

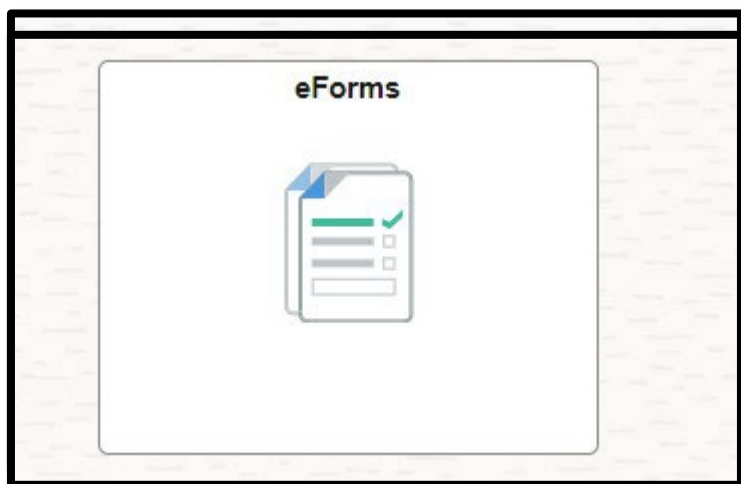


Student Business Services

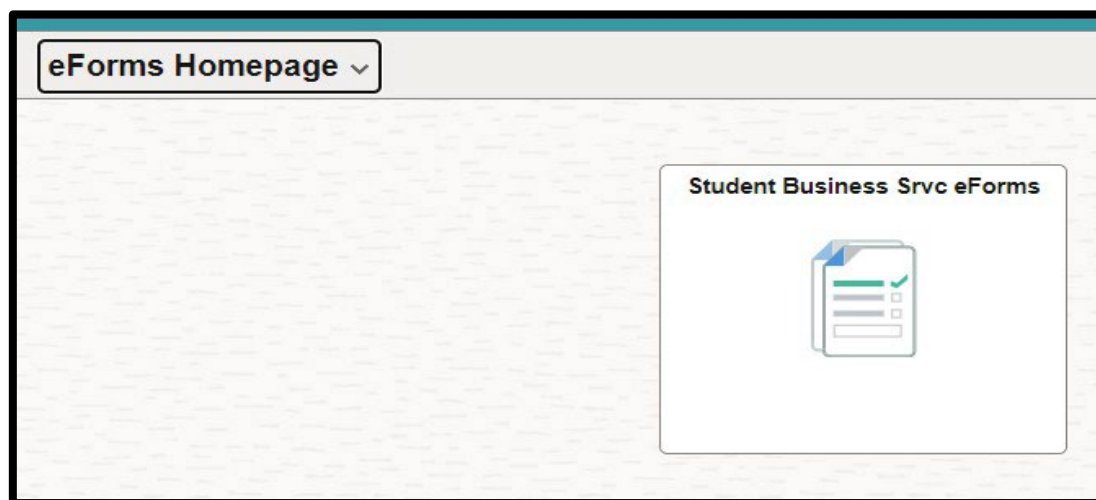
How to submit your Master Payment Contract

This tutorial covers how to submit your Master Payment Contract eForm

1. Login to the [Chapman University Student center](#).
2. On the Student Center homepage, select the **eForms tile**.



3. Click on Student Business Srvc eForms.





CHAPMAN UNIVERSITY

Student Business Services

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4. Select Master Payment Cntr (required)

Student Business Srvc (SBS)

Student Business Services eForms	
Landing Page	Current eForms available:
Master Payment Cntr(required)	Master Payment Contract (Financial Agreement) - Required once per academic year beginning of Fall term or upon registration for new students.
Proof of Health Ins.(required)	Proof of Health Insurance - Required once per academic year beginning of Fall term or upon registration for new students.
Purchase Health Ins. (optional)	Purchase Health Insurance -Optional - For students that do not have their own health insurance, they can purchase the campus provided insurance.
Purchase Health Ctr (optional)	Purchase Health Center -Optional - For students not automatically charged for Health Center services, the services can be purchased.
	Substitute W-9S - Optional - To provide your SSN or ITIN if not already on file with this campus. SBS uses this information for IRS tax 1098-T reporting.
	Please contact Student Business Services if you should have any questions regarding the forms under SBS.

5. Please read through the contract and select a response.

Student Business Srvc (SBS)

Name: [Name] Student ID: [Student ID]

Academic Information

Academic Career: Undergraduate Academic Year: 2026

Financial Aid Question for Refund

I hereby authorize the university to hold any Federal Financial Aid and all other credits that may appear on my student account for future billing charges, unless I request in writing that the credit balance be refunded to me.

*Response: [Dropdown Menu]

General Information

Agreement - The Chapman University Tuition and Fee Master Payment Contract (this "Contract") serves as both the application and the master promissory note for all tuition and fee payments due Chapman University ("advances") and is valid until all education expenses and charges due are paid in full. I understand that I may receive one or more advances under this Contract, and that I must repay all advances that I receive.

I understand and agree that when I register for any class at Chapman University, or receive any service from Chapman University, or have deferred payments due, or incur any liability for damages, I accept full responsibility to pay all tuition, fees and other associated costs assessed. I further understand and agree that my obligation to pay all tuition, fees, and other associated costs is without regard to the manner in which the classes are provided, the locations where they may be held, or any anticipated third-party resource, including but not limited to financial aid, family gift, employer



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6. Select Acknowledgement and then submit.

Chapman University retains the right to terminate this Contract and my enrollment, and to accelerate all amounts due, if payments are not kept up to date.

Form Action Items **1**

Acknowledgement 1 row

1	<input checked="" type="checkbox"/>	I have read, understand and agree to all of the terms of this Contract. I hereby guarantee payment of all amounts due pursuant to this Contract and waive notice of protest and default.
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Submit **2**