



**The College of New Jersey
Office of Student Financial Assistance**

<http://veterans.pages.tcnj.edu/>

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.

Type of Veterans Education Benefits	Submit to the Financial Aid Office	Veterans Education Benefits
Chapter 30 Montgomery GI Bill Active Duty	Certificate of Eligibility	Veterans Affairs sends all payments directly to the student.
Chapter 31 Vocational Rehabilitation	Authorization and Certification of entrance or Re-Entrance into Rehabilitation and Certification Status (Form 28-1905) <i>*Note-The TCNJ Bookstore requires Form 28-1905 and it should be addressed and submitted directly to the TCNJ Barnes and Noble Book Store.</i>	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 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.
National Guard	Commanders Certification (must be submitted every semester) <i>*The Free Application for Federal Student Aid must be filed every year (www.fafsa.gov)</i>	The Office of Student Accounts will post the amount waived to the student's account.

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

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

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

4/20/2015

