



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.

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



Applicant's Name: _____ **Number of years I have known the applicant family:** _____ yrs.

Phone Number: () _____ - _____ **E-mail Address:** _____

Signature of Third Party
Individual Verifying Absence
of Non-Custodial Parent: _____ Date: _____

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