits. Below are links to additional information:

- Office of Student Accounts main website - http://studentaccounts.tcnj.edu/
- Billing - http://studentaccounts.tcnj.edu/billing/
- Parking - https://parking.tcnj.edu/
- ID Card Services - http://cardservices.pages.tcnj.edu/