

Enrollment Form and Tuition Prepayment

Step 1: Log into WaveNet

Click on the "Applicant Services" link in the menu bar and then click on "Applicant Center" link in the drop down menu, or click the "Applicant Center" shortcut link. If you are having issues logging into WaveNet, please contact the Help Desk. The Pepperdine Help Desk has personnel on duty 24 hours a day, 7 days a week. They can be reached at (310) 506-4357.

Step 2: Click Applicant Center

Click on the "Applicant Services" link in the menu bar and then click on "Applicant Center" link in the drop down menu, or click the "Applicant Center" shortcut link.

Step 3: Click Details in the To Do List

Click on **Details** in the To Do List.

Step 4: Click Enrollment Form

To Do List

Enrollment Form & Deposit Links

Below is a list of your current outstanding To Do Items.

Item List				
Department	To Do Item	Description	To Do List Link	Link
Admissions Application	Fall Enrollment Form	Please submit the Enrollment Form by following the link provided.	https://seaver.pepperdine.edu/admission/adm/apply/enroll?form.htm?TYPE=Enrollment	
Admissions Application	Tuition Prepayment	Please submit the \$750 tuition prepayment via eCheck (Electronic Check) by clicking the "Make a Payment" link to the right. If you are unable to submit your tuition prepayment via eCheck, you may also submit payment via wire transfer or money order. Please refer to the instructions on the enrollment form.		Make a Payment

Step 5: Complete the form and submit

Note: The form requires your Campus-Wide ID (**CWID**) which you can find on the top right corner of your WaveNet page.



Step 6: Print Confirmation

Print confirmation page and/or e-mail and retain for your records.

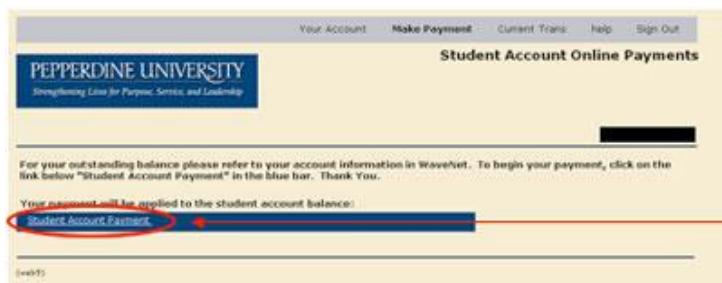
Step 7: Make the Tuition Prepayment

There are three payment options. The preferred payment method is eCheck. **NOTE:** You must hold an account with a **US Bank** in order to use this option. Please select the option you will utilize and follow the appropriate instructions to complete the payment. **NOTE:** Your funds must transfer by the Enrollment Deadline in order to complete your enrollment. It is your responsibility to ensure that the funds are transferred by the Enrollment Deadline. The Tuition Prepayment is non-refundable.

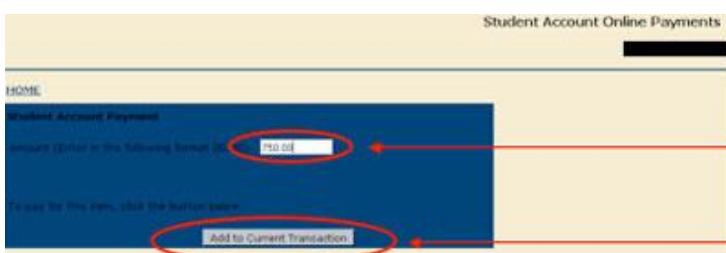
eCheck (preferred): To pay by eCheck, select the "**Make a Payment**" link in your WaveNet To Do List and follow the instructions. Please ensure that your browser's pop-up blocker is off. Your funds must transfer by the Enrollment Deadline in order to complete your enrollment. It is your responsibility to ensure that the funds are transferred by the Enrollment Deadline.

Click on **Make a Payment** from your **Applicant Center** page.

This will bring up the CASHNet window. Click on Student Account Payment.



Enter the amount to be paid and click **Add to Current Transaction**.



Verify the correct amount and student's name and click **Checkout**.

The screenshot shows a table with one row. The first column is 'Student Account Payment'. The second column has buttons for 'Edit' and 'Delete'. The third column shows the 'Total Amount' as '\$750.00'. Below the table is a button labeled 'Checkout' with a red oval around it.

Select the method of payment and click **Continue Checkout**.

The screenshot shows a blue rectangular area containing the text 'Select here to pay by eCheck (Checking and savings accounts. No service charge.)' with a radio button next to it. Below this is a button labeled 'Continue Checkout' with a red oval around it.

The next pages will ask you to enter your bank information, review the information, and submit.

The screenshot shows a form for entering bank account information. It includes instructions: 'Please enter your bank account information and click on the 'Continue Checkout' button below. An email address is required, this is where your receipt will be sent.' and 'For help identifying routing and account numbers, please click on the link below, next to the Routing Transit Number box. A \$25.00 Service Fee will be charged to the student account for all returned checks.' Below these are fields for 'Bank Account Number', 'Confirm Bank Account Number', 'Account Type' (radio buttons for 'Checking' and 'Savings'), 'Routing Transit Number', 'Account Holder Name', 'Email Address', and an optional 'Save' field with the value 'MyChecking'. At the bottom, there is a note: '(Optional) Please provide a name for this payment method to be saved for future use : MyChecking' and a 'Continue Checkout' button.

At this point a receipt will be available to print. Make sure to print this and retain for your records. You may also send it to an additional e-mail address.

For ALL other payment options and instructions, including international wire transfer, please refer to our website.

Step 8: Print Records

Print all confirmation messages and retain for your records.