

**The College of New Jersey
Office of Student Financial Assistance
Veteran Affairs Office
Principles of Excellence**

The College of New Jersey has established principles of excellence for serving service members, veterans, spouses and other family members by providing the following services and regulations.

Principle A: The Office of Student Financial Assistance sends a financial aid award brochure to all admitted first-year undergraduate students who file the Free Application for Federal Student Aid and lists the TCNJ school code (002642) in March – April. The financial aid award brochure is also displayed on website. The brochure explains how to view the estimated financial aid package online, financial aid new student checklists, cost of attendance, financial aid worksheet and various financial aid options to meet the cost of attendance.

Principle B: The Office of Student Financial Assistance has an open door policy and welcomes all veterans to meet with a Veterans Affairs Financial Aid Counselor by contacting our office at 609-771-2211. New TCNJ Veteran students should bring their ‘Certificate of Eligibility’ and/or ‘Veterans Affairs Enrollment Certification’ and all other pertinent financial aid documents to the Office of Student Financial Assistance located in Green Hall Room 101.

Principle C: The College of New Jersey Office of Student Financial Assistance and the Office of Admissions does not participate in fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9);

Principle D: The College of New Jersey adheres to the middle state, NJ Commission on Higher Education and USDE requirement that mandates the for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the substantive change requirements of the accrediting agency; in order to participate in Title IV programs

Principle E: The College of New Jersey has established a policy for service members and reservist regarding re-admittance to a program who are called to activate duty. Information is listed on the TCNJ Policies at TCNJ website:

<http://policies.tcnj.edu/policies/digest.php?docId=8288>

Principle F: The College of New Jersey Office of Student Financial Assistance adheres to United States Department of Education Return to Title IV guidelines of the Higher Education Act of 1965. The guidelines outlines the rules and regulations regarding the refund policy and returning Title Four federal aid as it relates to refunding unearned student aid.

Principle G: All veteran students as are all TCNJ students are provided educational plan pertinent to their declared major detailing the requirements necessary to graduate and the expected timeline of completion. Students at The College of New Jersey are assigned a faculty advisor whose contact information is posted in the student's online portal. The Advising Resources website and the staff of Advising Resources are dedicated to providing the best tools and information possible to students and faculty neither is meant to take the place of the advisor. The Office of Records and Registrations, however, offer a variety of tools and services to applicants, current students, those who are ready to graduate, and faculty advisors. These include overseeing the PAWS Academic Advisement Reports, evaluating transfer credit, posting Advanced Placement and other test credit, processing exceptions and waivers to student records, and a host of other services. For additional information please visit the website: <http://advisingresources.pages.tcnj.edu/> or contact the Office of Records and Registration at 609-771-2141 or visit their main home page at <http://recreg.pages.tcnj.edu/>.

Principle H: The Office of Student Financial Assistance has two Veteran Affairs counselors who meet with veteran students regarding their educational benefits. Also, The College of New Jersey also provides all student access to the [Counseling and Psychological Services link to website](http://www.tcnj.edu/~sa/counseling/)(<http://www.tcnj.edu/~sa/counseling/>) and [Office of Differing Abilities Services \(link to website\)](http://www.tcnj.edu/~sa/disability/archive/index.html) (<http://www.tcnj.edu/~sa/disability/archive/index.html>) advocates for campus disability awareness, understanding and inclusion through education, counseling, and service in an effort to provide persons with disabilities and their advocates an opportunity to demonstrate and achieve social justice and equality.