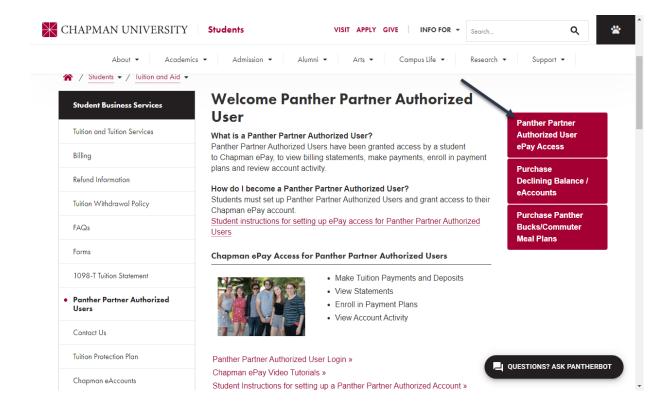


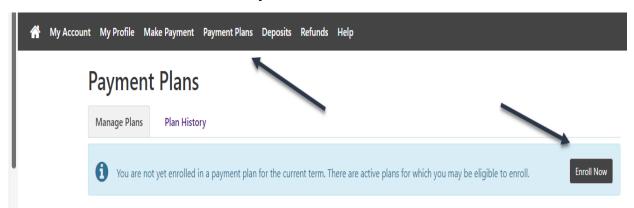
How to Set up a Monthly Payment Plan (Authorized Users)

This tutorial covers how a Panther Partner can enroll into an optional monthly payment plan to pay tuition, housing, meals and required fees. Payment Plan is available each term (excluding Interterm).

1. Login to the Chapman University ePay Access



2. From the Home tab select Payment Plans and select Enroll Now

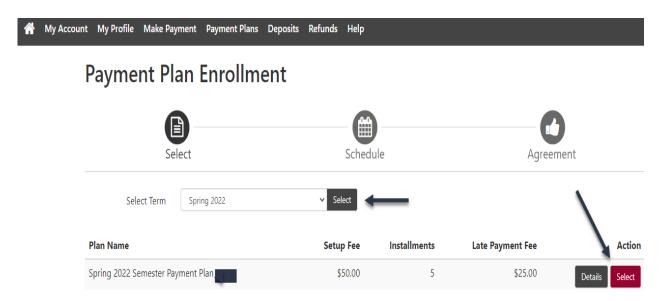




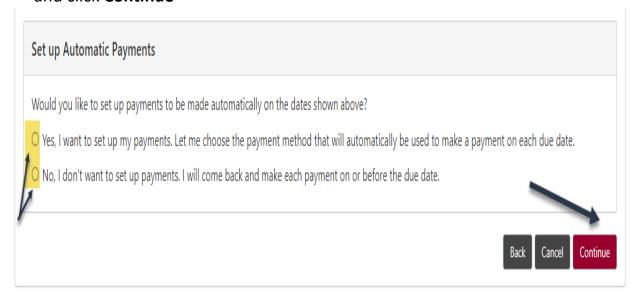
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3. Select the **Term available dropdown**. Review the term requirements, a \$50.00 Setup Fee and acknowledge there may be a \$25.00 late fee assessed if applicable, then **Click Select**



4. Read the **Payment Plan Schedule**, choose between **automatic payment option** and click **Continue**

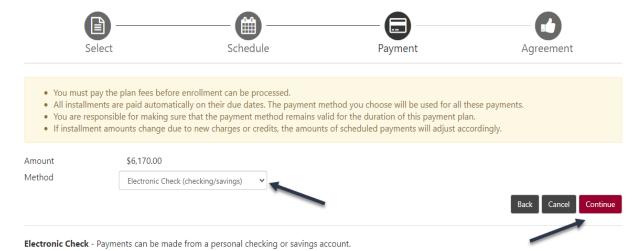


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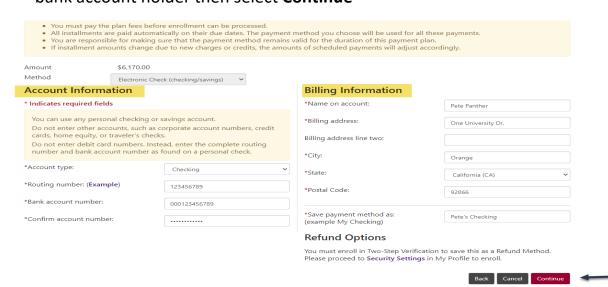
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5. Payments can be made from a personal checking or savings account. Chapman University does not accept credit cards as a form of payment for tuition, housing, meals and mandatory fees. Select the only available payment method, **Electronic Check** and select **Continue**

Payment Plan Enrollment



6. Complete the **Bank Account Information** and the **Billing Information** for the bank account holder then select **Continue**



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7. Read the **Payment Plan Agreement**, if you agree, select 'I **Agree to the terms and conditions**' and click **Continue**

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$6,170.00 as a part of your enrollment

I also understand that failure to meet the terms of this agreement may entitle **Chapman University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of \$2,040.00 due now

Installment 2 in the amount of \$2,040.00 due now

Installment 3 in the amount of \$2,040.00 due now

Installment 4 in the amount of \$2,040.00 due on 3/20/22

Installment 5 in the amount of \$2,040.00 due on 4/20/22

This agreement is dated 02/28/2022 14:46:05 PM PST.

For fraud detection purposes, your internet address has been logged:

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact epay@chapman.edu.



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8. Read the ACH Payment Agreement, if you agree, select 'I Agree to the terms and conditions' and select Continue to receive a printable Payment Receipt

Payment Plan Enrollment

