

## COLUMBIA NONCUSTODIAL PARENT WAIVER REQUEST INSTRUCTIONS

Columbia's policy views financial aid as a partnership between the student, the biological or adoptive parents, and the school. We require that the noncustodial parent complete their portion of the CSS Profile (Noncustodial Parent Profile), and submit tax documentation in order to complete the financial aid file for review. However, we do recognize that in some cases, the completion of the noncustodial parent requirements may prove challenging or impossible.

If you have no contact with your noncustodial parent, or feel it would be extremely difficult to obtain financial information due to extenuating circumstances, you may request a waiver of the noncustodial parent requirements. Please review Columbia's policies and instructions below before submitting a petition.

### ***Section I: Types of Circumstances***

Circumstances that do not qualify for a noncustodial parent petition:

- Noncustodial parent refuses to pay or complete application requirements
- Court documents absolve or reduce a noncustodial parent's legal obligation to pay for college

Circumstances that may qualify for a noncustodial parent petition

- History of physical abuse or dangerous behavior conducted by the noncustodial parent
- No contact with the noncustodial parent
- Incarceration
- Other circumstances not already listed in Section 1

### ***Section II: Instructions for Student***

- ☐ Complete and submit the [College Board CSS Profile Waiver Request for the Noncustodial Parent](#)
  - Do not leave questions unanswered. If a section does not pertain to you, list N/A.
  - If you have had contact with your noncustodial parent within the last two years, provide an explanation of the type of contact and the nature of the communication on page 3 of College Board's form.
- ☐ Submit copies of supporting documentation
  - Legal or court documents that limit contact with the noncustodial parent due to safety reasons
  - Documentation of wage garnishment or imprisonment for failure to pay child support
  - Restraining orders or police reports citing violence or dangerous behavior
  - Official third party letter of support from a high school representative, social worker, or clergy who can attest to your circumstances.

Note: Letters from family members, neighbors, friends or lawyers will be reviewed but generally do not carry the same weight as an official third party letter.

### ***Section III: Instructions for Third Party Representatives***

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Third party letters should meet the following criteria:

- ☐ List the third party contact information
- ☐ Note how long the third party has known the student and in what capacity
- ☐ Provide observations or knowledge regarding the student and noncustodial parent relationship, regularity of contact and/or nature of contact
- ☐ Printed on official letterhead and with a physical signature
- ☐ Letters can be given to the student to submit or can be submitted directly to Columbia to IDOC by or email. See Section IV for details.

### ***Section IV: How to Submit Materials and Next Steps***

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Submit petition materials using one of the following methods:

- IDOC: <https://pages.collegeboard.org/idoc>
- Email: [ugrad-finaid@columbia.edu](mailto:ugrad-finaid@columbia.edu)

NEW STUDENTS: Noncustodial Parent Waiver Requests will be reviewed once students are admitted. Until this point, your petition will show the status of 'Not Reviewed' on Columbia's Online Financial Aid System and your noncustodial parent requirements will show as 'Not Received'. Students who are admitted will receive an update on whether their petition is incomplete, approved or denied at the time of admission or thereafter as petitions are received.

CURRENT STUDENTS: Please email [ugrad-finaid@columbia.edu](mailto:ugrad-finaid@columbia.edu) 3-5 business days after you have submitted your petition materials to confirm receipt. We will contact you directly if we need more information. Decisions are communicated regularly upon the completion of a petition.