



# Pepperdine University

Seaver College, Office of Financial Assistance

## 2018-2019 Incoming Student 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 specific financial hardship your family is experiencing and provide substantiating documentation. **Please use a black marker to completely cover sensitive information on the documents you upload (Bank PIN Number, Driver's License, Social Security Number, Credit Card Number, or Medical Records) into our cloud-based system.** All of the above will be submitted via the online process, where you will also be asked to answer questions to match you to potential scholarships.

**Incoming Student Appeal will be accepted between March 19, 2018 through June 15, 2018 with a priority deadline date of March 30, 2018.**

**Completed** appeals received by the **PRIORITY DEADLINE** date of March 30 with all required and applicable supporting documentation, will receive a response before May 1 deposit deadline.

**Completed** appeals received **after** the priority deadline of March 30 will still be processed, however, are not guaranteed a response before the deposit deadline.

**Incomplete** appeals will **not** be reviewed - it is **your responsibility** to confirm you've provided all required and applicable documents before clicking the "Finish and Submit" button.

**Last Name                      First Name                      CWID                      Cell Phone#**

### REQUIRED

- **All items listed** in the student's To-Do-List located in the Student Center on WaveNet must be submitted and/or resolved.
- **All student loans must be accepted** in your Student Service Center on WaveNet.
- **2017 Parent(s) Federal Tax Return or IRS Tax Return Transcript and 2017 W-2(s)**, (A Federal Tax Return including all schedules and W-2(s) will be accepted through April 30, 2018.
- PLEASE NOTE: an IRS Tax Return Transcript will still be required at a later date.
- **2016 Parent(s) Federal Tax Return or IRS Tax Return Transcript and 2016 W-2(s)**, **UNLESS** you **USED** the Data Retrieval Tool option on the FAFSA. (A Federal Tax Return including all schedules and W-2(s) will be accepted through April 30, 2018. PLEASE NOTE: an IRS Tax Return Transcript will still be required at a later date.

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

TYPES OF APPEALS	ADDITIONAL ITEMS BELOW, AS APPLICABLE
PARENTS' UNEMPLOYMENT/WORK REDUCTION If there has been a drastic change in your financial resources since 2016.	<ul style="list-style-type: none"> <li>• Last pay stub showing earnings to date</li> <li>• Documentation of unemployment benefits</li> <li>• Termination/Layoff notice from employer</li> </ul>
MEDICAL BILLS Paid by parent/student	<ul style="list-style-type: none"> <li>• Billing statements</li> <li>• Proof of payment</li> <li>• Insurance statement</li> </ul>
DIVORCE OR SEPARATION If your parents filed a joint tax return in 2016 and filed for divorce or legal separation as of the date you filed the 18-19 FAFSA.	<ul style="list-style-type: none"> <li>• Copy of divorce decree or legal separation</li> </ul>
DEATH of a parent/spouse	<ul style="list-style-type: none"> <li>• Copy of Death Certificate</li> <li>• Documentation of insurance payments/SSI benefits, etc.</li> </ul>
OTHER special circumstance(s)	<ul style="list-style-type: none"> <li>• Applicable Supporting Documentation</li> </ul>

### Appeal Awarding Policy

All students requesting appeal funds must have an official 2018-2019 FAFSA on file at Pepperdine at the time they submit their appeal. An Appeal submitted with insufficient documentation or not following appeal policies will be cancelled after two weeks. **All items listed in the section above under REQUIRED must be submitted along with applicable documents in order for the appeal to be reviewed. Students requesting appeal funds are required to accept and borrow their student loans offered on their financial assistance award.** Students that decline their student loans will not be granted appeal consideration. Approved appeals funds will be revoked, if you do not adhere to the appeal awarding policies or cancel your student loans.

We request that every parent complete the Parent PLUS Loan online credit check 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 denied, the student may be eligible to receive up to a \$4,000 Additional Unsubsidized Stafford Loan as a Freshman/Sophomore or \$5,000 as a Junior/Senior.

### Information

To qualify for most financial assistance 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.

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.

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 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).

### Acknowledgement

I authorize the Office of Financial Assistance to reduce, cancel, and/or re-assign my loans including PLUS if grant funds are approved. Furthermore, if loans are re-assigned, 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 canceled.

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: \_\_\_\_\_

**(Fill out, review links, print form, sign, save as a PDF and then upload into the online portion of this process.)**

**\*\*\* The following items will be required during the online portion of your appeal process:**

- 1) **ACCESS** the online process here <https://pepperdine.academicworks.com/users/saml/init>
- 2) Sign in using the STUDENT WaveNet ID and click on "General Application" complete ALL questions
- 3) Select the "Incoming Student Academic Year" box located at the bottom of the application. Click "Finish and Submit"
- 4) Selected Appeal will become available for you to complete
- 5) Upload your signed 2018-2019 INCOMING STUDENT Appeal Request Form
- 6) Compose a statement detailing the special circumstance your family is experiencing
- 7) Upload the required and applicable supporting documentation
- 8) Confirm the type of assistance you are requesting (Grant/Loan/Work)
- 9) Request a dollar amount. Click and "Finish and Submit"

**\*\*\* IMPORTANT: Your appeal WILL NOT BE REVIEWED if any portion of the process is incomplete.**