



Sacred Heart UNIVERSITY

Office of Student Financial Assistance

CSS Non-Custodial Parent Profile Waiver Process

Sacred Heart University requires that the non-custodial parent completes the CSS Non-Custodial Parent Profile through College Board: [NCP Profile](#). If this parent is unable to complete the CSS Non-Custodial Parent Profile on your behalf, Sacred Heart may waive this requirement due to specific circumstances.

Requirements for Waiving the Noncustodial Parent Profile:

Personal Statement:

Please submit a letter from you or your custodial parent explaining the nature of your family circumstances which you feel make it necessary to waive the non-custodial parent's application and financial aid requirements. Be sure to provide as much detail as possible.

Third Party Statement:

Please submit a **Notarized** letter from a third party (counselor, clergy, teacher, attorney, etc.) that confirms the amount of contact, or lack thereof, with your non-custodial parent. Letters from family members will not be considered unless they contain information above and beyond what a third-party can provide.

*Please attach any and all legal documents that apply to your situation such as a death certificate, restraining order, documentation of incarceration, court order, etc. If the non-custodial parent is not listed on the student's birth certificate or adoption paperwork, please send a copy of that paperwork as well.