



# Pepperdine University

Seaver College, Office of Financial Assistance

## 2016-2017 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 read and complete this form. You will then provide a statement detailing the financial hardship your family is experiencing and provide documentation substantiating the financial hardship. **Do not upload information such as Bank PIN Number, Driver's License, Social Security Number, Credit Card Number, or Medical Records into a third-party cloud-based scholarship system. Please use a black marker to completely cover this information on the documents you do upload. Please contact our office at 310-506-4301 if you would like to confirm what can be uploaded.** All of the above will be submitted via the online process, where you will also be asked to answer questions to best match you to potentially relevant scholarships.

**Appeals may not be submitted before August 1, 2016. Any appeals received before this date will not be processed. The deadline to submit an appeal for the 2016-2017 academic year is March 17, 2017.**

1) \_\_\_\_\_  
**Last Name                                      First Name                                      CWID                                      Cell Phone#**

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

<b>TYPES OF APPEALS</b>	<b>DOCUMENTATION SUGGESTED</b>
<b>PARENTS' UNEMPLOYMENT/WORK REDUCTION</b>  There has been a change in your parents' income	<ul style="list-style-type: none"> <li>• 2015 Parent(s) IRS Transcripts and W-2s (if applicable)</li> <li>• Last pay stub showing earnings to date</li> <li>• Documentation of unemployment benefits</li> <li>• Termination/Layoff notice from employer</li> </ul>
<b>MEDICAL BILLS - Paid by parent/student</b>	<ul style="list-style-type: none"> <li>• Billing statements</li> <li>• Proof of payment</li> <li>• Insurance statement</li> </ul>
<b>DIVORCE OR SEPARATION</b>  You and your spouse OR your parents have divorced or legally separated <i>after</i> you have applied for financial assistance	<ul style="list-style-type: none"> <li>• 2015 Student/Parent IRS Transcript, and W-2s, (if applicable)</li> <li>• Copy of divorce decree or filing for legal separation</li> </ul>
<b>DEATH of a parent/spouse/relative</b>	<ul style="list-style-type: none"> <li>• Copy of Death Certificate</li> <li>• Documentation of insurance payments/SSI benefits, etc.</li> </ul>
<b>HOME EQUITY LOAN borrowed instead of student loan</b>	<ul style="list-style-type: none"> <li>• Loan paperwork, closing cost statement, payment notice, etc.</li> </ul>
<b>OTHER special circumstance(s)</b>	<ul style="list-style-type: none"> <li>• Supporting Documentation</li> </ul>

The following items will be requested during the online portion of your appeal process:

- 1) Upload this signed 2-page Appeal Request Form (which indicates that you have read & reviewed all links provided on the form) **NOTE:** Electronic signatures will NOT be accepted. Please sign by hand.
- 2) A statement detailing the financial hardship your family is experiencing
- 3) Upload documentation substantiating the financial hardship
- 4) Confirmation of the type of assistance you are requesting (Grant/Loan/Work)
- 5) The dollar amount that you are requesting

## Appeal Awarding Policy

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 student’s “To Do List.” Regrettably, Pepperdine University is unable to meet every family’s financial need.

All students requesting appeal consideration must *complete* the initial financial assistance process. *If your appeal is approved, you will need to adhere to the appeal awarding policies even after the approval. If an appeal is approved and the requirements are not met, then the appeal funds will be removed.* This includes completing the FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and providing any requested supporting documentation for verification. Appeals submitted with insufficient documentation or not following appeal policies will be cancelled after two weeks, unless otherwise noted. Unless specifically notified otherwise, **students requesting appeal funds are *required to “accept” and borrow their student loans*** that are offered on the financial assistance award if their appeal is approved. Students that decline their student loans will not be granted appeal consideration. We request that every parent complete the Parent PLUS Loan credit check online at [www.studentloans.gov](http://www.studentloans.gov), which takes approximately 15 minutes. If approved, you are not required to accept the loan, but please provide an explanation in your appeal statement explaining why the PLUS Loan cannot be processed. If the credit is denied, the student will be eligible to receive up to a \$4,000 Additional Unsubsidized Stafford Loan as a Freshman/Sophomore or \$5,000 as a Junior/Senior.

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 semester 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-seaver2@pepperdine.edu](mailto:admission-seaver2@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 will carry forward to future years unless otherwise stated. Approved appeals are subject to cancellation if student loans are canceled after the appeal is awarded.

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 along with finance charges on my student account.

**I understand that missing, incomplete, or insufficient documentation may cause my appeal to be delayed and/or cancelled.**

I/we certify by signing this form that I/we have read all the above, reviewed all links, and affirm that all information provided via this form and online is true, complete, and accurate to the best of my/our knowledge. I/we accept, agree, and will adhere to all of the above policies and the [Financial Assistance Terms and Conditions](#). I/we understand that any appeal 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 Financial Assistance. Pepperdine reserves 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: \_\_\_\_\_

**IMPORTANT:** Please proceed to <https://pepperdine.academicworks.com/users/saml/init> to complete the online portion of your appeal. Your appeal is NOT COMPLETE and WILL NOT BE REVIEWED without the online portion. Sign in using *STUDENT* WaveNet ID and click on “General Application.” Complete all relevant questions.