

FINANCIAL CHECKLIST

Complete this checklist using the Financial Planning Packet instructions on pages 3-6.

Items to bring to Parent Orientation	Completed
This financial planning packet, with Sample Monthly Expense completed	<input checked="" type="checkbox"/>
All debit cards, credit cards, checkbooks, etc. held by student to hand into CLE staff (to be secured in CLE safe)	<input type="checkbox"/>
Parent check book to pay for first months rent, other deposits	<input type="checkbox"/>
\$365 in cash for student's spending money during orientation week: \$260 for the budget, \$80 for monthly bus pass, \$25 for initial bank deposit	<input type="checkbox"/>
Tasks to Complete After Meeting with Your Student's Financial Instructor	
Open a checking account (Chase recommended) (to be done at orientation)	<input type="checkbox"/>
Set up account with Spectrum if desired (TV/Internet/Phone) in students name (once student apartment assignments are received)	<input type="checkbox"/>
Set up account with Southern California Edison (Electricity) in students name (once student apartment assignments are received)	<input type="checkbox"/>
Set up account with Cell Phone Company if student is not already on family plan in students name	<input type="checkbox"/>
Review and add any additional expenses to CLE Sample Monthly Expense Budget Form	<input type="checkbox"/>



STEPS TO A SUCCESSFUL START

BUDGETING

Below you will find a sample budget. The first month of moving in may equate to higher costs because of tuition and books, items for the apartment, and deposits for utilities. Expenditures in other areas are approximate and the ILS staff will work with students and parents to determine the amount in each category.

MYCAMDEN PORTAL

Once the lease is signed, your student needs to create their MyCamden login using their e-mail address.

- Go to <https://martinique.activebuilding.com/login>
- Click on 'New User? Get Started Now'
- Follow instructions to complete registration

BANK ACCOUNT SET UP

Open a Chase Bank checking and savings account: (Unless student already has an established checking and savings account, which they can use instead)

- Students will open a Chase Bank checking AND savings account in your student's name (accounts should be linked together so that transfers between the two can be done).
 - If a student does not already have their own established bank account, Chase Bank is the most convenient, accessible bank for our CLE location
 - <https://www.chase.com/>
 - 877-242-7372
- List all bank account information in form on pg. 7.

Note: This account should be for student use only. Other family transactions should not occur within this account to help your student as they learn to track only their own bills and expenses. A parent name may be attached to the account to allow for easy deposits or transfers when necessary.

UTILITY SET UP

- After you receive your roommate information and your apartment number you should coordinate with roommate (if applicable) to determine the name holder of the account.
- To set up your electricity through Edison call 1-800-655-4555.
- For logistic and roommate purposes, please make sure you ask for a PAPER bill.
- Once your account is set up please inform your student's Financial Instructor of all account information (account number, name on account, password information, etc.)

STUDENT & HOUSING FEES

CABLE, INTERNET, AND PHONE

After you receive your roommate information and your apartment number you should do the following if you wish to have cable, internet or a phone line in your apartment.

- Cable is included in the rent.
- Coordinate with roommate (if applicable) to decide on package for students' use
- Visit your local Spectrum to set up internet and pick up devices
(1835 Newport Blvd C145, Costa Mesa, CA 92627)
- Roommates are required to communicate to determine the name holder of each account. The account should be set up in the student's name and not the parents'. Any billing inquiries or changes to the account can ONLY be performed by the account holder.
- Please have a student's phone number (and not parent's phone number) associated with the account.
- For logistic and roommate purposes, please make sure that you ask for a PAPER bill.
- Once cable and internet is installed please inform CLE Costa Mesa of all account information (account number, name on account, password information, etc).

RENTERS INSURANCE

You will also need to have renter's insurance to reside at Camden.

- You may choose a company of your choice or use Camden's eRenterPlan. eRenterPlan can be reached at 1-888-205-8118 or www.eRenterPlan.com
- Camden Martinique will request a copy of your renter's insurance.