

Pepperdine University  
Seaver College  
Office of Financial Assistance

**Instructions to Accept/Decline/Reduce Awards for Fall, 2011 Newly Admitted Students**

1. To Accept/Decline your award log into WaveNet: <https://wavenet.pepperdine.edu>. \*
2. Click on the “Applicant” tab, located near the top-left of the page.
3. Click on the “Applicant Services” link under the Applicant Services heading.
4. Scroll down to the Finances section at the bottom of the page. Click on the “View Financial Aid” link under the Financial Aid sub-heading.
5. At the Financial Aid page, click on the “2012” link.
6. The Award Summary page allows you to view your financial aid award.
7. Click on either Accept or Decline for each item. If you want to reduce the amount of an item, you will need to first accept the item and then input the reduced amount.
8. If you accept the Federal Direct Stafford Loan, you will need to complete a Federal Direct Stafford Loan Master Promissory Note online at <https://studentloans.gov>. The student will need to sign into the website with their FAFSA PIN.
9. If you accept the Federal Direct PLUS Loan, scroll down to the Award Code Explanations on the Award Summary page and input the parent’s email address. The Federal Direct PLUS Loan Request Form will then be emailed to the address provided. This form can also be downloaded from the student’s To Do List 24 to 48 hours after you accept the loan. The parent borrower will need to complete and return, mail, or fax the form to the Office of Financial Assistance. The parent borrower will also need to sign into the <https://studentloans.gov> website (using their FAFSA PIN) to request a PLUS Loan and also complete a Federal Direct Parent PLUS Loan Master Promissory Note. It is recommended that your parent wait until after April 15<sup>th</sup> to sign into the <https://studentloans.gov> website since the credit authorization for the Federal Direct PLUS Loan is only valid for 90 days.
10. Click on the green Submit button at the bottom of the page.
11. Read the Financial Assistance Terms and Conditions and then click Yes.
12. Click OK. Your award status should now say “Successful.” You can now exit the accept/decline page.
13. Make sure that you review your Pepperdine e-mail account AND your To Do List in your Applicant Center on a regular basis for updates on the status of your Financial Aid.

\*It is recommended that you use the Internet Explorer browser and disable all pop-up blocker software prior to logging into WaveNet to accept/reduce/decline your financial assistance.