



Non-Custodial CSS Profile (NCP)

Some colleges that have required you to complete the CSS Profile (at www.collegeboard.org) *may* also require you complete something called the Non-Custodial Profile, if your biological or adoptive parents do not live together. The Non-Custodial Profile is an additional application that asks the student's noncustodial parent questions similar to those asked of the student's custodial parent on the regular CSS Profile.

Important Information and Instructions:

- ★ If a college requires the Non-Custodial Profile, the **form must be completed** or else you may not be eligible for scholarships and grants from that college.
- ★ If you have no contact with your non-custodial parent you may be able to **waive this requirement** (see *backside of this page for instructions*).
- ★ If you are an **independent student** (ie: in Legal Guardianship), your colleges *may or may not* require this form. Your uAspire Advisor will help you call each college to see what their requirements are.
- ★ After registering for the regular CSS Profile, you will see the list of colleges that are requiring the Non-Custodial Profile. It will look something like this:

Example:

<u>Your college(s) requiring the Noncustodial PROFILE</u>
Syracuse University
Bowdoin College
Wesleyan University
Macalester College
New York University

- ★ If your Non-Custodial Parent is able to complete this form, please follow the instructions below:
 1. To email the log-in information directly to your non-custodial parent click on the **blue link** that says **"click here"** and enter your non-custodial parent's email address.
 2. The website your non-custodial parent will need is: <https://ncprofile.collegeboard.com>
 3. Write down or print your CSS ID and password that are listed below the colleges that require this form. These are very important in order for your non-custodial parent to log-in.

Example:

CSS ID: 3171234
Initial Password: H021080

Your CSS ID: _____ Your Initial Password: _____

If you have forgotten your ID and Password you can call Collegeboard at **(305) 829-9793**

4. If your non-custodial parent is not comfortable completing this form on their own, your uAspire Advisor is able to assist with completing this form as well. In order for your uAspire Advisor to assist you, please collect the same information from your non-custodial parent that you collected from your custodial parent, using the CSS Profile Checklist.



Waiver Request Process for the NCP

If you have **no contact** with your non-custodial parent you should **request to waive this requirement from each college**. You must contact each college that requires the Non-Custodial Profile to explain your circumstances. Please note that the college has the final say in this request.

- ★ The following steps will explain the process to request to waive the non-custodial parent’s information. You should only try this if you have **no contact** with your non-custodial parent. If you do have contact with that parent then the colleges will require you to fill out the Non-Custodial CSS Profile.
- ★ Each college has their own process. Some colleges have an actual **waiver request form** that must be submitted to them.
- ★ Meet with your uAspire Advisor to find out what the process is for each of your colleges. Your Advisor will also have copies of common waiver request forms.
- ★ Colleges that don’t have a specific form, may require you to do the following and send required information to their financial aid department. It is important to be very honest and straightforward about your situation.

Requesting to Waive a Non-Custodial Parent Profile (for colleges without an actual form):

If you would like to request a waiver of the Non-Custodial Parent Profile, you may need to complete the following steps prior to the financial aid deadline of each college:

- 1) You and your custodial parent must write a letter explaining why it is impossible to provide the Non-Custodial Parent Profile. Include a description of the history and current status of your relationship with your non-custodial parent, the history and frequency of any contact you have had with that parent, and a history of any financial support or lack thereof.
- 2) Attach any supporting documentation, such as legal/court documents or a letter from any of the following sources: a teacher or school counselor that knows you well, member of the clergy, therapist, coach, or other professional who is familiar with your circumstances and can confirm your explanation of the situation and lack of contact with your non-custodial parent.
- 3) Send the above information, and anything else that the college has asked for, directly to each college’s financial aid office and follow-up with each school. The college will let you know if they have granted or denied your waiver request. In order to complete the financial aid process you will need to follow the decision the college has come to.

Your Colleges’ Waiver Request Process:

1) College: _____	Actual waiver request form?	Yes or No
Notes: _____		

2) College: _____	Actual waiver request form?	Yes or No
Notes: _____		

3) College: _____	Actual waiver request form?	Yes or No
Notes: _____		

