

# Pepperdine University

Seaver College, Office of Financial Assistance

## Summer 2014 - Special Circumstance 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 complete this form, attach a statement detailing the financial hardship the family is experiencing, and include documentation substantiating the financial hardship. **The deadline to submit an appeal for the summer 2013 is July 20, 2014.**

1) \_\_\_\_\_

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

2) Attach a brief statement describing the special circumstance(s) surrounding your appeal request.

3) Attach your supporting documentation.

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

TYPES OF APPEALS	DOCUMENTATION REQUIRED
<b>PARENTS' UNEMPLOYMENT/WORK REDUCTION</b>  If there has been a change in your parents' income, you may request a re-evaluation due to special circumstances.	✓ 2012 Parent(s) Federal Tax forms, W-2's, and/or Schedule C (if applicable) ✓ Last pay stub showing earnings to date ✓ Documentation of unemployment benefits ✓ Termination/Layoff notice from employer
<b>MEDICAL BILLS – paid by parent/student</b>	✓ Billing statements ✓ Proof of payment ✓ Insurance statement
<b>DIVORCE OR SEPARATION</b>  If you and your spouse OR your parents have divorced or legally separated after you have applied for financial assistance.	✓ 2012 Student/Parent Federal Tax forms, W-2's, and/or Schedule C (if applicable) ✓ Copy of divorce decree or filing for legal separation
<b>DEATH of a parent/spouse/relative</b>	✓ Copy of Death Certificate ✓ Documentation of insurance payments/SSI benefits, etc.
<b>HOME EQUITY LOAN borrowed instead of student loan</b>	✓ Loan paperwork, closing cost statement, payment notice, etc.
<b>OTHER special circumstance(s)</b>	✓ Supporting Documentation

4) Please list the dollar amount requested \$ \_\_\_\_\_ (required)

5) Please check the type of assistance you are requesting (select all that apply)

Grant                       Loan                       Work

FOR OFFICE USE ONLY				
SAP: _____	GPA: _____	Major: _____	SG: _____	TGP: _____
AMT: _____	SL: _____	RN: _____	Athlete: _____	COMM_DEC: _____
_____				

## Appeal Awarding Policies

To qualify for most financial assistance programs, a family must demonstrate "financial need". Financial need is the difference between the cost of attending Pepperdine University, Seaver College, and the amount you and your family are expected to contribute to your education. The basis of the calculation is a federal formula called "Federal Methodology". The formula considers both the income and the assets of a family. The data needed for the analysis is collected from the Free Application for Federal Student Aid (FAFSA). The Office of Financial Assistance (OFA) determines the accuracy of the data by comparing it to the verifiable items requested.

All students requesting appeal consideration must ***complete*** the initial financial assistance process. This includes completing the FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submitting/completing all items in the "To Do List" plus any other supporting documentation. Appeals submitted with insufficient documentation or not following appeal policies will be cancelled after two weeks.

Students requesting appeal funds are expected to borrow the student loans that are offered on the financial assistance award. If you were denied for an alternative/private loan during the fall/spring term you must reapply with a credit-worthy co-signer for the summer. If you are still unable to obtain a loan with a co-signer, please provide all the loan denial documentation with this appeal. Students that decline their student loans will not be granted appeal consideration.

Students receiving institutional, federal, state or outside grants/scholarships that meet or exceed the total cost of tuition will not be granted additional university grant or scholarship assistance. Only loans or work-study assistance may be offered.

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 for the Summer 2014 term only and do not carry forward to subsequent terms.

I authorize the OFA to reduce, cancel, and/or reassign my loans including PLUS if grant funds are approved. Furthermore if loans are reassigned I understand 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 due along with finance charges on my student account.

I understand that missing, incomplete, or lack of sufficient documentation may cause my appeal to be delayed and/or cancelled.

Appeal responses are communicated via Pepperdine email on a rolling basis, as the appeal decisions are determined by the Appeals Committee.

**NOTE for students appealing for Federal Work Study (FWS) or Pepperdine Work (PWP) funds:** Unfortunately, our funds for these programs were exhausted during the regular academic year. If you would like to continue working during the summer, please speak with your supervisor to see if they would like to continue your position with departmental funds.

**Appeals must be received no later than July 20, 2013. Appeals received after this date will not be considered.**

I/we certify by signing this form that all information contained within is true, complete and accurate to the best of our knowledge. I/we accept, agree, and will follow all of the above policies. I/we understand that any false 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 Student Financial Assistance. We reserve 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: \_\_\_\_\_

Return to:  
Pepperdine University • Seaver College • Office of Financial Assistance  
24255 Pacific Coast Hwy. • Malibu • California • 90263-4301 • Phone (310) 506-4301 • FAX (310) 506-4746  
Email: [finaid2@pepperdine.edu](mailto:finaid2@pepperdine.edu)