Student Checklist: Summer 2020

To minimize the spread of COVID 19 & protect the safety of our students, in-person services will be unavailable until further notice.

☐ 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 or at the Business Office. It can be submitted via:
    ▪ Email: Students should email from their Chapman email to ocbusn@chapman.edu
    ▪ Mail: Chapman University: Student Business Services, One University Dr, Orange, CA 92866
    ▪ Deadline: May 25, 2020

☐ 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 or at the Business Office. It can be submitted via:
    ▪ Email: Students should email from their Chapman email to ocbusn@chapman.edu

☐ Parking Permit Registration
  o Students must register their vehicle, to qualify for parking on campus.

☐ Domestic Student Health Insurance
  o Certain Graduate Health Sciences programs are required to have health insurance. Therefore, Chapman bills health insurance as a part of the registration.
  o Student Health Insurance Cost: $2,040 annual ($680 per term).
  o Purchase Student Health Insurance: Complete & submit the Student Health Request Form available online.
  o Deadline: May 25, 2020

☐ International Student Health Insurance
  o Health insurance coverage is required for all international students. International students are automatically billed for the student health insurance.
  o Student Health Insurance Cost: $2,040 annual ($680 per term).
  o If the student has health insurance, they can waive the cost by completing the Health Insurance Waiver online.
  o Deadline: May 25, 2020

☐ 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
**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.

**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.
- **Set up an eRefund (for students only):**
  - Log into your Student Portal: my.chapman.edu
  - Click on “Student Center”.
  - Under the Finances section, click “Access ePay”.
  - From “My Profile Setup”, select “Electronic Refunds”
  - Click “Set Up Account” and follow the instructions.

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

**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 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/sbscontacts

- **Cashiers Office:**
  - Orange Campus phone: (714) 997-6838
  - Orange Campus fax: (714) 744-7995
  - Email: cashier@chapman.edu