

Verification Policy

Verification Requirement

Verification is a quality-control method used by the U.S. Department of Education to verify the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA) or other documents submitted to the Law School Financial Aid Office. All schools that disburse Title IV (federal student aid) are required to participate in the verification process. Certain students are selected random while others are chosen based on probable errors or inconsistencies on the FAFSA. Most financial aid applications are randomly selected for Verification by the U.S. Department of Education's Federal Processor. However, there are potential reasons for our Office to select a student for verification:

- The submitted FAFSA application had incomplete data
- The data on the FAFSA application appears to have contradicting data
- The FAFSA application has estimated information
- The Law Financial Aid Office may select students for federal Verification in connection with the review of an evaluation for special circumstances.

Participation in the verification process is not optional. If selected for Verification, students must submit the requested documentation. If he/she opts not to submit the required documentation, the student will be ineligible to receive federal or institutional need-based financial aid.

Verification: Notification

We are required to contact you for documentation that supports income and any other information that was reported. If you are selected for Verification, you will be notified by your Student Aid Report (SAR) after completing the FAFSA. In addition, the Law Financial Aid Office will post the Verification requirements as "Initiated" on your "To Do List" located in WaveNet. It is extremely important for the student to review their "To Do List" often. An email notification will also be sent to the student with instructions to view their "To Do List", and if any additional documents are needed. Students are instructed to submit as soon as possible.

During the Verification process, the student is expected to fully cooperate with requests in a timely manner, failure to do so may result in cancellation, reduction, finance charges, enrollment/financial holds, and/or suspension of financial aid.

Verification: Documentation

Students must submit all requested forms and support documentation together at the same time; no processing or review can occur until all documentation and forms are received by the Law Financial Aid Office. Any documentation and forms submitted that are illegible, incomplete, or incorrect, will be returned to the student to resolve the documentation/form issue. Please contact our office at lawfinaid@pepperdine.edu to receive a Verification form.

Verification: Processing Time Frame

Financial aid cannot be disbursed until all requested documents are received and the accuracy of the information has been reviewed and then processed. Review of documents submitted for Verification

usually takes 5-7 business days, but may reach up to 2-3 weeks during peak packaging periods, and during registration. Federal funds will be held from disbursing to your student account until all necessary documentation has been received and reviewed, then processed. It is extremely important to not delay submitting requested documents because outstanding balances will cause finance charges to accrue daily and financial holds that prevent registration.

Verification: Deadlines

If you have been selected for Verification for the aid year prior to the start of the year's first term, you must submit all items listed in your "To Do List" as soon as possible but no later than 30 days after the start of the term for which you have been packaged or within 10 days the documents are posted as "Initiated" on the student's "To Do List". Incomplete/initiated items not received by September 15 may result in the cancellation of financial aid.

If you are selected for Verification after September 15, you must submit Verification documents within 10 days of the date Verification requirements are posted as "Initiated" on your "To Do List".

Consequences if you do not submit Verification documents by the deadlines:

Federal Financial aid will not disburse to your student account until Verification documents have been received, reviewed and then processed. If you do not submit Verification documents by the above deadlines, your financial aid will be cancelled. Aid that is cancelled may cause outstanding balances that accrue finance charges daily, which will be the responsibility of the student to pay.

Verification: Correction Procedures

If there are discrepancies between the data on the FAFSA and the students' Verification documents, the Law Financial Aid Office may require additional information to resolve the discrepancies, and the FAFSA will be updated and processed with accurate information. However, such discrepancies may be significant enough to cause the financial aid package to be different from the initial package received from the school. Aid will then be reduced and/or cancelled, if necessary, to resolve the discrepancy. If adjustments to the financial aid package are required, the Law Financial Aid Office will notify the student via email.

Disbursement Policy

Students must accept and/or decline their financial aid package via WaveNet in order for the funds to apply towards the student's account. Financial aid funds are credited to students' accounts as they are received and after the student's enrollment level and cost of attendance have been confirmed. The funds will be credited directly to the students' account. If there are funds in the students' financial aid package that exceed students' charges, the funds will be refunded to the student.

Withdrawal/Leave of Absence

Taking a Leave of Absence, Withdrawing, or Dropping All Course Work

A leave of absence, withdrawal, or dropping course work may result in the adjustment of your financial aid. Please consult with the Law School Financial Assistance Office to review how your current and future financial aid may be affected.

Federal Funds

Federal Student Aid (FSA) funds are considered 'Title IV Funds' and include the Federal Unsubsidized Stafford Loan and Federal Graduate Plus loan.

Title IV funds are awarded with the understanding that the student will attend school for the entire period for which the assistance was offered. However, should you need to take a leave of absence or withdraw, you may no longer be eligible for the full amount of Title IV funds awarded to you. Federal law requires that the Financial Assistance Office determine at what point Title IV funds will cease to be made available once your enrollment has ended, and any unearned funds will be returned to the federal financial aid program. There is no relationship between this process and how the Law School determines what you will be charged when you take a leave of absence or withdraw.

Federal Funds Adjustments

The federal government provides a federal calculator that is used to determine how much of your Title IV funds you have earned if you take a leave of absence or withdraw.

The Law Financial Aid Office will determine what amount will be returned to the federal program based on the date you notified the admissions department that you wish to withdraw, thus beginning the withdrawal process. If you have completed 60% or less of a given term, the Financial Aid Office uses the federal calculator to determine the refund or amount that will be returned to your lender. If you have completed more than 60% of a term, you are considered to have earned 100% of your Title IV funds for that term.

For example, if you take a leave of absence after completing 40% of a term, you are then eligible to keep 40% of your federal funds, and the remaining 60% of the federal funds will be returned to your lender.

The federal government requires that refunds be returned in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Graduate Plus Loans
- TEACH Grant

Pepperdine Scholarships

Eligibility for Pepperdine funding is dependent on full-time enrollment in regular coursework. If you withdraw or take a leave of absence prior to completing 60% of the term, your Pepperdine funding will be prorated or cancelled.

Leave of Absence or Withdrawals

If you plan on withdrawing from all classes for the term or withdraw permanently from the Law School, you must notify the Office of Admissions in writing using your Pepperdine e-mail account. Your withdrawal date will be determined based on the date you notify the admissions department that you wish to withdraw.

An approved leave of absence may not exceed 180 days in any given 12-month period. If a student does not return from an approved leave of absence, the grace period of their loans will retroactively begin as the start date of the leave of absence.