Rinker Student Checklist: Spring 2021

☐ Tuition & Fee Master Payment Contract – New Incoming Students Only
  o All students are required to complete and submit a Tuition & Fee Master Payment Contract prior to the start of the term. Please review your Student Center “To Do List” to verify if you have previously submitted a contract. The contract outlines the student's rights and responsibilities regarding tuition fees and payment.
  o The contract is available online. Students can submit the contract via their Chapman University email to their account advisor or to ocbusn@chapman.edu
    ▪ Deadline: January 4, 2021

☐ Chapman Release Authorization
  o Student records at Chapman are governed by the Family Educational Rights and Privacy Act (FERPA). Chapman is prohibited from providing student information to anyone other than the student. For Chapman to release student information, the Chapman Release Authorization form must be submitted by the student. Student information will only be released by departments authorized and only to the specified individuals.
  o The form is available online. Students can submit the contract via their Chapman University email to their account advisor or to ocbusn@chapman.edu

☐ Parking Permit Registration and Waiver
  o Students must register their vehicle to be eligible to park on campus. Parking permits are virtual and are tied to the license plate. Permits are mandatory. Anyone not driving to campus must file for a parking permit waiver.

☐ Proof of Health Insurance
  o Students identified as returning to campus will be billed health insurance unless they provide proof of their own health insurance coverage, as outlined in the CU Safely Back website.

☐ Domestic Student Health Insurance
  o Student health insurance can be purchased each academic year by completing the Student Health Request Form available online. Deadline: February 22, 2021
  o Certain Graduate Health Sciences programs (Doctor of Pharmacy, Physical Therapy, and Physician Asst. Studies) are required to have health insurance. Therefore, Chapman bills health insurance as a part of the registration. Students who have their own coverage may opt-out of Chapman’s health insurance by completing the Health Insurance Waiver online. Deadline: February 22, 2021.

☐ International Student Health Insurance
  o Health insurance coverage is required for all international students, thus they are automatically billed as part of registration. Students who have their own coverage may opt-out of Chapman’s health insurance by completing the Health Insurance Waiver online. Deadline: February 22, 2021.

☐ Apply for Financial Aid – New Incoming Students
  o Step 1: Apply for admission to Chapman. Once admitted, students can be awarded financial aid.
  o Step 2: All students looking to receive aid must complete the Free Application for Federal Student Aid (FAFSA). It is available October 1st & should be postmarked or submitted online by March 2nd to meet Chapman’s priority deadline. Chapman University’s federal school code is 001164.
  o Remember to apply for Aid every academic year
  o Questions? Graduate Financial Aid Office: (714) 628-2730 / GradFinAid@chapman.edu

☐ Panther Partner Authorized User
  o Students may provide access to the ePay account to another person (ex: parent or guardian). They must setup that person as a Panther Partner Authorized User via the ePay site under “My Profile Setup”.

Student Business Services: One University Drive, Orange, CA 92866
Payment Plan (optional per term)
- The monthly payment plan enables students & Panther Partner Authorized Users to make monthly installments towards tuition and fees.
- Payment Plan Enrollment Instructions:
  - Log into your Student Portal: my.chapman.edu
  - Click on “Student Center”.
  - Under the Finances section, click “Access ePay”.
  - Click on “Enroll in Payment Plan”.
  - Select the term from the drop-down box and follow the instructions.

Student eRefund (Direct Deposit)
- Chapman issues student refunds when the account has an eligible credit balance. To set up a direct deposit eRefund account, students will need their bank routing & account numbers. To setup an eRefund:
  1. Log into your my.chapman.edu Student Center
  2. Select “Access ePay” under the “Finances” section
  3. From “My Profile Setup”, select “Electronic Refunds”
  4. Click “Set Up Account” & follow the instructions

Panther Partner Authorized User eRefund (Direct Deposit)
- Chapman issues Panther Partner refunds when there is an eligible credit from a parent plus loan or by request from the student. To set up a direct deposit eRefund account, Panther Partners will need their bank routing & account numbers. To setup an eRefund:
  1. Log into your ePay account
  2. From the home page select “Electronic Refunds”
  3. Click “Set Up Account” and follow the instructions.

Tuition Protection Plan
- Chapman has partnered with Grad Guard to offer an optional tuition protection plan. It is designed to protect your educational investment by reimbursing tuition costs should you find it necessary to leave the university. If you wish to enroll, you can apply for coverage directly with Grad Guard up until the first day of the semester.

Staying Stress-Free
- Student accounts are updated daily. Review the account at my.chapman.edu to ensure bills are paid on time and there are no holds on the account. Holds can prevent registration.
- Regularly log into your Student Portal via my.chapman.edu
- Know your payment method and due dates.
- Understand Chapman’s Tuition Withdrawal Policy.
- Stay on top of your Chapman emails.
- Financial Aid: Prior to the beginning of each term, statements will report accepted financial aid as “pending” & calculate the remaining balance due. Complete any required documents to avoid a delay in funds. If no aid appears on your eStatement, please contact the Financial Aid Office at 714-628-2730.

Student Service Contacts
- Student Business Services:
  - Orange Campus phone: (714) 997-6617
  - Email: ocbusn@chapman.edu
  - Account Advisor: www.chapman.edu/sbscontact

- Cashiers Office:
  - Orange Campus phone: (714) 997-6838
  - Email: cashier@chapman.edu