



How to Set up a Monthly Payment Plan

This tutorial covers how a student 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 Self Service](#)
2. Once logged in, click **Financial Account** to expand box
3. Click on the **Access ePay Tab** on the left in the expanded box, then select the **Access ePay Button**

Student Center Homepage Access ePay

- Account Summary
- Access ePay** (highlighted)
- Account Activity
- Payment History
- Pending Financial Aid
- Make an eDeposit
- View 1098T Statement
- View Student Permissions

Access ePay

Use the Access ePay button for the following services:

- Make a Payment - Credit/debit cards are not accepted for tuition and fees on the student account
- View Billing Statements
- Payment Plans - Enroll/View/Pay
- Purchase Tuition Insurance
- Set up Panther Partner Authorized Users
- Set up an eRefund Account
- Acknowledge Tuition Withdrawal Policy

Access ePay (button with arrow)

4. From the **Home** page select **Enroll in Payment Plan**

CHAPMAN UNIVERSITY Logged in as: [Name] | Logout

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

Announcement

Welcome to Chapman University ePay!

ePay will be unavailable due to system maintenance Saturday, March 12 at 5am PST – Monday, March 14 at 10:00 am PST.

Payment plans are term specific. You must enroll each eligible term.

To review balances after Pending Aid, click **View Statements** in the Statements box and select your Most Recent Billing Statement

Student Account ID: [Redacted]

Balance \$1,095.00

[View Activity](#)
[Enroll in Payment Plan](#) (highlighted)
 [Make Payment](#)

Statements

Your latest eBill Statement (2/28/22) Statement : \$1,095.00 [View Statements](#)

Your latest 1098-T Tax statement 2021 1098-T Statement [View Statements](#)

My Profile Setup

- Panther Partner Authorized Users
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds



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5. **Select the Term from the 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**

CHAPMAN UNIVERSITY | Logged in as: [redacted] | Logout

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

Payment Plan Enrollment

Select | Schedule | Agreement

Select Term: Spring 2022 [Select]

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Spring 22 Orange Campus and Rinker Semester	\$50.00	5	\$25.00	Details Select

6. Read the **Payment Plan Schedule**, choose between **automatic payment options** at the bottom of the page 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.

Back | Cancel | Continue

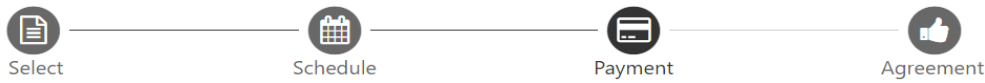


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7. Payments can be made from a personal checking or savings account. Chapman University does not accept credit/debit cards as a form of payment for tuition, housing, meals and mandatory fees. Select payment method, **Electronic Check** and click **Continue**

Payment Plan Enrollment



- 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 \$6,170.00
 Method

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

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

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- 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 \$6,170.00
 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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9. 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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10. 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**

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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