

# 2016-2017 Non-Custodial Parent Waiver Petition

**Duke University**

Undergraduate Financial Aid Office  
PO Box 90397  
Durham, NC 27708

Fax Number: 919-660-9811  
Phone Number: 919-684-6225  
www.financialaid.duke.edu

Financial information is required from both natural parents to determine a student's financial aid award. By completing this form, you are petitioning that an exception be made to the requirement of financial information from your non-custodial parent.

## Student Information

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Non-Custodial Parent Information

Non-Custodial Parent Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

If any of the information that we are asking is not known, please indicate "unknown" in the appropriate blank(s).

Marital status of your natural parents:  Divorced/Separated  Never married

If divorce/separated, indicate the year of divorce/separation. \_\_\_\_\_

Has your non-custodial parent ever claimed you as a dependent on a federal tax return?  YES  NO

If yes, indicate the most recent tax year that this occurred. \_\_\_\_\_

Has your non-custodial parent remarried?  YES  NO

If yes, indicate the year this occurred. \_\_\_\_\_

Does your non-custodial parent have other children?  YES  NO

If yes, indicate how many \_\_\_\_\_

## Frequency of Contact

Have you had contact with your non-custodial parent in the past year?  YES  NO

If no, indicate the last time you had contact with him/her. \_\_\_\_\_

What was the nature of the contact (letter, visit, phone call, etc.) \_\_\_\_\_

Attach two statements from third parties (other than an attorney) that verify the amount of contact that you have with your non-custodial parent. Typically, these letters come from counselors, ministers, and other professionals close to a student's situation. Letters from family members or friends are not acceptable.

Are there any legal orders that limit your non-custodial parent's contact with you?  YES  NO

If yes, please attach documentation (i.e. restraining order, police report, or divorce decree).

### Child Support Information

Did your non-custodial parent pay child support in 2015?

YES

NO

If yes, indicate the total amount he/she paid in 2015 for you:

\$ \_\_\_\_\_

for other children:

\$ \_\_\_\_\_

If no, indicate the last year that he/she paid child support

\_\_\_\_\_

Provide any additional information that would help us to better understand the circumstances that you believe make it appropriate for us not to require any financial information or contribution from your non-custodial parent. Be sure to provide as much detail as possible and attach additional pages if necessary. ***You should also attach any applicable documentation to substantiate or expand upon your situation. Examples of required documentation include court rulings and letters from third parties (other than attorneys or other family members). Please note that third-party letters typically come from counselors, ministers, or other professionals close to the situation.*** Letters from other family members or friends are not acceptable as third party documentation.

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

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Custodial Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The custodial parent's CSS Profile form must be completed and submitted online before we can process this waiver form.**

### Internal Use Only

Committee Review Date: \_\_\_\_\_

Approved

Denied

Initials: \_\_\_\_\_

Counselor Comment Section: \_\_\_\_\_