

Noncustodial parent CSS Profile waiver request

During the application

The screenshot shows a web form titled "Household Verification". The question asks: "You provided information for only one biological or adoptive parent. Which situation best describes Sara's second parent? (required)". A dropdown menu is open, listing the following options: "Parent is deceased", "Single adoptive parent at time of adoption", "Single parent of donor conceived child (at time of conception)", "Parent is unknown", "Parent is incarcerated", "Legal orders or documented abuse involving the noncustodial parent", and "Student has no contact with parent". A "Go Back" link is visible at the bottom right of the form.

If you only provide information for one parent, the CSS Profile will ask you to choose from a list that explains why you will not provide information for a second parent.

If any of these options apply to you, you will not be asked to complete the noncustodial CSS Profile at that time. However, the colleges you submit a CSS Profile to may still request a CSS Profile from your noncustodial parent later on.

Waiving the request


If the colleges request a noncustodial CSS Profile and you have no contact with that parent, you should request to waive this requirement from each college. You must contact each college that requires a CSS Profile from your noncustodial parent to explain your circumstances. Please note that the college has the final say in this request, and they will only grant waivers when you have no contact with your noncustodial parent.


- Meet with your uAspire Advisor to find out what the process is for each of your colleges. Some colleges have a waiver request form that you will submit.
- Colleges that don't have a specific form may require you to send information to their financial aid department. See the next page, and remember it is important to be honest and straightforward about your situation.


Requesting a waiver without an official form

- You and your custodial parent must write a **letter** explaining why it is impossible to complete the CSS Profile for your noncustodial parent. See an example letter on the next page.
 - Include a description of the history and current status of your relationship with your noncustodial parent, the **frequency of any contact** you have had with that parent, and a history of any financial support or lack thereof.
- Attach any **supporting documentation**, such as legal/court documents or a letter from any of the following sources: a teacher or school counselor that knows you well; member of the clergy; therapist; coach; or other professional who is familiar with your circumstances and can confirm your explanation of the situation and lack of contact with your noncustodial parent. See an example of a third-party letter on page 4.
- Send the above information, and anything else that the college has asked for, directly to each college's financial aid office and **follow up with each school**. The college will let you know if they have granted or denied your waiver request. In order to complete the financial aid process, you will need to follow the decision the college has come to.

Track your colleges' processes

	College name: _____
	Actual waiver request form? YES or NO
	Notes: _____

	College name: _____
	Actual waiver request form? YES or NO
	Notes: _____

	College name: _____
	Actual waiver request form? YES or NO
	Notes: _____

NCP waiver request: example letter

February 1st, 2023

Baxter & Mabel College
Office of Financial Aid
PO Box 5
Townsend, MA 03456

To Whom It May Concern,

I'm writing this letter today to request a waiver for the CSS Profile Noncustodial Profile requirement on behalf of my daughter, Sally Star. As far as Sally's relationship with her father, she basically never had one. Her father and I were never married and he has never lived with Sally. The relationship was never positive and had negative effects on Sally.

Both Sally and I have had no contact with her father for over 15 years. As of today we are not aware of his current address. He has not supported us financially in any way and will not assist with any college expenses. He does not contribute any child support.

Please take this all into consideration and please waive the non-custodial profile requirement for Sally and I. We have attached a third-party letter from Sally's guidance counselor as support of this request. Please feel free to contact us with any further questions.

Sincerely,

Sally Star (Signature) and Susie Star (Signature)
(Insert Contact Info)

NCP waiver request: third party letter example

Dear Financial Aid Administrator,

I am writing this letter on behalf of Sally Star, a student who is currently applying for admission to your institution for the following academic year. As I understand it, Sally needs this third party letter in order to waive the Non-Custodial CSS Profile requirement.

I have known Sally for over 3 years as both her guidance counselor and Senior Seminar instructor. Over this period of time I have become familiar with Sally's family situation and lack of contact with her biological father.

I can confirm that Sally does not speak with her father and that to the best of my knowledge he does not contribute financially in any way to Sally and her family. From what I have gathered Sally's father has not been a part of her life dating back to when Sally was a small child. All parental contact I have had has been with Sally's mother.

****Please note that if you have more specific information you could add it here. (i.e. – you know there is a restraining order, non-custodial parent is in another country, custodial parent has shared other information with you which you can confirm.)***

If you have further questions, please feel free to contact me.

Sincerely,

[Signature]

[Professional role / high school]

[Insert contact information]