



Pepperdine University

Seaver College, Office of Financial Assistance

2015-2016 Special Circumstance Appeal Request Form

The Office of Financial Assistance has an Appeals Committee to review cases of extreme hardship or special circumstance(s). To appeal for additional assistance, a student and/or parent, should complete this form, attach a statement detailing the financial hardship the family is experiencing, and include documentation substantiating the financial hardship. **The deadline to submit an appeal for the 2015-2016 academic year is March 31, 2016.**

Check applicable status: New Student Returning Student

1) _____

Last Name First Name CWID Cell Phone#

2) Attach a brief statement describing the special circumstance(s) surrounding your appeal request.

3) Attach your supporting documentation.

Below are examples of common appeal reasons and the *typical* documentation that *might* be submitted.

| TYPES OF APPEALS | DOCUMENTATION REQUIRED |
|--|--|
| PARENTS' UNEMPLOYMENT/WORK REDUCTION If there has been a change in your parents' income, you may request a re-evaluation due to special circumstances. | <ul style="list-style-type: none"> ✓ 2014 Parent(s) Federal Tax forms, W-2s, and/or Schedule C (if applicable) ✓ Last pay stub showing earnings to date ✓ Documentation of unemployment benefits ✓ Termination/Layoff notice from employer |
| MEDICAL BILLS – paid by parent/student | <ul style="list-style-type: none"> ✓ Billing statements ✓ Proof of payment ✓ Insurance statement |
| DIVORCE OR SEPARATION If you and your spouse OR your parents have divorced or legally separated after you have applied for financial assistance. | <ul style="list-style-type: none"> ✓ 2014 Student/Parent Federal Tax forms, W-2s, and/or Schedule C (if applicable) ✓ Copy of divorce decree or filing for legal separation |
| DEATH of a parent/spouse/relative | <ul style="list-style-type: none"> ✓ Copy of Death Certificate ✓ Documentation of insurance payments/SSI benefits, etc. |
| HOME EQUITY LOAN borrowed instead of student loan | <ul style="list-style-type: none"> ✓ Loan paperwork, closing cost statement, payment notice, etc. |
| OTHER special circumstance(s) | <ul style="list-style-type: none"> ✓ Supporting Documentation |

4) Please list the dollar amount requested \$ _____ (required)

5) Please check the type of assistance you are requesting (select all that apply)

Grant Loan Work

| FOR OFFICE USE ONLY | | | |
|---------------------|------------|--------------|-------------|
| SL: _____ | PL: _____ | | |
| AL: _____ | GPA: _____ | MAJOR: _____ | SG: _____ |
| TGP: _____ | AMT: _____ | RN: _____ | ATHL: _____ |
| COMMDEC: _____ | SIG: _____ | | DATE: _____ |

Appeal Awarding Policies

To qualify for most financial assistance programs, a family must demonstrate "financial need." Financial need is the difference between the cost of attending Pepperdine University, Seaver College, and the amount you and your family are expected to contribute to your education. The basis of the calculation is a federal formula called "Federal Methodology." The formula considers both the income and the assets of a family. The data needed for the analysis is collected from the Free Application for Federal Student Aid (FAFSA). The Office of Financial Assistance (OFA) determines the accuracy of the data by comparing it to [Verification](#) documents requested in the "To Do List".

All students requesting appeal consideration must complete the initial financial assistance process. This includes completing the FAFSA www.fafsa.ed.gov and submitting/completing all items in the "To Do List" plus any other supporting documentation. Appeals submitted with insufficient documentation or not following appeal policies will be cancelled after two weeks, unless otherwise noted. Students requesting appeal funds are expected to "accept" and borrow their student loans that are offered on the financial assistance award. **Students that decline their student loans will not be granted appeal consideration.**

When reviewing appeals and the financial assistance budget, we have already considered and accounted for students that were offered scholarships/grants, but will choose not to attend Pepperdine University.

We do not match or consider scholarship/grant offers from other schools.

Academic scholarships are offered to newly admitted students for the fall who qualify; there is not a separate application. Students that met the academic scholarship criteria were notified. There is no appeal process for academic scholarships. If you have any questions, please contact the Academic Scholarship Committee at admission-seaver@pepperdine.edu.

Students receiving institutional, federal, state or outside grants/scholarships that meet or exceed the total cost of tuition will not be granted additional university grant or scholarship assistance. Only loans or work-study assistance may be offered.

Due to the limited availability of university financial assistance funds, approved appeals may be funded with additional student and/or parent loans. Appeals are approved on an annual basis and **may not** carry forward to future years.

I authorize the OFA to reduce, cancel, and/or reassign my loans including PLUS if grant funds are approved. Furthermore, if loans are reassigned, I understand that I am required to "accept" all loan adjustments in order for my aid to process and remain at the same level before the adjustment. Unaccepted loans may create outstanding charges due along with finance charges on my student account.

Newly admitted students are required to confirm admission by securing the \$750 deposit. Appeal responses will be made on a rolling basis after the May 1 deposit deadline and communicated as they are determined by the Appeals Committee.

I understand that missing, incomplete, or lack of sufficient documentation may cause my appeal to be delayed and/or cancelled.

Returning Students will receive appeal responses via their Pepperdine email account on a rolling basis, as the appeal decisions are determined by the Appeals Committee. Returning students will not receive appeal decisions prior to aid being offered for the 2016 academic year.

I/we certify by signing this form that all information contained within is true, complete, and accurate to the best of our knowledge. I/we accept, agree, and will follow all of the above policies and the [Financial Assistance Terms and Conditions](#). I/we understand that any false misrepresentations will be cause for reduction, denial, and/or repayment of financial assistance. I/we also certify that if our family circumstances change after an exception has been granted, we will immediately notify the Office of Student Financial Assistance. We reserve the right to report all suspected and confirmed fraud cases to the Federal Processing Center for legal prosecution.

Student Signature: _____ Date: _____

and/or

Parent(s) Signature: _____ Date: _____

Return To:

Pepperdine University • Seaver College • Office of Financial Assistance

24255 Pacific Coast Highway • Malibu • California • 90263-4301 • Phone (310) 506-4301 • Fax (310) 506-4746

Email: finaid2@pepperdine.edu