

2015-16 Noncustodial Parent (NCP) Waiver Request

Undergraduate Students

This request form is for undergraduate students to petition submission of noncustodial parent (NCP) information for the CSS PROFILE to the University of Denver. The Financial Aid Special Circumstances Committee will review waiver requests on an individual basis. **Please note that submission for review does not guarantee a waiver request being granted.** Any incomplete request forms **WILL NOT BE ACCEPTED** or **REVIEWED** until all necessary documentation has been provided. Once your request has been submitted, you will be notified via email of the outcome within three weeks during our peak processing time.

Please be sure the following sections are completed in full before submitting:

Attached Third Party Documentation
 Third Party Contact Information
 Frequency of Contact
 NCP Information
 Explanation of Waiver Request
 Waiver Signed by Student and Custodial Parent

A. Student Information

<i>Last name</i>	<i>First name</i>	<i>M.I.</i>	<i>DU ID Number (87...) or Social Security Number</i>
------------------	-------------------	-------------	---

B. Third Party Documentation

Please attach a signed letter from a reputable third party who is familiar with your situation and can explain on your behalf what your circumstances are with your noncustodial parent. Be sure that the person providing your third party references includes his/her name, address, phone number, email address, and relationship to you (it **cannot** be a member of your family or a family friend). Examples of a reputable third party include people in the following professions: *attorney, member of a clergy, therapist, guidance counselor, teacher, coach, etc.* This person must be familiar with your situation and can explain on your behalf what your circumstances are with your noncustodial parent.

I have attached a signed letter from a third party **(REQUIRED)**

C. Third Party Contact Information

<i>Last name</i>	<i>First name</i>	<i>Phone Number</i>	<i>Email address</i>
------------------	-------------------	---------------------	----------------------

<i>Address (include apt. no.)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
-----------------------------------	-------------	--------------	-----------------

<i>Relationship to You (Coach, Teacher, Counselor, Doctor, Attorney, etc.)</i>	<i>Length of Relationship</i>
--	-------------------------------

D. Frequency of Contact with Noncustodial Parent

1. When was the last time you were in contact with your noncustodial parent?
 Within the past year
 Within 1-5 years
 Within 5-10 years
 Greater than 10 years

2. What was the nature of the last contact (letter, visit, phone call, etc.)? _____

3. Are there any legal orders that limit the noncustodial parent's contact with you? *If yes, please attach documentation (i.e. restraining order, police report, or divorce decree).*
 Yes No

4. Has your noncustodial parent ever claimed you as a dependent on a federal tax return??
 Yes No *If yes, indicate the most recent tax year claimed:* _____

E. Noncustodial Parent Information

Please complete this section to the best of your knowledge. If you do not know, please indicate so by answering "N/A."

<i>Last name</i>	<i>First name</i>	<i>Phone Number</i>	<i>Email address</i>	
<i>Address (include apt. no.)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Occupation</i>		<i>Employer</i>		

F. Noncustodial Parent Information

To help us better understand your family circumstances, please use this section to explain the reasons why you are unable to provide information regarding your noncustodial parent. Feel free to add additional sheets of paper if necessary.

Please note that a parent's refusal to provide any financial information or financial assistance does not constitute a sufficient justification for requesting a waiver.

G. Print and Sign this Form - Both Student and Parent Signatures are Required

I certify that the information provided on this form is true and accurate to the best of my knowledge.

*		*	
Student	Date	Parent	Date