

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 _____