



## NON-CUSTODIAL PARENT INFORMATION FINANCIAL ASSISTANCE FORM

*The individual submitting this form is the only parent who has completed the Parent Financial Statement (PFS) via the School and Student Services (SSS) online portal. The information below will provide Kingswood Oxford School financial assistance committee with information about the non-custodial parent (parent without custody) which will allow the committee to move forward in their consideration of your family's application for financial assistance. All custodial parents are required to submit financial information for full consideration by the financial assistance committee.*

**Applicant's Name:** \_\_\_\_\_ **Grade Applying for:** \_\_\_\_\_

**Name of Custodial Parent:** \_\_\_\_\_ **Name of Non-Custodial Parent:** \_\_\_\_\_

1. Is the applicant's non-custodial parent deceased?  Yes – Please stop here, sign the bottom of this page and return.  
 No–Please complete the remaining form.
  
2. Have you always been a solo parent?  Yes –
  
3. Do you know the whereabouts of your child's non-custodial parent?
  - a.  Yes Nature and Frequency of Contact \_\_\_\_\_
  - b.  No Date of Last Contact \_\_\_\_\_ [Month / Year]
  
4. Are applicant's biological parents separated/divorced?  Yes  No  
If yes, what was the date of separation/divorce? \_\_\_\_\_ [Month/Year]  
Annual Child Support Amount \$ \_\_\_\_\_

*Please provide a copy of any applicable legal document such as divorce decree, custody agreement, legal separation agreement, etc., which specify the role and responsibilities of both parents.*

5. Has the non-custodial parent ever claimed the applicant on a federal income tax return?  Yes  No
6. Please check one of the following statements:

I understand that my child's financial assistance application will be considered incomplete until information for the second parent is received. Information for any step-parents in either household is also required. I further understand it is my responsibility to provide additional parent information to Kingswood Oxford School per the deadlines listed below.

I request that Kingswood Oxford School waive the requirement of obtaining financial documentation from my child's non-custodial parent. I am either unaware of the whereabouts or my child's non-custodial parent or do not have contact with this individual.

In support of my request to waive the requirement of obtaining non-custodial parent financial documentation, I have provided an explanation below (Custodial Parent Statement), as well as a third party letter of verification (attached) from a third-party (a school counselor, attorney, clergyperson, colleague, employer or other non-relative) explaining and confirming the nature of the relationship between the child and the non-custodial parent.

I attest that all of the information provided is true and accurate. I understand the misrepresentation of the information requested could lead to a revocation of any financial assistance grants awarded.

**Signature of Custodial Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CUSTODIAL PARENT STATEMENT  
REQUEST FOR WAIVER OF CONSIDERATION OF NON-CUSTODIAL PARENT**

**Applicant's Name:** \_\_\_\_\_

**Grade of Application:** \_\_\_\_\_

**Custodial Parent:** \_\_\_\_\_

*Please write a statement giving the essential information to help the Financial Assistance Committee understand the circumstances that make it necessary to waive the noncustodial requirement. Please provide as much detail as possible and include any applicable documentation with your completed form.*

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**Financial Assistance Application and Enrollment Deadlines**

Applications for Admission and Financial Assistance Due:	February 1
Admission and Financial Assistance Notifications:	March 10
Application and Financial Assistance Response Deadline:	April 10

**Signature of Custodial Parent:** \_\_\_\_\_

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

Please e-mail this form to [bosco.a@kingswoodoxford.org](mailto:bosco.a@kingswoodoxford.org)



**Third Party Letter of Verification Regarding Absent Non-Custodial Parent**

As an objective third party not related to the student in question, I am aware of the absence of the below applicant’s non-custodial parent. I am making a statement below and providing evidence to support the waiver of consideration of the non-custodial parent in the financial assistance application process. I attest that all of the information provided is true and accurate. I understand the misrepresentation of the information requested could lead to a revocation of any financial assistance awarded.

**Applicant’s Name:** \_\_\_\_\_      **Number of years I have known the applicant family:** \_\_\_\_\_ yrs.

**Phone Number:** (     ) \_\_\_\_\_ - \_\_\_\_\_      **E-mail Address:** \_\_\_\_\_

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**Signature of Third Party Individual Verifying Absence of Non-Custodial Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please e-mail this form to [bosco.a@kingswoodoxford.org](mailto:bosco.a@kingswoodoxford.org)