2019–2020 Noncustodial Parent CSS Profile Waiver Request — Instructions

Drexel University requires all freshman applicants to submit information about both of their biological/adoptive parents on the CSS Profile, regardless of their marital status, in order to be considered for institutional need-based aid. In certain circumstances, Drexel may waive the requirement of a noncustodial parent to complete a CSS Profile.

Please note that a parent’s unwillingness to provide information is not grounds for requesting a waiver for this information.

Instructions

Please follow these instructions when completing this request:

• Complete all applicable sections of this request.
• Please attach a personal statement with this request from you and your custodial parent explaining precisely why your noncustodial parent cannot complete a CSS Profile. Include information about the history and current status of your relationship with your noncustodial parent, including the frequency of contact you have had, a history of any financial support received, and any other information that you believe will help us better understand the circumstances for this request.
• Include supporting documentation with your request and personal statement. Documentation can include a letter from an attorney, member of the clergy, therapist, teacher, guidance counselor, or other non-family member who is familiar with your circumstances and is in a position to verify your explanation of the situation. We will also accept legal/court documents that specifically declare that your noncustodial parent is unable to provide financial support. Be sure the individual writing on your behalf includes his or her name, address, phone number, and relationship to you. Any documentation you submit becomes the property of Drexel University and will not be returned, so please do not send originals.
• Make sure all documentation you submit includes your 8-digit University ID.

Submission Deadlines

Submit all documentation together by the following applicable deadlines:

• Early Action — November 17
• Early Decision — November 17
• Regular Decision — February 17

Submit this waiver by:

• Logging into your Discover Drexel account at discover.drexel.edu.
• Selecting the Financial Aid tab.
• In the Contact section, selecting the “Information Regarding Special Circumstances” link.
• Selecting the “Unable to Submit a Noncustodial Parent CSS Profile” link to launch the document upload process.
2019–2020 Noncustodial Parent CSS Profile Waiver Request

Student Information
Last Name ___________________________ First Name ___________________________
University ID ___________________________
Permanent Street Address ___________________________ City __________ State ____ ZIP Code _________
Email ___________________________ Phone Number ___________________________

Noncustodial Parent Information
Full Name ___________________________ Phone Number ___________________________
Permanent Street Address ___________________________ City __________ State ____ ZIP Code _________
Occupation ___________________________ Employer ___________________________

Status of student’s biological/adoptive parents:
☐ Divorced/separated  ☐ Never married to each other and do not share the same household
• If divorced or separated, indicate year of divorce/separation: __________
• If noncustodial parent is now deceased, please indicate year of death: __________

Has your noncustodial parent remarried? ☐ Yes  ☐ No  If “Yes,” in what year? __________
Does your noncustodial parent have other children? ☐ Yes  ☐ No  If “Yes,” how many? __________

Frequency of Contact
Are there any legal orders that limit the noncustodial parent’s contact with the student? ☐ Yes  ☐ No
If “Yes,” please provide supporting documentation (e.g., restraining order, police report, divorce decree)

Please explain the nature and duration of the contact (e.g., short phone call, two-week vacation) in the past 12 months:

________________________________________________________________________

________________________________________________________________________

What is the date of the most recent contact? ________________

Child Support and Legal Orders
Did the noncustodial parent provide child support in 2018? ☐ Yes  ☐ No
• If “Yes,” what is the total amount the noncustodial parent paid or will pay for the student in 2019? $_______________
• If the noncustodial parent paid child support for other children, indicate total paid for all children: $_______________
• If support was paid, it was: ☐ Voluntary  ☐ Per a Court Order  ☐ Wage Garnishment
• If “No,” indicate the last year that the noncustodial parent paid any child support: __________

Signatures
By signing below, we certify that the information is accurate and complete to the best of our knowledge. We acknowledge that information found to be in error may result in a change to the student’s eligibility for institutional need-based aid.

Student Signature ___________________________ Date ___________________________
Custodial Parent Signature ___________________________ Date ___________________________
Custodial Parent Printed Name ___________________________