Student Checklist: Spring 2021

☐ When do I pay my tuition?
  o Tuition for Spring 2021 is due on December 20, 2020. Changes made to your account, after the published due date, that result in a balance due are considered due immediately.

☐ Tuition & Fee Master Payment Contract – (Required) New Incoming Students
  o 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.
  o The contract is available online or at the Student Business Services office. It can be submitted via:
    ▪ Chapman Email: Students should email ocbusn@chapman.edu
    ▪ Deadline: January 4, 2021

☐ Panther Partner Authorized User
  o 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
  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.
  o The form is available online or at the Student Business Services. It can be submitted via:
    ▪ Chapman Email: Students should email 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 student health insurance will be required of all students accessing campus.
    ▪ 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 Students who do not submit proof of health insurance may be charged and enrolled in health coverage. Please be sure to provide confirmation that you have the required medical insurance coverage.
  o Purchase Student Health Insurance: Submit the Student Health Request Form available online.
  o Deadline: February 22, 2021

☐ International Student Health Insurance
  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 Student Insurance online by February 22, 2021.

☐ Tuition Protection Plan
  o 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, February 1, 2021

☐ Billing Statements
  o Electronic billing statements are available the first week of each month. Students may view their eStatement 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 (students):
    - 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 (students):
    - 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’s 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

COVID-19 State and County regulations may change suddenly. Please refer to the CUsafely website for updates.