

PEPPERDINE UNIVERSITY

Graziadio School of Business and Management

ACKNOWLEDGEMENT

This information is compiled to assist students with understanding the Graziadio School policies and procedures applicable to their student accounts.

Student Name (PLEASE PRINT): _____ **Student ID#** _____

The Graziadio School has established electronic mail on a Pepperdine University-assigned email account as the official method of communication with students (although other methods of notification may also be employed where required by law.) It is the student's responsibility to read time-critical notifications and follow up in a timely manner. The University does not generate any hard copy student account statements or notifications. Students are responsible for reviewing their online student account so they remain current with the status of their student account and their financial obligations. Finance charges will not be reversed if a student fails to review his/her online student account and/or Pepperdine email.

Students are responsible for selecting their payment methods prior to the term start date. Students are also responsible for submitting their payment plan requests online through the Student Center at least five days before the end of the add/drop period. The payment options are available for review at the Student Center in WaveNet at <https://wavenet.pepperdine.edu>. Students are responsible for meeting the chosen payment option due dates and for notifying the Student Accounts Office regarding changes to their chosen payment method. The daily finance charge (.027%) will be applied to the student account if the payment is not received on or before the due date.

For students reimbursed for tuition by their employers, the University will allow a deferral of payment. To qualify for this payment option, the student must submit the completed and signed Company Reimbursement Form two weeks before the term begins. The Company Reimbursement Form must be renewed annually by submitting a new form to the Student Accounts Office prior to January 1st.

Students who have chosen the company reimbursement payment option are obligated to make a payment prior to the due date whether or not they are reimbursed by their employers. The late fee of \$50 and daily finance charge of .027% will be applied to the student account if the payment is submitted after the due date. Students who missed 2 or more company reimbursement payment due dates will not be eligible for company reimbursement deferment for any future trimesters.

Students may not use the Company Reimbursement Payment option if they are the owners of or majority stockholders in the companies from which they seek reimbursement. Student receiving or applying for financial aid are not eligible for company reimbursement deferment.

The daily finance charges will accrue on the past due balance including any disputed charges until the disputed charges are reversed. The payment arrangements made by the due date do not suppress the daily finance charges if the payment has not been received.

Students are responsible for making accurate and timely payments. Payments in excess of the amounts due the University may be rejected and returned to the payer. Any overpayment amounts accepted by the University may be refunded at the end of the term with the student's written request. A \$50 processing fee will be deducted from the amount of the refund. The Student Account Office does not accept payments for off-campus living or personal expenses.

A registration hold will be placed on the account if there is an outstanding balance by the due date. This hold will prevent any future class enrollment. Students may not attend classes if they are not registered (enrolled) for the class. Registration for the term is not available after the official add/drop period.

I have read and understand the information provided to me in this document, and will refer to the Student Accounts Terms and Conditions Page at <http://services.pepperdine.edu/graziadio/studentaccounts/terms/> for additional information.

Student Signature: _____

Date: _____

(Revised May 2015)