

## CSS Profile® Waiver Request for the Noncustodial Parent

Financial aid eligibility is based on demonstrated financial need, not on a parent's willingness to pay for education. However, some institutions recognize that every family is different and want to be sure to understand your family's circumstances as they assess your eligibility for aid.

These institutions may require your noncustodial parent to complete a CSS Profile application. If you have no contact with this parent, you may request institutions to waive this requirement. **Prior to submitting this form, confirm whether each institution you are applying to requires a noncustodial parent to complete the CSS Profile application *and* accepts this waiver.**

### To complete this form, follow these steps:

- Complete and sign the form.
- Submit the signed copy, with all required documentation, to each institution that accepts this waiver.
- Keep a copy for your records.

### Things to remember:

- This form is a way to start a conversation with your institutions. Understand other institutions who require a CSS Profile application from noncustodial parents may require their own waiver form and may not accept this version. It's important to review each institution's website and instructions.
- Submission of this request does not guarantee that a waiver will be approved.
- Each institution will make its own decision and communicate that decision to you and reserves the right to request additional information regarding your waiver request.

### Types of waiver requests that may be considered:

- No contact or support ever received from your noncustodial parent.
- Legal orders that limit the noncustodial parent's contact with you.
- Abuse situations involving you and the noncustodial parent.

### Examples of documentation that may be required:

- Court documents or legal orders, if applicable.
- Third-party documentation – preferably a written statement or letter from a counselor, a social worker, a teacher, or clergy who has first-hand knowledge about and can certify your situation.  
*Statements from family members or attorneys may or may not be accepted.*

### Types of waiver requests that are usually not considered:

- A parent refuses to complete the CSS Profile.
- Divorce decree states that a parent is not responsible for the student's educational expenses. In these cases, we encourage you to reach out directly to each institution's financial aid office for assistance.

### CSS Profile® Waiver Request for the Noncustodial Parent

#### Student's information

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Email Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Preferred Telephone Number \_\_\_\_\_

#### Status of the student's biological/adoptive parents

Please report your biological/adoptive parents' current marital status by checking the appropriate box below and reporting the year that status began. If your parents are divorced, please list both the year of separation and the year of divorce.

Separated: year of separation

Divorced: year of separation

year of divorce

Never married to each other and currently do not share the same household: year of separation

#### Noncustodial Parent's information

Please provide information about the noncustodial parent. Provide all the information you know. If you do not know, report it as "unknown."

Parent Name \_\_\_\_\_

Street Address \_\_\_\_\_

Email Address \_\_\_\_\_

City \_\_\_\_\_

Telephone Number \_\_\_\_\_

State and Zip \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Are there any legal orders that limit this parent's contact with you?  Yes  No  Unknown

If yes, please attach the restraining order, police report, or divorce decree which documents the limited contact with this parent. Report the documentation you are sending in the "supporting documentation" section below.

Answers to the following questions will help us understand the nature of your relationship with your noncustodial parent. Provide information to the best of your knowledge.

Has this parent ever claimed you as a dependent on a federal tax return?  Yes  No  Unknown  
If yes, indicate the most recent tax year that occurred.

Has this parent ever paid child support for you?  Yes  No  Unknown  
If yes, please answer the following:  
Indicate the most recent tax year in which it was paid.   
How much was paid for you that year?   
Was the child support paid court ordered?  Yes  No  Unknown  
If the child support was court ordered, did it require that this parent's wages be garnished?  Yes  No  Unknown

Have you ever had contact with this parent?  Yes  No  
If yes, please answer the following:  
Indicate the last time you had contact with this parent.   
Report how often you had contact with this parent in the past year.  
 Weekly  Monthly  Other  No contact in past year  
Explain the type of contact - letter/email, visit, phone call/text, school event, family gathering, court appearance, Facebook/online, other (please explain.)

Has this parent remarried?  Yes  No  Unknown  
If yes, indicate the year this occurred.

Does this parent have children other than those reported in the custodial household?  Yes  No  Unknown  
If yes, how many additional children does this parent have?   
List their ages. \_\_\_\_\_

Who owns the property where you live?  
 Custodial parent/stepparent  Noncustodial parent  Owned jointly/both parents  
 Landlord (non-family member)  Other (explain in "statement from applicant")

**Personal Statement**

Provide as much detail as possible about the relationship with the noncustodial parent. Include any additional information that would help us to better understand why you believe the institution should waive any financial information or contribution from this parent. If additional space is needed, you may attach your statement as a separate document to this form.

**Supporting documentation**

Some institutions will require more information. Indicate which supporting documentation you have included:

- Third party documentation - a written statement or letter from a counselor, a social worker, a teacher, or clergy who can clarify your situation. Statements from family members or attorneys may or may not be accepted.
- Copy of police report or restraining order
- Other documents (list): \_\_\_\_\_

**Certification and Signature**

**I certify that the information provided is true and complete to the best of my knowledge.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Custodial Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_