Student Checklist: Fall 2021

☐ Communication
  o Chapman University communicates with its students via their Chapman University assigned email. This ensures that the student is the sender and protects student privacy. When emailing Student Business Services, please be sure to use your Chapman University email and provide your name and student ID number.

☐ Tuition & Fee Master Payment Contract – (Required)
  o The Tuition & Fee Master Payment Contract is due prior to the start of the trimester. Monitor your Student Center “To-Do List” for the latest available form. This will be required at the start at each academic year.

☐ Chapman Release Authorization
  o Student records at Chapman are governed by the Family Educational Rights and Privacy Act (FERPA). Therefore, 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. The form is available online or at the Student Business Services. It can be submitted via email to your account advisor or 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.

☐ Student Health Insurance
  o Proof of health insurance will be required of all students. Monitor your Student Center “To Do List” to submit your proof of insurance. Otherwise, you will be enrolled in the plan selected by the university and charged the cost of coverage ($2,040 annually).
  o Health insurance coverage is required for all international students. International students are automatically billed for the student health insurance upon registration. If the student has health insurance, they can waive the cost by completing the proof of insurance form available in their Student Center, beginning July 1.
  o Student Health Insurance can be purchased each academic year, upon request.
  o Purchase Student Health Insurance: Beginning July 1, 2021, you may login to your “Student Center”, click on “Student Forms” to purchase coverage.
  o Deadline: September 20, 2021

☐ Reminder - Apply for Financial Aid
  o Apply or submit your renewal for Free Application for Federal Student Aid (FAFSA) by March 2nd to be eligible for financial aid. Questions? Graduate Financial Aid Office: (714) 628-2730 / GradFinAid@chapman.edu
  o Prior to the beginning of each semester, eStatements will report accepted financial aid as “estimated” & calculate the remaining balance due. Complete any required documents, to avoid a delay in the receipt of funds. If no aid appears on your eStatement, please contact the Financial Aid Office.

☐ 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”.

☐ Billing Statements
  o Electronic billing statements are available the first week of each month. You may view your statement by logging into the ePay site from your my.chapman.edu Student Center. Fall tuition is due August 20. You have the option to pay in full or setup a payment plan. The payment plan will split the balance due into 4 installments (August 20 – November 20). Please note, Interterm is not eligible for a payment plan.
    ▪ Log into your my.chapman.edu Student Center and click “Access ePay” under the Finances section.
    ▪ On the ePay site, click “Enroll Payment Plan” and select the term.
Tuition cannot be paid with a credit card. Visit the Make a Payment webpage to know your payment methods.

Review your student account at my.chapman.edu, Student Center, to ensure bills are paid on time and there are no holds on the account. Holds may prevent registration.

**Tuition Withdrawal Policy – Dropping/Adding Classes & Withdrawals**

- Tuition refunding deadlines differ from the academic deadlines for dropping/adding classes & withdrawing from Chapman. Each student is responsible for understanding those deadlines. Withdrawing from Chapman can result in a return of federal financial aid funds, which may result in a balance owing from the student. The Tuition Withdrawal Policy is available online.

**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.

**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.

**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. Coverage can be purchased via the student’s ePay site, up until the first day of the trimester.

**Student Service Contacts**

- **Student Business Services:**
  - Orange Campus phone: (714) 997-6617
  - Email: ocbusn@chapman.edu
  - Account Advisor: [www.chapman.edu/sbscontacts](http://www.chapman.edu/sbscontacts)

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

- **Graduate Financial Aid**
  - Phone: (714) 628-2730
  - Email: GradFinAid@chapman.edu