Set up Authorized User

Chapman University uses an electronic billing system, eBill/TouchNet, that allows you and anyone you have authorized to access your ePay account and eBill statements online. **Chapman University does not send paper statements.**

If students would like the billing notification sent to their parents, guardian or another person, they **MUST** add that person as an Authorized User on his/her ePay account. This is the only way anyone other than the student can receive electronic eBill notifications, billing statements AND access student account information. Authorizing users also gives the Student Business Office permission to discuss your student account with the users you designate.

Set up an Authorized User-

1. Log in to your Student Portal: www.my.chapman.edu
2. Once logged in, click the arrow next to the Student Center to expand box.
3. Click on the “Student Center” in the expanded box
4. Once in the Student Center, click “Access ePay” under the Finances section.
5. From the My Account tab select “Authorized Users.”
6. Enter e-mail of Authorized User and access preferences for the Authorized User, click “continue.”
7. Student will be presented with an Agreement to Add Authorized User screen. Check the “I Agree” Box and press “continue.”
8. The Authorized User will receive TWO emails. The First email will be an automated message informing the user that a student has granted access to his or her online student account. The Second email will include a temporary password that the Authorized User will use to log in the first time. The temporary password must be changed upon logging into the system for the first time.

Review Payment Plan (Optional)

The Monthly Payment Plan enables students and their Authorized Users to make interest-free, monthly installments to cover each semester’s tuition, housing, meals, and required fees (bookstore and other charges are not calculated into the plan and must be paid separately). Fall 2016 Payment Plan enrollment begins June 29.

Further information available on our website- [www.chapman.edu/sbs](http://www.chapman.edu/sbs)

Payment Plan Enrollment Instructions-

1. Login to Chapman University Self Portal Service: my.chapman.edu
2. Once logged in, click the arrow next to the Student Center to expand box.
3. Click on the Student Center in the expanded box.
4. Once in the Student Center, click Access ePay box under the Finances section.
5. From your My Account screen, select the Payment Plans tab (top toolbar).
6. Select the Enroll Now button.
7. Select Payment Plan term from drop down box.
8. Once you have selected your term, click Select and follow the instructions.

Set Up Direct Deposit (eRefund)

Chapman University issues refunds to students when their account has an eligible credit balance. Common reasons for a credit balance include: having financial aid payments in excess of their account balance and/or dropped courses within the appropriate deadlines for a refund. You will need your bank’s routing number and your bank account number to set up a direct deposit account.

Set up Direct Deposit Account-

1. Login to Chapman University Self Portal Service- my.chapman.edu
2. Under Finance Section select “Access ePay”
3. Click on “Access Chapman ePay/eBill” to access your ePay account information.
4. Click on “eRefunds” to set up your eRefund account.
5. Click on “Set up Account” to initiate account set up for eRefunds.
6. Read details and follow instructions.
Student Health Insurance

Student Health Insurance is optional. Students who are enrolled in at least six (6) units during the spring semester are eligible to purchase the Student Health Insurance. Student Health Insurance must be requested each academic year to maintain continued coverage.

Student Health Insurance Cost-

The cost of the Student Health Insurance for one academic year is $1,456. ($728/ per semester) Students are billed for the plan in their tuition and fee bill. The fall tuition eBill will reflect the cost of insurance for the fall semester. The spring tuition eBill will reflect the cost of insurance for spring semester.

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Annual</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$728</td>
<td>$728</td>
<td>$1,456</td>
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</table>

Purchase Student Health Insurance-

To purchase the Student Health Insurance, please complete and submit the Student Health Request Form, form may be found on our website- www.chapman.edu/sbs

Student Health Ins. Deadline: September 18, 2016

Dewar Tuition Insurance

Chapman University has partnered with A.W.G Dewar, Inc. to offer an optional Tuition Refund Plan. This plan is designed to protect your educational investment by reimbursing tuition cost should you find it necessary to leave the University for covered reasons after the start of the semester. If you wish to subscribe to the plan, your application and payment must be submitted to A.W.G Dewar by the first day of the semester.

Purchase Dewar Tuition Insurance-

Please contact A.W.G. Dewar Inc., Quincy, Massachusetts.

Website: www.collegefund.com
Phone: (617) 774-1555
Fax: (617) 774-1715
Email: trp@dewarinsurance.com.

Dewar Ins. Deadline: August 29, 2016

Review and Complete Mandatory Form-Tuition and Fee Master Payment Contract

All students are required to complete and sign a Tuition and Fee Master Payment Contract. The Tuition and Fee Master Payment Contract outlines the student’s rights and responsibilities regarding payment of tuition and fees. This form must be signed and returned to the Business Office prior to the start of the semester.

The Tuition and Fee Master Payment Contract is available on our website- www.chapman.edu/sbs

Once completed and signed the form may be emailed, faxed or mailed.

- Email: ocbusn@chapman.edu
- Fax: (714) 744-7995
- Mail:
  Chapman University
  Student Business Services
  One University Drive
  Orange, CA 92866

Students must email our office from their university issued email account for verification.

Review Optional Form- Authorization to Release Student Information Form

Student records at Chapman University are governed by the Family Educational Rights and Privacy Act (FERPA). Chapman University is prohibited from providing student record information to third parties, such as billing, financial aid, educational records, etc. In order for the University to release student record information to anyone other than the student, the Authorization to Release Student Information form must be signed by the student. Student record information will only be released by departments authorized, and only to the third parties specified on the release form.

The Authorization to release Student Information form is available on our website- www.chapman.edu/sbs

Once completed and signed the form may be emailed, faxed or mailed.

- Email: ocbusn@chapman.edu
  (Students must email our office from their university issued email account for verification.)
- Fax: (714) 744-7995
- Mail:
  Chapman University
  Student Business Services
  One University Drive
  Orange, CA 92866
Parking Waiver

Parking is billed to your student account at the time of registration. Under certain circumstances the parking fee may be waived. The waiver will be available online beginning June 1, 2016.

Complete Parking Waiver-

Please visit: www.chapman.edu/vr

1. Click on Vehicle Registration (red link)
2. Enter your User Name and Password and click on Log-in.
3. Once logged in, select Request a parking permit waiver.
4. Read acknowledgement, if agreed check box and click next.
5. Select your waiver reason.
6. Print parking waiver confirmation for your records.

Parking Waiver Deadline: September 18, 2016

Student Health Insurance Waiver

Health insurance coverage is required for all international students. You will be automatically charged for the Chapman international student health plan unless you furnish proof of comparable coverage. If you want to waive the Chapman plan, you must complete an online waiver form.

The annual cost for Health Insurance is $1,456. ($728/ semester)

Complete Student Health Ins. Waiver-

Please visit: www.chapman.edu/students/health-and-safety

1. Select Student Health Services from left menu.
2. Click on All forms from left menu.
3. Click on Health Insurance Waiver Form below Insurance Forms.
4. Log in using your my.chapman.edu username and Password.
5. Read details and follow instructions.

Student Health Ins. Waiver Deadline: September 18, 2016

Apply for Financial Aid

Step One: Apply for admission to Chapman University. Once you have been officially admitted, you can then be awarded financial aid.

Step Two: Complete the Free Application for Federal Student Aid (FAFSA). All students looking to receive aid must fill out this form. The FAFSA is available January 1st and must be postmarked or submitted online by March 2nd to meet Chapman University’s priority deadline. (Chapman University’s federal school code is 001164.)

Step Three: If you are a new student applying for a Cal Grant, you must also have your GPA Verification sent by your High School or College to the California Student Aid Commission by March 2nd.

Have financial aid questions?
Please contact the Undergraduate Financial Aid Office at (714) 997-6741 or email: finaid@chapman.edu

Please contact the Graduate Financial Aid Office at (714) 628-2730 or email: gradfinaid@chapman.edu

Stay On Top of Your Student Account

Review your student account regularly in my.chapman.edu to ensure bills are paid on time and registration for future terms isn’t prevented due to past due charges. Your student account is updated daily.

Tips for success:

- Check your student account in my.chapman.edu on a regular basis.
- Know your Tuition Payment Options.
- Understand Chapman University’s Withdrawal Policy.
- Stay on top of your Chapman emails
## Important Student Service Contact Information

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<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>(714) 744-7959</td>
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<tr>
<td>Bookstore</td>
<td>(714) 997-6718</td>
<td>(714) 997-6936</td>
<td><a href="mailto:ocbsun@chapman.edu">ocbsun@chapman.edu</a></td>
</tr>
<tr>
<td>Business Office</td>
<td>(714) 997-6617</td>
<td>(714) 744-7995</td>
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<tr>
<td>Career Development Center</td>
<td>(714) 997-6942</td>
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<tr>
<td>Cashier Office</td>
<td>(714) 997-6838</td>
<td>(714) 744-7995</td>
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<tr>
<td>Dean of Students</td>
<td>(714) 997-6721</td>
<td>(714) 532-6721</td>
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<tr>
<td>Financial Services</td>
<td>(714) 997-6873</td>
<td>(714) 532-6063</td>
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<tr>
<td>Public Safety</td>
<td>(714) 997-6763</td>
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<tr>
<td>Office of the University Registrar</td>
<td>(714) 997-6701</td>
<td>(714) 628-2707</td>
<td><a href="mailto:registrar@chapman.edu">registrar@chapman.edu</a></td>
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<tr>
<td>Housing and Residential Life</td>
<td>(714) 997-6603</td>
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<td><a href="mailto:reslife@chapman.edu">reslife@chapman.edu</a></td>
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<tr>
<td>Sodexo Restaurant Services</td>
<td>(714) 997-6902</td>
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<tr>
<td>Student Employment Services</td>
<td>(714) 997-6674</td>
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<td>Student Health Services</td>
<td>(714) 997-6851</td>
<td>(714) 744-7077</td>
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