



## 2022-2023 Early Action 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, as a requirement, the student and/or parent must 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 before uploading your supporting documents via Pepperdine AcademicWorks cloud-based system to completely cover restricted identifiable information (Bank Account, Bank PIN, Driver's License, Social Security, Credit Card, or Medical Record numbers). All of the above will be submitted via the online process. **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. Refer to the website for more information on how to submit a successful appeal.

Early Action Appeal will be accepted between  
February 1, 2022 - March 17, 2022

Appeal decisions will be finalized and emailed by April 22, 2022

If you miss the Early Action Appeal, the Incoming Appeal will open on March 21, 2022

Last Name

First Name

CWID

Cell Phone#

### **REQUIREMENTS FOR THE APPEAL:**

- All student loans must be accepted and processed on WaveNet after the May 1, 2021 deposit deadline.
- 2020 Parent(s) IRS Tax Return Transcript or 2020 Signed Federal Tax Return (1040 with all applicable schedules) and 2020 W-2(s), UNLESS you USED the Data Retrieval Tool option on the 2022-2023 FAFSA.
- Additional required items are listed in *red* below.

Below are examples of common appeal types and the recommended documentation to submit.

TYPES OF APPEALS	ADDITIONAL ITEMS BELOW, AS APPLICABLE
<b><u>PARENTS' UNEMPLOYMENT/WORK REDUCTION</u></b> If there has been a drastic change in your financial resources since 2020. <b>Required documents:</b> 2021 Signed Parent(s) Federal Tax Return (1040 with all schedules) and 2021 W-2's. <b>If you do not have these documents, DO NOT SUBMIT this appeal.</b> You will be able to submit a 2022-2023 Incoming Student Appeal in March 21, 2022 through April 15, 2022.	<ul style="list-style-type: none"><li>• Last pay stub</li><li>• Documentation of unemployment benefits</li><li>• Termination/Layoff notice from employer</li></ul>
<b><u>MEDICAL BILLS</u></b> Paid by parent/student	<ul style="list-style-type: none"><li>• Billing statements</li><li>• Proof of payment</li><li>• Insurance statement</li></ul>
<b><u>DIVORCE OR SEPARATION</u></b> If your parents filed a joint tax return in 2020 and filed for divorce or legal separation as of the date you filed the 2022-2023 FAFSA.	<ul style="list-style-type: none"><li>• Copy of divorce decree or legal separation</li></ul>
<b><u>DEATH</u></b> 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>
<b><u>OTHER</u></b> 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 2022-2023 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 canceled after two weeks.** **All items listed on page one (under REQUIREMENTS FOR THE APPEAL) must be submitted along with applicable documents in order for the appeal to be reviewed. Students with approved appeal funds are required to accept and process the full amount of federal student loans offered on their financial assistance award after the May 1, 2021 deposit deadline.** Please note, federal policy allows all students to request that the school cancel their federal loans within 14 days after the disbursement. However, if you decide to cancel your federal student loan(s), your approved/disbursed appeal funds will be revoked. Approved appeal funds will be revoked if you do not accept and process the student loans offered prior to the first day of the Fall semester, adhere to the appeal awarding policies or cancel your student loans later in the school year.

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.

A parent can complete the Federal Parent PLUS Loan online credit check after the May 1, 2021 deposit deadline at [www.studentaid.gov](http://www.studentaid.gov). If the Federal Parent PLUS Loan is denied, the student may be eligible to receive an additional Federal Unsubsidized Loan up to \$4,000 as a Freshman/Sophomore or \$5,000 as a Junior/Senior. If the Federal Parent PLUS Loan is approved, parents are not required to take the loan, however the appeal statement should include an explanation for not taking the loan.

### 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 you are no longer eligible or are notified otherwise. Appeal funds will only be applied toward the cost of tuition.

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 the Federal Parent 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 before the adjustment. Unaccepted loans may create outstanding balance along with finance charges on my student account. I understand that missing, incomplete, unprocessed student loans 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 2022-2023 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Read, review links, complete, electronically sign and save the appeal request form for uploading in your appeal. If you are not able to electronically sign, then print the form, sign, scan it as a PDF for uploading in your appeal.**

### **\*\*\* Here are the following steps to submit a successful appeal:**

- 1) Access the online process at <https://pepperdine.academicworks.com>
- 2) Sign in using the STUDENT WaveNet ID and click on "General Application" and complete ALL applicable questions
- 3) Select the "Early Action" box located at the bottom of the application. Click "Finish and Submit"
- 4) The Early Action Appeal will become available for you to complete (answer all questions)
- 5) **Do not** complete the "Seaver College - Scholarship Questionnaire" at this time. You will be required to log back in and complete the application after May 1, 2022.
- 6) Upload your signed 2022-2023 Early Action Appeal Request Form
- 7) Compose a statement detailing the special circumstance your family is experiencing
- 8) Upload the required and applicable supporting documentation
- 9) Confirm the type of assistance you are requesting (Grant/Loan/Work)
- 10) Request a dollar amount for the academic year. Reminder: Appeal funds are only applied toward tuition. 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 resubmit a future appeal based on the same circumstances.**