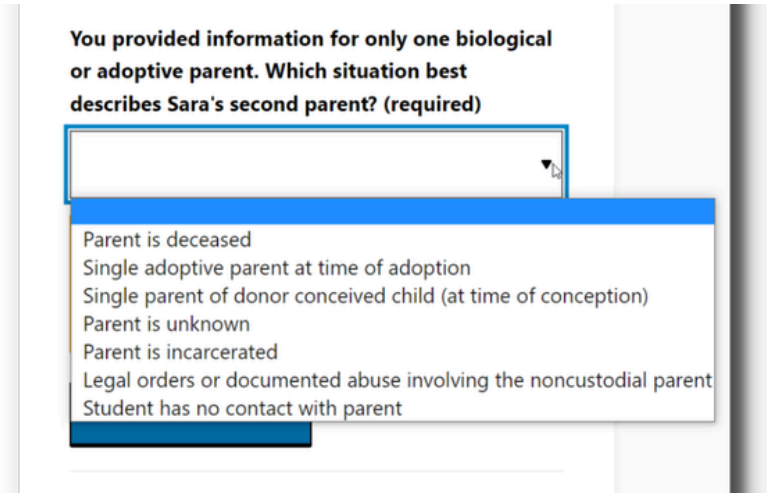
Noncustodial Parent CSS Profile Waiver Request

If you cannot contact your noncustodial parent, you can request a waiver.
Each college decides whether to approve it.

During the CSS Profile



If you only include one parent on the CSS Profile, you'll be asked why you are not including a second parent.

Choosing one of these options may allow you to skip the noncustodial profile at first.

⚠

Even if you skip it in the application, you may still need to **request a waiver from each college.**

What you'll need

- **A letter from you and your custodial parent.**
- A **third-party letter** (from a counselor, teacher, etc.).
- Any **supporting documents** (if available).

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Steps to request a waiver

1 Write a letter explaining your situation.

Include:

- Your relationship with your noncustodial parent.
- How often you've had contact (if any).
- Any financial support they've provided (or lack of support).
- Why it is not possible to complete the Noncustodial Parent CSS Profile.

2 Gather supporting documents (if possible).

Examples:

- Court or legal documents
- A letter from a:
  - School counselor
  - Teacher
  - Coach
  - Clergy member
  - Therapist or other professional.

These should confirm your situation and lack of contact with your noncustodial parent.

3 Submit to each college.

- Send all materials to each college's financial aid office.
- Include anything else the college requests.
- Follow up after submitting.

The college will decide whether your waiver is approved or denied.

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NCP Waiver Request: Example Letter

February 1st, 2027

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 me. 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)

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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]

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