



# Pepperdine University, Seaver College Budget Increase Request (BIR) Form

Name: \_\_\_\_\_  
Last First CWID# Academic Yr.

**Do you have outstanding receipts/documents due from a previous Budget Increase Request?**  Yes  No

Are you an Athlete?  Yes  No If Yes, please contact Athletics regarding your eligibility before submitting this form.

This form is required to request consideration for an increase to your current Cost of Attendance (COA). The COA can only be increased by expenses incurred by and for the student. The following are allowable expenses to merit consideration for a budget increase. Please review the expenses that you are requesting to be included in your COA. In addition to this form, **you are required to attach supporting documentation for each expense claimed (please read reverse side for acceptable forms of verifying documentation for each category). Requests submitted without receipts/documents will not be reviewed or processed.**

**Only expenses incurred during the period of enrollment for August through July will be considered.**

- Books and Supplies                       Child Care                       Rent/Housing/M meal Points
- Computer Purchase (One time only)                       Health/Medical/Dental
- Educational Int'l. Program Fees                       Round Trip Home

If your request is approved, any increase to your COA will result in additional loan assistance, up to your annual limit. If unmet eligibility exists beyond what can be covered by Direct loans, a Direct PLUS or private loan will be offered. **Complete requests must be submitted at least four (4) weeks prior to the end of the enrollment period/term and may take 2-3 weeks to review. If you have outstanding items due from a prior year or term, you must provide the documentation before additional increases are considered.**

*All COA adjustments will be posted on the Financial Aid link on WaveNet. It will be necessary for you to accept or decline the changes made to your awards in order for aid to process. If funds are approved based on an estimate, original receipts must be submitted within two weeks. If receipts are not submitted, the BIR will be cancelled and outstanding charges will be your responsibility.*

**CERTIFICATION STATEMENT:** I certify that all information reported and submitted is true and accurate to the best of my knowledge. I have also attached all required documentation. I understand that purposely falsifying information may lead to cancellation of my aid and prevent me from receiving financial aid in future academic years. Furthermore, I understand that incomplete documentation and/or outstanding receipts (from a current or prior aid year) are cause for an automatic denial for future requests. I have read, will comply with, and understand the Financial Assistance Terms and Conditions listed on the website. I understand that my BIR will not process if required documentation is not attached.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Financial Assistance Approval Signature

## Allowance COA and Required Documentation

*\*Expenses that have been paid in cash require accompanying receipts verifying payment in addition to below documentation. (For debit card purchases only, a bank statement reflecting those purchases may be substituted in lieu of an actual receipt.)*

Type of Allowance	Standard Budget	Maximum budget allowance	Required documentation
Books and Supplies	\$1,500	Actual Cost	Submit receipts verifying proof of purchase for all expenses, so we can calculate the amount in excess of the standard budget.
Child Care	\$0	Actual Cost	Submit a personalized contract or a letter from your child-care provider describing services offered and their cost. Also, please provide proof of payment (such as canceled checks or receipts) for <u>at least</u> two consecutive months.
Rent/Housing/M meal Points	\$0	Cannot exceed the cost of OakWood Apartments	To request an adjustment to cover rent expenses, lease agreement, on campus housing, or meal points, a written statement from the student is required including a lease agreement/rental contract. On campus housing increases will be reflected on the student's account.
Computer Purchase	\$0	Up to \$2,500	Student must submit an attached estimate of the cost of the computer and submit a request for a one time loan for the full amount of the computer. After the purchase is made, the student must supply a copy of the original receipt(s) to the Financial Assistance Office. Receipt must be within \$250 of the original estimate.
Medical/Dental	\$0	Actual Cost	Only mandatory student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Please provide an explanation of your condition and verify costs incurred via billing statement or letters from a physician AND proof of payment such as receipts or canceled checks. Estimates will not be accepted. Advance approval required.
Educational International Program Fees	\$0		Must be charged to student account.
*One Time Travel Round Trip Home	\$0	Actual Cost	*Must submit an estimate followed by actual receipts for travel costs. Ex: Plane tickets, bus fare, etc. (for student only), before COA is adjusted and approved.
Athletic	\$0		Must submit written documentation from Athletics that additional aid eligibility may be considered.