



How to Set up a Monthly Payment Plan (Authorized Users)

This tutorial covers how a Panther Partner can enroll into an optional monthly payment plan to pay tuition, housing, meals and required fees. Payment Plan is available each term (excluding Interterm).

1. Login to the [Chapman University ePay Access](#)

CHAPMAN UNIVERSITY | **Students** | VISIT APPLY GIVE | INFO FOR ▾ | Search... 🔍

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Home / Students ▾ / Tuition and Aid ▾

Student Business Services

- Tuition and Tuition Services
- Billing
- Refund Information
- Tuition Withdrawal Policy
- FAQs
- Forms
- 1098-T Tuition Statement
- **Panther Partner Authorized Users**
- Contact Us
- Tuition Protection Plan
- Chapman eAccounts

Welcome Panther Partner Authorized User

What is a Panther Partner Authorized User?
Panther Partner Authorized Users have been granted access by a student to Chapman ePay, to view billing statements, make payments, enroll in payment plans and review account activity.

How do I become a Panther Partner Authorized User?
Students must set up Panther Partner Authorized Users and grant access to their Chapman ePay account.
[Student instructions for setting up ePay access for Panther Partner Authorized Users](#)

Chapman ePay Access for Panther Partner Authorized Users

- Make Tuition Payments and Deposits
- View Statements
- Enroll in Payment Plans
- View Account Activity

[Panther Partner Authorized User Login »](#)
[Chapman ePay Video Tutorials »](#)
[Student Instructions for setting up a Panther Partner Authorized Account »](#)

Panther Partner Authorized User ePay Access

Purchase Declining Balance / eAccounts

Purchase Panther Bucks/Commuter Meal Plans

QUESTIONS? ASK PANTHERBOT

2. From the Home tab select **Payment Plans** and select **Enroll Now**

Home | My Account | My Profile | Make Payment | **Payment Plans** | Deposits | Refunds | Help

Payment Plans

Manage Plans | Plan History

i You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.

Enroll Now



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3. Select the **Term available dropdown**. Review the term requirements, a \$50.00 Setup Fee and acknowledge there may be a \$25.00 late fee assessed if applicable, then **Click Select**

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Agreement

Select Term

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Spring 2022 Semester Payment Plan	\$50.00	5	\$25.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

4. Read the **Payment Plan Schedule**, choose between **automatic payment option** and click **Continue**

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.



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- Payments can be made from a personal checking or savings account. Chapman University does not accept credit cards as a form of payment for tuition, housing, meals and mandatory fees. Select the only available payment method, **Electronic Check** and select **Continue**

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount

Method

Electronic Check - Payments can be made from a personal checking or savings account.

- Complete the **Bank Account Information** and the **Billing Information** for the bank account holder then select **Continue**

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount

Method

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to **Security Settings** in My Profile to enroll.



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7. Read the **Payment Plan Agreement**, if you agree, select **'I Agree to the terms and conditions'** and click **Continue**

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$6,170.00 as a part of your enrollment

I also understand that failure to meet the terms of this agreement may entitle **Chapman University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$2,040.00 due now**

Installment 2 in the amount of **\$2,040.00 due now**

Installment 3 in the amount of **\$2,040.00 due now**

Installment 4 in the amount of **\$2,040.00 due on 3/20/22**

Installment 5 in the amount of **\$2,040.00 due on 4/20/22**

This agreement is dated 02/28/2022 14:46:05 PM PST.

For fraud detection purposes, your internet address has been logged:

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact epay@chapman.edu.

I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue



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8. Read the **ACH Payment Agreement**, if you agree, select **'I Agree to the terms and conditions'** and select **Continue** to receive a printable **Payment Receipt**

Payment Plan Enrollment



Select



Schedule



Payment



Plan Agreement



Agreement

ACH Payment Agreement

I hereby authorize **Chapman University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

Installments:

Installment 1 in the amount of **\$2,040.00 due now**

Installment 2 in the amount of **\$2,040.00 due now**

Installment 3 in the amount of **\$2,040.00 due now**

Installment 4 in the amount of **\$2,040.00 due on 3/20/22**

Installment 5 in the amount of **\$2,040.00 due on 4/20/22**

This agreement is dated

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To revoke this authorization agreement you must contact: epay@chapman.edu

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I agree to the above terms and conditions.

Back

Cancel

Print Agreement

Continue