Student Checklist: Fall 2020

□ 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
    ▪ Deadline: August 17, 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 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.

□ Domestic Student Health Insurance
  o Proof of health insurance will be required of all students, once in-person instruction resumes. However, proof of health insurance is required effective August 31 for the following students:
    ▪ Students living in Chapman housing
    ▪ Students in academic programs approved for in-person instruction
    ▪ Students approved to return to campus during remote instruction for research or employment purposes.
  o Therefore, all students must provide confirmation that they have the required medical insurance coverage, or they will be enrolled in the plan selected by the university and charged the cost of coverage ($2,040 annually).
  o Student health insurance can be purchased each academic year, upon request.
  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 are not automatically enrolled in student health insurance can enroll by submitting the Student Health Request Form available online. Deadline: September 21, 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. If the student has health insurance, they can waive the cost by completing the Health Insurance Waiver online. Deadline: September 21, 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

□ 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.
- **Set up an eRefund:**
  - Log into your student portal at my.chapman.edu & select “Student Center”
  - Select “Access ePay”
  - From “My Profile Setup”, select “Electronic Refunds”
  - 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.
- **Set up an eRefund:**
  - Log into your ePay account
  - From the home page select “Electronic Refunds”
  - 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