Student Checklist: Fall 2020

☐ Tuition & Fee Master Payment Contract – (Required) New Incoming Students
- A Tuition & Fee Master Payment Contract is due prior to the start of the semester. Review your Student Center “To-Do List” to see if this item remains outstanding.
- The contract is available online or at the Student Business Services. It can be submitted via:
  ▪ Chapman Email: Students should email ocbusn@chapman.edu
  ▪ Deadline: August 17, 2020

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

☐ Chapman Release Authorization
- 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: Students should email from their Chapman email to ocbusn@chapman.edu

☐ Parking Permit Registration and Waiver
- 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
- 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.
- 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).
- Student health insurance can be purchased each academic year, upon request.
- Purchase Student Health Insurance: Submit the Student Health Request Form available online.
- Deadline: September 21, 2020

☐ International Student Health Insurance
- 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 Health Insurance Waiver online.
- Deadline: September 21, 2020

☐ Tuition Protection Plan
- Chapman has partnered with Grad Guard to offer an optional tuition protection plan. It’s designed to protect your educational investment by reimbursing tuition costs, should you find it necessary to leave the University for medical reasons. If you wish to enroll, you can apply for coverage directly with Grad Guard up until the first day of the semester, August 31, 2020

☐ Anticipated Tuition and Fees- New Incoming Students
- To provide new undergraduates a bill for full-time status while they enroll in the classes of their choice, the initial statements will report “anticipated tuition” and required charges for full time status. Any class/lab fees will be charged to the account at the time of enrollment in a class subject to that fee.
Billing Statements
- Electronic billing statements are available the first week of each month. You may view your statement by logging into my.chapman.edu Student Center under the finance section and click on Access ePay.

Reminder- Apply for Financial Aid
- Apply or submit your renewal for Free Application for Federal Student Aid (FAFSA) by March 2nd to be eligible for financial aid. Questions? Undergraduate Financial Aid Office: (714) 997-6741 / FinAid@chapman.edu

Payment Plan (Optional)
- A Monthly payment plan enables you to make monthly installments towards tuition and fees. Interterm is not eligible.
- 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 and select “Student Center”
  - Select “Access ePay”
  - From “My Profile Setup”, select “Electronic Refunds”
  - Click “Set Up Account” and 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 Panther Partner Authorized User ePay account.
  - From the home page, select “Electronic Refunds”
  - Click “Set Up Account” and follow the instructions.

Staying Stress Free
- 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.
- 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 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 at 714-997-6741.

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

- Cashier Office
  - Phone: (714) 997-6838
  - Email: cashier@chapman.edu

- Registrar Office
  - Phone: (714) 997-6701
  - Email: registrar@chapman.edu

- Residence Life
  - Phone: (714) 997-6603
  - Email: reslife@chapman.edu

- Undergraduate Financial Aid
  - Phone: (714) 997-6741
  - Email: finaid@chapman.edu