



Boston University Financial Assistance

Applying for 2013-2014 Boston University Financial Aid when Your Biological/Adoptive Parents are Not Married to Each Other

How is eligibility determined when the parents are not married to each other?

It is Boston University policy to expect information and financial support from both biological/adoptive parents of students applying for BU financial aid. When parents are married to each other, information for both parents is provided on the CSS PROFILE and on the FAFSA.

When parents are not married to each other and do not share the same household, the custodial parent must complete the CSS PROFILE and the FAFSA. The custodial parent is the parent with whom the student primarily lives. The noncustodial parent completes the CSS Noncustodial PROFILE (NCP). If either parent has remarried, the stepparent's information must be included.

When parents are not legally married to each other, or do not meet the federal marriage criteria, but share the same household, both parents must report their information on the CSS PROFILE. However, only the parent who provides the majority of the support to the student reports his/her information on the FAFSA. In addition, a "Verification of Finances for Parents who are not Married to each other but Share the Same Household" form (available at bu.edu/finaid/forms-calculators/forms/application-forms/) must be completed.

What criteria is used to determine which parent is custodial vs. noncustodial?

The custodial parent, as defined by federal financial aid regulation and Boston University policy, is the biological/adoptive parent with whom the student lived more during the 12 months prior to applying for aid. If the student lived with neither parent during the prior 12 months, or lived equally with each parent, the custodial parent is the parent from whom the student received more financial support during the past 12 months or during the most recent year the student received support from a parent. In determining custodial parent status, it does not matter which parent claims the student as an exemption for tax purposes.

What is the noncustodial PROFILE?

Similar to the PROFILE, the Noncustodial PROFILE is an online application on which noncustodial parents of first time aid applicants report their income, asset, and other information. If the student's biological/adoptive parents are divorced, separated or were never married to each other and do not share the same household, the student will be sent an email upon completion of the registration portion of the PROFILE. The email will include a link to the Noncustodial PROFILE application. The student will be instructed to forward that email to his/her noncustodial parent. The noncustodial parent will, upon accessing the application, be instructed to immediately change the password, thus securing the privacy of his/her information. BU will not release, electronically or otherwise, the income and asset information of divorced/separated parents to the other parent.

What if I never got the email or misplaced it?

The student can call PROFILE Customer Support at 305-829-9793 if, for whatever reason, he/she is not in possession of the NCP email. Upon the student's request, CSS will send the NCP email to the student or directly to the noncustodial parent.

What if my noncustodial parent is reluctant to provide the necessary information?

Sometimes noncustodial parents are reluctant to provide information initially. Noncustodial parents are welcome to contact us directly and we will be happy to answer any questions they have about the process. Providing information does not necessarily mean that a noncustodial parent contribution will be expected. But, a parent's refusal to provide information or financial support will not, on its own, constitute sufficient justification for a waiver of this requirement.

What if the separation/divorce is very recent and occurred after the aid application is filed?

Additional documentation will be required if the parents become separated or divorced after filing financial aid applications. Documents required may include:

- Copy of the Separation Agreement (if available)
- Copy of Final Divorce Decree
- Noncustodial PROFILE Pre-Application Worksheet (available upon request)
- Income verification for both parents (including child support and/or alimony)
- Documentation to determine household size/number in college
- Documentation to determine parents' assets
- Other additional documentation

If neither a Separation Agreement nor Divorce Decree is available, a letter explaining the relevant details may be sufficient. For federal aid purposes, there need not be a "legal separation"; the student's parents may be considered separated when one of the parents has left the household for an indefinite period of time and no longer makes a substantial contribution to the finances as a member of that household. However, if parents still share the same household, they are not considered separated and information for both parents must be reported. Also, when one parent resides outside the household for employment purposes only, the parents would not be considered separated.

What if my parents or I have questions?

If you or either of your parents has questions about the Noncustodial PROFILE, call CSS at 305-829-9793. For questions about any aspect of the aid application process, contact BU Financial Assistance at 617-353-2965 or finaid@bu.edu. Please include your name and Boston University ID number in any communication. When a divorced or separated parent contacts us on a student's behalf, we will ask for clarification regarding his/her status as either the custodial or the noncustodial parent so we can ensure the confidentiality of each party's personal information.

What if it is impossible to provide a completed noncustodial PROFILE?

We recognize that extenuating circumstances in individual cases may make it impossible to obtain information and/or support. If the noncustodial parent's whereabouts are unknown, if there is an established history of no contact, or if there are certain other extenuating circumstances, we may exempt the student from the Noncustodial PROFILE requirement. A decision on the aid application cannot be made until the Noncustodial PROFILE is received or a waiver request is approved.

To request a waiver because you believe it is impossible to provide a Noncustodial PROFILE, complete the Noncustodial PROFILE Waiver Request form (below) and send it to:

Boston University Financial Assistance
881 Commonwealth Avenue, fifth floor
Boston, Massachusetts 02215

Boston University
2013/2014 Noncustodial PROFILE
Waiver Request

STUDENT INFORMATION

Student Name _____ Boston University I.D. # _____	
Permanent Address _____	_____
street	city
_____	_____
state	zip
email _____ Telephone _____	

NONCUSTODIAL PARENT INFORMATION

Noncustodial Parent Name _____ Telephone _____	
Address _____	
street	city
_____	_____
state	zip
email address _____	
Occupation _____ Employer _____	
Status of students' biological/adoptive parents: <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Never Married to Each Other & do not Share the Same Household	
If Divorced or Separated, indicate year of divorce/separation: _____	
Has noncustodial parent ever claimed student as a dependent on a federal tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes" indicate most recent year claimed: _____	

FREQUENCY OF CONTACT

Are there any legal orders that limit the noncustodial parent's contact with the student? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" please attach documentation (i.e., restraining order, police report, divorce decree, etc.)
On how many occasions has the student had contact with him/her during the past 12 months? _____
What was the date of the most recent contact? _____
Please explain the purpose of the contact and if it was in person, by phone, or other: _____

Student Name _____ Boston University I.D. # _____

Did the noncustodial parent provide child support in **2012**? Yes No

If "Yes" indicate the total amount he/she paid for student: \$ _____

If there are other children, indicate total paid for all children: \$ _____

If "No" indicate the last year that he/she paid any child support: _____

WAIVER REQUEST

Explain below exactly why it is impossible for you to provide the Noncustodial PROFILE. Include a description of the history and current status of your relationship with your noncustodial parent, the history and frequency of any contact you have had with that parent, and a history of any financial support provided for you by that parent. Attach additional sheet(s) of paper if necessary.

Attach any supporting documentation, such as legal/court documents or a letter from an attorney, member of the clergy, therapist, teacher, guidance counselor, or other non-family member who is familiar with your circumstances and in a position to confirm your explanation of the situation. Be sure that the person writing on your behalf includes his/her name, address, phone number, and relationship to you (the student).

Waiver requests submitted without supporting documentation and/or third party corroboration will be reviewed, but tend to be less compelling and thus are less likely to be approved.

CERTIFICATION

I certify that the information provided on this form is true and complete to the best of my knowledge.

Student Signature _____ Date _____

Custodial Parent Signature _____ Date _____