

Pepperdine University

Seaver College, Office of Financial Assistance

2017-2018 Income Reduction Request Form

Your eligibility for 2017-2018 financial assistance is based on tax and income data from 2015. If there has been a drastic change in your financial resources since 2015 and you would like a re-evaluation based on your current financial status, please complete this form and submit the required documentation on or before the **March 31, 2017 deadline**. Please read all the information and instructions on the back of this form carefully *before* submitting your documents. Note that completion of this process does not guarantee a revised package.

Last Name	First Name	CWID	Cell Phone#

1. Briefly describe the circumstances surrounding your request on a separate page and attach the required documentation along with this form by the deadline.

TYPES OF REDUCTIONS (Please Select All that Apply)	REQUIRED DOCUMENTATION for PARENT(S) AS APPLICABLE
PARENT UNEMPLOYMENT/WORK REDUCTION	2016 Federal Tax forms, including all schedules & W-2s 2015 IRS Tax Return Transcript if you did not use the DRT option when completing the FAFSA 2015 W-2s Last pay stub showing earnings to date Documentation of unemployment benefits Termination/Layoff notice from employer
MEDICAL BILLS	2016 Federal Tax forms, including all schedules & W-2s 2015 IRS Tax Return Transcript if you did not use the DRT option when completing the FAFSA 2015 W-2s Billing statements Proof of payment Insurance statement
DIVORCE OR SEPARATION If your parents filed for divorce or a legal separation prior to submitting the FAFSA.	2016 Federal Tax forms, including all schedules & W-2s 2015 IRS Tax Return Transcript if you did not use the DRT option when completing the FAFSA 2015 W-2s Copy of divorce decree or legal separation
DEATH OF A PARENT	2016 Federal Tax forms, including all schedules & W-2s 2015 IRS Tax Return Transcript if you did not use the DRT option when completing the FAFSA 2015 W-2s Copy of Death Certificate Documentation of insurance payments/SSI benefits...etc

2. Date of Income Reduction (Month/Day/Yr) _____ Total Amount of Income Reduction _____

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Income Reduction Instructions & Information

To qualify for most financial aid programs, a family must demonstrate “financial need.” Financial need is the difference between the cost of education at Pepperdine University, Seaver College and the amount you and your family are expected to contribute to your education, as determined by the FAFSA (Free Application for Federal Student Aid)

Please do not leave any blanks and provide detailed information in your statement explaining your current financial situation and what has changed.

Completion of this form and submission of the required documents is **not a guarantee** that grant/scholarship funds will be offered or revised.

All students requesting consideration must have completed the FAFSA www.fafsa.gov by the **February 15** priority deadline, have an official FAFSA on file at Pepperdine.

You must submit a copy of your Parent(s) signed 2016 filed federal tax returns, including all schedules and W-2s. If you did not use the DRT (Data Retrieval Tool) when completing your FAFSA, you must also submit your Parent(s) 2015 IRS Tax Return Transcript and W-2s. You may use this link to request your [Tax Transcript](#).

If you are/were not required to file a federal tax return for 2016 and/or 2015, your income reduction may not be determined significant enough to warrant a change to your financial assistance.

Due to the short turn-around time, you are **required** to submit all of your required documentation together **via secure fax** at 310.506.4746 by the March 31 deadline. **You MAY NOT submit via email.** Please write the student’s name and CWID on each page of **all** documents.

Income reduction appeals that are missing required documentation will not be reviewed and will be discarded.

Students receiving institutional, state, or outside grant/scholarship that meet or exceed the total cost of tuition will not be considered for an Income Reduction re-evaluation.

All correspondence and decisions will be sent to the student’s Pepperdine email address before the May 1 deposit deadline if all required documentation is received by **March 31**.

If you are not able to submit the required documents by March 31, or you have other extenuating circumstances, you may submit a new student appeal after the May 1 deposit deadline, although you must pay the \$750 deposit and complete the enrollment confirmation on or before May 1.

I/we certify by signing this form that all information contained within is true, complete, and accurate to the best of my/our knowledge. I/we understand that any false misrepresentations will be cause for reduction, denial, cancellation, 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.

Print Student Name: _____

Student Signature: _____

Date: _____

and/or

Print Parent(s) Name: _____

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