



Pepperdine University

Seaver College, Office of Financial Assistance

2019-2020 General Student Appeal Request Form

The Office of Financial Assistance has an Appeal Committee to review cases of extreme hardship or special circumstance(s). To appeal for additional assistance the student and/or parent should read and complete this form. Then provide a statement detailing the specific financial hardship your family is experiencing and provide substantiating documentation. MUST use a BLACK MARKER before uploading your supporting documents via the online Pepperdine.AcademicWorks cloud-based system to cover restricted identifiable information such as (Bank Account, Bank PIN, Driver’s License, Social Security, Credit Card or Medical numbers) All of the above will be submitted via the online process. The Sever College General Application will ask questions to match you to potential scholarships.

2019-2020 General Student Appeals will be accepted from July 1, 2019 through March 6, 2020 (Extended to April 10, 2020, due to COVID-19)

Incomplete appeals will not be reviewed - it is your responsibility to confirm you have provided all required and applicable documents before clicking the “Finish and Submit” button.

Last Name First Name CWID Cell Phone#

REQUIRED

- **All Financial Assistance items listed** in the student’s To-Do-List (on WaveNet) must be submitted and/or resolved. Note: Your appeal will remain on your To-Do-List until a decision has been determined by the Appeal Committee.
- **All student loans must be accepted and processed** on WaveNet.
- **2017 Parent(s) IRS Tax Return Transcript and 2017 W-2(s), UNLESS you used FAFSA’s Data Retrieval Tool option.**
- **2018 Parent(s) IRS Tax Return Transcript and 2018 W-2(s) are required for the following Types of Appeals: Parent’s Unemployment / Work Reduction and Divorce or Separation.**

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 2017.	<ul style="list-style-type: none"> • 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 your parents filed a joint tax return in 2017 and filed for divorce or legal separation as of the date you filed the 19-20 FAFSA.	<ul style="list-style-type: none"> • Copy of divorce decree or legal separation
DEATH of a parent/spouse	<ul style="list-style-type: none"> • Copy of Death Certificate • Documentation of insurance payments/SSI benefits, etc.
OTHER special circumstance(s)	<ul style="list-style-type: none"> • Applicable Supporting Documentation

Appeal Awarding Policy

All students requesting appeal funds must have an official 2019-2020 FAFSA on file at Pepperdine at the time the appeal is submitted. **An appeal submitted with insufficient documentation or not following appeal policies will be cancelled after two weeks. All items listed on page one (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 the student loans offered on their financial assistance award when available.** Approved appeal funds will be revoked if you do not accept and borrow student loans, adhere to the appeal awarding policies, or if your student loans are canceled later in the school year. Appeal funds will only apply to tuition. Contact the office if you are unsure of your tuition grant percentage.

Please do not make any changes after you have submitted the appeal unless additional documentation is requested. Appeals are approved on an annual basis. If you need to make changes, contact our office for authorization and instructions on how to proceed.

We request that every parent complete the Parent PLUS Loan online credit check at 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 denied, the student may be eligible to receive an additional Federal Direct Unsubsidized Stafford Loan up to a \$4,000 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 approved funds will carry forward to future years unless specified or you are no longer eligible.

Note to Incoming Students: 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.

Acknowledgement

I authorize the Office of Financial Assistance to reduce, cancel, and/or re-assign my loans including the Federal Direct PLUS Loan if grant/ scholarship 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 as 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 agree to not make any changes to the appeal after it has been submitted without authorization from the office. I acknowledge this will be my appeal decision for the academic year.

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.)

***** You MUST complete the following in order to process your appeal:**

- 1) **ACCESS** the online process here: <https://pepperdine.academicworks.com>
- 2) Sign in using the STUDENT'S WaveNet ID and click on "General Application."
- 3) Select the "General Student Appeal" box located at the bottom of the application. Click "Finish and Submit."
- 4) The required "Seaver College General Application" and the "General Student Appeal" will be available for you to complete.
- 5) Upload your signed 2019-2020 General 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 "Finish and Submit."

(This action indicates you will not make any adjustments to this appeal without prior authorization from the office.)

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

Appeal decisions are final. Please do not adjust any information without contacting the office.