Managing Your Student Account 2013-2014

24 Hour Access
View all daily transactions for your student account online by accessing the CampusVue Student Portal at www.my.chatham.edu and selecting the Portal tab on the upper right-hand side of the page. Login in using the Student Portal Homepage. Select the “My Student Account” tab to make a payment or view your account online.

Billing and Payments
Billing statements will be mailed to all registered students one month prior to the start of the semester. The Fall 2013 Payment Due Date is August 15, 2013. The Spring 2014 Payment Due Date is December 15, 2013. Payment options include:

- Payment by Mail: Chatham University, Office of Student Accounts, Woodland Road, Pittsburgh, PA 15232
- Online Payments: Students can make online payments by accessing “My Student Account” via the CampusVue Student Portal, www.my.chatham.edu.
- Payment by Phone: Please call the Student Accounts Office at 412-365-2797 to use your credit or debit card. A 2% processing fee is applied to all credit and debit card payments.

Student Health Insurance Requirement
The University requires that all full-time students, both undergraduate and graduate, carry health insurance coverage. To meet this requirement, all full-time students must make an election online through the “Student Health Insurance” link located on the myChatham homepage. Coverage can be purchased through the University sponsored Student Health Insurance Plan or through your own comparable health insurance plan. The University sponsored Student Health Insurance Plan is designed to meet basic health care needs at an affordable cost. The open enrollment/waiver period takes place at the start of each academic year and closes with the add/drop deadline. The premium is billed directly to your student. A credit will be posted upon completion of the online waiver. More information is available through the “Student Health Insurance” link located on the myChatham homepage.

Student Refunds
Student refunds are issued within 7-14 days after your student account develops a credit balance. Refunds will be processed electronically through Education Computer Systems, Inc. (ECSI) and deposited directly into your bank account. Please go to www.ecsi.net/gateway/cu-erefund.html and sign up to receive electronic refunds.

Tuition Payment Plan
Information regarding the Tuition Payment Plan is available at www.chatham.edu by selecting Admissions>>Tuition & Fees>>Payment Options. The Chatham University Tuition Payment Plan is a semester based, interest-free program that allows students to finance tuition and fees over four monthly installments. Fall Payment Due Dates will be: 8/15/13, 9/15/13, 10/15/13, and 11/15/13. Spring Payment Due Dates will be: 12/15/13, 1/15/14, 2/15/14, and 3/15/14.

To Do List
Make online election to fulfill Student Health Insurance Requirement.
Register for Student Refunds
Make payment or enroll in Tuition Payment Plan by payment due date.

Additional Information is available at
http://www.chatham.edu/campuslife/services/student_accounts.cfm