

Noncustodial Parent Waiver Petition Instructions

Submission of this application does not guarantee that your request will be approved. Notification will be e-mailed to you if your request is not approved.

Types of waiver requests that may be considered:

- Documented abuse situations with your noncustodial parent.
- Legal orders that limit the noncustodial parent's contact with the student.
- No contact or support ever received from the noncustodial parent.

Documents that are required:

- Court documents or legal orders, as available.
- Third-party documentation – a written statement or letter from a third party professional i.e., a counselor, a social worker, a teacher, or clergy who can certify to your situation. Statements from family members or attorneys will not be accepted.
- If additional information is needed, we will notify you.

Types of waiver requests that will not be considered:

- Noncustodial parent refuses or is unwilling to complete the form.
- Divorce decree states that the noncustodial parent is not responsible for the student's educational expenses.

Instructions for submitting the Noncustodial PROFILE Waiver Request:

- Print the form and complete it.
- Submit it through the Admissions portal (apply.clarku.edu/status) with the required documentation or the file is considered incomplete and cannot be reviewed for consideration of financial assistance.
- Keep a copy for your records.

Noncustodial Parent Waiver Petition

Student's Information

Student's Name	
Street Address	
City	
State, Zip Code	
E-mail Address	
Preferred Telephone Number	
Academic Year Waiver is requested for:	

Status of the student's biological/adoptive parents

Report your biological/adoptive parents' current marital status indicating which year your parents separated and/or divorced. **Report the year for both, as appropriate.** If your parents never married and do not live together, only check that box.

Year of Divorce Year of Separation

Never married to each other and do not share the same household

Noncustodial Parent's Information

Please provide information about your noncustodial parent. Provide all of the information you know. If you do not know one of the requested pieces of information, report is as "unknown".

Noncustodial Parent Name	
Telephone Number	
E-mail Address	
Street Address	
City	
State, Zip Code	
Occupation/Employer	

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.

1. Has your noncustodial 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. (YYYY)

2. Has your noncustodial parent ever paid child support for you? ___ Yes ___ No ___ Unknown
 If yes, indicate the most recent tax year that occurred. (YYYY)
 If yes, how much was paid for you that year? (\$XXXX)
 If yes, was the child support paid court ordered? ___ Yes ___ No ___ Unknown

3. Has your noncustodial parent remarried? Yes No Unknown

If yes, indicate the year this occurred. (YYYY)

4. Does your noncustodial parent have other children? Yes No Unknown

If yes, indicate how many.

5. Have you ever had contact with your noncustodial parent? Yes No Unknown

If yes, indicate the last time you had contact with them. (MMYYYY)

If yes, explain the type of contact – letter, visit, phone call, etc.

6. Are there any legal orders that limit your noncustodial 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 your noncustodial parent. Report the documentation you are sending in the Supporting Documentation section below.

Statement from the Applicant

In the space below, you must provide a personal statement regarding your relationship with your noncustodial parent. Provide as much detail as possible. If space does not allow, you may attach your statement as a separate document to this form.

Supporting Documentation

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 certify to your situation. Statements from family members or attorneys will not be accepted.

Copy of police report or restraining order.

Other documents (list)

--

Certification and Signature

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

Student's signature		Date:
Custodial Parent's signature		Date:

Electronic signatures are not accepted