



## The College of New Jersey

Office of Student Financial Assistance <http://veterans.pages.tcnj.edu/>

Email: [osfa@tcnj.edu](mailto:osfa@tcnj.edu)

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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 - <https://www.va.gov/education/how-to-apply/>

**Step 2: Once you are accepted to The College of New Jersey submit the following documentation to our office based on the type of Veterans Education Benefits you are planning to use.**

- ✓ **Complete the TCNJ Online 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 before your benefits are certified in the VA system. The link to complete the form is: <https://tinyurl.com/y6an79sl>
- ✓ **Billing and Balances** - Students are responsible for paying their outstanding balance by the [billing calendar](#) managed by the [Office of Student Accounts](#) (OSA). OSA offers several [bill payment options](#) to help students pay the bill. Questions regarding billing and payments should be directed to the [Office of Student Accounts](#) via email [stuacct@tcnj.edu](mailto:stuacct@tcnj.edu) or phone (609) 771-2172.

Type of Veterans Education Benefits	Submit to the Financial Aid Office	Veterans Education Benefits

<p><b>Chapter 31</b> Vocational Rehabilitation</p>	<p>Send an email to <a href="mailto:osfa@tcnj.edu">osfa@tcnj.edu</a> and indicate that you are a new student and include your TCNJ PAWS ID number. Include the name, phone number and email of your VA Vocational Rehabilitation Counselor.</p>	<ol style="list-style-type: none"> <li>1. TCNJ Financial Aid Office (FAO) will email the VA Vocational Rehabilitation Counselor (VRC) to request that the VRC submit an authorization in the VA Tungsten Portal.</li> <li>2. Once the authorization is submitted, the TCNJ FAO will receive an email to proceed and submit the student's billing invoice and student schedule.</li> <li>3. TCNJ's Student Accounts Office will be notified to place a third-party waiver on the student bill for the amount that will be paid by the VA.</li> <li>4. Veterans Affairs will send the tuition and fees payment directly to TCNJ. A waiver is posted to the student's account.</li> </ol>
<p><b>Chapter 33</b> Post 9-11 G.I. Bill</p>	<p>Certificate of Eligibility</p>	<ol style="list-style-type: none"> <li>1. The Financial Aid Office informs the Office of Student Accounts to place a third-party waiver on the student bill based on the percentage of tuition and fees that will be paid as stated on the Certificate of Eligibility. The VA will send the tuition and fee payments directly to TCNJ. Any additional payments are sent directly to the student. Contact the VA Student Help Desk regarding the additional payments at 888-442-4551</li> <li>2. The tuition and fees are certified in the VA portal after the TCNJ Add/Drop period each semester.</li> <li>3. If a student is also planning to use the NJ National Guard Tuition Waiver, this may impact the total amount that will be paid by the Post 9-11 G.I. Bill.</li> <li>4. Adjustments to your schedule (dropping a class/es) after the add/drop period may create a debt. A portion of the waiver may be reduced and returned to the VA.</li> </ol>
<p><b>Chapter 35</b> Survivors and Dependents Education Assistance</p>	<p>Certificate of Eligibility</p>	<ol style="list-style-type: none"> <li>1. The Financial Aid will inform the VA the total amount of units/credits the student is enrolled in for the semester after the TCNJ Add/Drop date.</li> <li>2. The VA will send the student their VA payments. Contact the VA Student Help Desk regarding the payment process at 888-442-4551</li> </ol>

<b>Chapter 1606</b> Montgomery GI Bill Selected Reserves	Certificate of Eligibility	<ol style="list-style-type: none"> <li>1. The Financial Aid will inform the VA the total amount of units/credits the student is enrolled in for the semester after the TCNJ Add/Drop date.</li> <li>2. The VA will send the student their VA payments. Contact the VA Student Help Desk regarding the payment process at 888-442-4551</li> </ol>
<b>Air Force</b>	<ol style="list-style-type: none"> <li>1. Once you are registered for classes, obtain approval from the AirForce for the tuition assistance at your command or company.</li> <li>2. Verify with the Air Force if you need to submit your classes into the student AirForce portal to initiate the process.</li> <li>3. Submit the paperwork to <a href="mailto:osfa@tcnj.edu">osfa@tcnj.edu</a> as soon as possible. This will have the instructions needed for our office to certify and invoice the AirForce.</li> </ol>	The Air Force will forward tuition assistance payments to the College after our office has certified your enrollment and tuition in the AirForce Portal.
<b>Army Tuition Assistance</b>	<ol style="list-style-type: none"> <li>4. Once you are registered for classes, obtain approval from the Army for the tuition assistance at your command or company.</li> <li>5. Submit your course and tuition amounts in the student Army Tuition Assistance portal.</li> <li>6. Submit the paperwork to <a href="mailto:osfa@tcnj.edu">osfa@tcnj.edu</a> as soon as possible. This will have the instructions needed for our office to certify and invoice the Army Tuition Assistance program.</li> </ol>	The Army Tuition Assistance Program will forward tuition assistance payments to the College after our office has certified your enrollment and tuition in the portal.

<p><b>National Guard of NJ</b></p>	<p>1. File the Free Application for Federal Student Aid (FAFSA) at <a href="http://fafsa.gov">fafsa.gov</a>. <b>This is a requirement of the NJ National Guard Tuition Waiver program.</b> Federal and state grants if applicable are deducted first from the tuition and then the National Guard Tuition Waiver is applied. Also, if the student is planning to use Chapter 33 Post 9-11 G.I. Bill benefits this may impact the amount of the National Guard Tuition Waiver.</p> <p>2. Submit a signed Commanders Certification every semester. The certification must have the semester on the document.</p>	<p>The Office of Student Accounts will post the amount waived to the student's account.</p>
<p><b>Army ROTC Program</b></p>	<p>1. The Princeton Army ROTC Program will notify the Office of Financial Aid of the Army ROTC Scholarship students.</p> <p>2. The cadet must submit the Cadet Payment Request (CPR) to the Army system. Consult the Princeton Army ROTC regarding this process. Once the CPR is approved by the Go Army ED administrators the Financial Aid Office will receive an email with instructions to certify the cadet's tuition and fees.</p>	<p>The Financial Aid Office will place an 'Anticipated Army ROTC Scholarship' waiver on the bill. This anticipated waiver will be removed after a certain time period if the Cadet has not submitted the CPR to the Army portal. The student will then begin receiving monthly bills from the Office of Student Accounts.</p>

#### Step 4: Financial Aid Appointment/Questions

#### Title IV Funding

The College of New Jersey (TCNJ) is a Title IV school that processes U.S. federal student aid. Attendees of TCNJ, who demonstrate financial need, may be eligible to receive student loans, grants and work-study funds. TCNJ follows the rules put in place through the Higher Education Act and all of its subsequent amendments. As it relates to higher education, from its conception through current day, the act protects students from discrimination on the basis of race, color, religion, or national origin. In 1972, Title IX was added to include

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*The College of New Jersey*  
**Student Financial Assistance**  
 2000 Pennington Avenue, Ewing, NJ 08628  
 Office Location: Green Hall 101

protection from discrimination on the basis of sex. There are a number of [Title IV](#) funds available to students attending a Title IV institution.

When the [Free Application for Federal Student Aid \(FAFSA\)](#) is filed students are considered for grants (undergraduate students only) and the [Federal Direct Stafford Loan](#) (FDSL) to help cover the cost of college. To speak with a counselor about the FDSL program or private loans email [osfa@tcnj.edu](mailto:osfa@tcnj.edu) or call (609) 771-2211 to schedule an appointment.

### **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:

<https://authorizeduser.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/>
- ✓ Installment Payment Plan - <http://studentaccounts.tcnj.edu/billing/bill-payment-options/installment-payment-plan/> ✓ Parking - <https://parking.tcnj.edu/>
- ✓ ID Card Services - <https://cardservices.tcnj.edu/>