



Financial Aid Office
6100 Center Drive, 4th Floor, Los Angeles, CA 90045
(p) 310-568-5530 (f) 310-568-2364
(e) PGBSfinancialaid@pepperdine.edu

Please use this form to request increases be made to your Cost of Attendance, i.e., total financial aid budget. **Budgets can only be increased by expenses incurred by and for the student.**

Section A. Student Information

Student Name: _____

Campus-Wide ID: _____ Academic Year: _____

Section B. Supporting Documents

The following are the only expenses that can be considered for a budget increase. Only the expenses incurred during the period of enrollment from September to August will be considered.

- | | |
|---|---|
| ☐ Computer Purchase (Once/academic year) | ☐ Study Abroad (Course-Related) Trip |
| ☐ Dependent Care (Once/academic year) | - Program: _____ |
| ☐ Medical or Disability | - Destination: _____ |

In addition to this form, you are required to attach supporting documentation for each expense claimed. Please read the next page for acceptable forms of verifying documentation for each category, and itemize all expenses and circle items on the supporting documentation/receipts. **Requests submitted without receipts/documents will not be reviewed or processed.** The costs need to be incurred first, then the FA office can review your request with proof of purchase. Please be advised there are limits to budget increase, and thus, even if approved, the appeal may not match your full expenditure.

If your request is approved, any increase to your budget will result in additional Direct loan or private loan assistance up to your annual limit. You must meet all applicable loan requirements for the loans that you plan to use, including, but not limited to, credit approval and completion of loan counseling and master promissory notes. Any additional loan offers will be posted on WaveNet. It is your responsibility to accept or decline the changes made to your awards in order for aid to process.

REQUEST MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS BEFORE THE END OF THE ENROLLMENT TERM AND MAY TAKE 5-7 BUSINESS DAYS TO REVIEW.

Section C. Signature Required

CERTIFICATION STATEMENT: I certify that all information reported on this page is true and accurate to the best of my knowledge. I have also attached all the required documentation if necessary. I understand that purposely falsifying information may lead to a cancellation of my aid and prevent me from receiving financial aid in future academic years. I have read, will comply with, and understand PGBS Financial Aid Office's Terms and Conditions listed on their website. I understand that my Budget Increase Request will not be processed if required documentation is not attached.

Student Signature _____

Date: _____

Please scan and email this form and supporting documents to PGBSfinancialaid@pepperdine.edu using your Pepperdine email address via Pepperdine Secure Email Attachment Services at <https://attachments.pepperdine.edu/>
Allowance COA and Required Documentation



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Expenses that have been paid in cash require accompanying receipts verifying payment in addition to below documentation (For debit card purchases only, a bank statement reflecting those purchases may be substituted instead of actual receipt).

Type of Allowance	Standard Budget	Maximum budget allowance	Required Documentation
Computer/Laptop Purchase Note: Students can only request this item once per academic year	\$0	Up to \$2,000	Students must prepay for their computer/laptop. A copy of the receipt must be attached to this form.
Dependent Care expenses Note: Students can only request this item once per academic year	\$0	Up to \$10,000	1) A copy of the signed contract or letter from your child-care provider describing services offered and their cost. Documentation must include the name of the child, your name, and anticipated costs for the academic year. 2) Proof of payment (such as receipts or canceled checks) for at least two consecutive months. Proof of payment must clearly demonstrate services rendered and include dates when services were received.
Medical or Disability related expenses	\$0	Actual Cost Amounts are subject to review and must be reasonable	Only mandatory student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. 1) Provide an explanation of your condition 2) Verify costs incurred via billing statement or letters from a physician; and 3) Proof of payment such as receipts or canceled checks 4) Health insurance charge incurred by Pepperdine University (transaction must show under the WaveNet Account Activity) The estimate will not be accepted. Advance approval required.
Study Abroad (Course-related Trip) expenses Note: The trip must be taken for credit. The actual disbursement of any approved financial aid occurs during the term in which the trip is scheduled to take place even if the COA appeal is approved beforehand. A student must prepay their costs.	\$0	Up to \$6,000 for GBI courses. Up to \$11,000 for full-term travel courses. Trip cost is billed from Pepperdine or Pepperdine designated agency If not, only airfare and lodging will be considered and the amount will be subject to review and must be reasonable	If billed directly from Pepperdine Student Account, no additional documentation is needed. If not, proof of purchase (receipts) with the student's name is required. If needed, confirmation of the student's destination will be obtained from the program director or other authorized school official verifying that the expense is necessary and that the amount is an average and a reasonable amount. Amounts will be subject to review and must be reasonable.