



Harvard Medical School’s policy requires financial information from both parents to determine a student’s need for institutional aid. The HMS Financial Aid Office recognizes that extenuating circumstances in individual cases may make it impossible to obtain information from a non-custodial parent. If the non-custodial parent’s whereabouts are unknown, if there has been extremely limited or no contact with the non-custodial parent for a significant period of time, or if there are certain other extenuating circumstances, the Need Access Divorced/Separated Parents’ Form may be exempted from the required financial aid documentation. By completing this form, you are petitioning that an exception be made to the requirement of financial information from your non-custodial parent. A decision on the aid application cannot be made until the Need Access Divorced/Separated Parents’ Form is received or a waiver is approved. *\*Unwillingness of a noncustodial parent to contribute financially is not a sufficient reason to file this petition.*

**\*Instructions: Complete this form and submit it with a Third Party Letter to the HMS Financial Aid Office.**

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Student’s Name: \_\_\_\_\_ HUID \_\_\_\_\_

**■ Non-custodial Parent Information**

Non-custodial parent name: \_\_\_\_\_

Has your non-custodial parent ever claimed you as a dependent on a federal tax return?  Yes  No

If yes, indicate the most recent tax year that this occurred \_\_\_\_\_

**■ Frequency of Contact**

Have you had contact with your non-custodial parent in the past year?  Yes  No

If no, indicate the last time you had contact with him/her \_\_\_\_\_

What was the nature of the contact? (e.g., letter, visit, phone call, etc.) \_\_\_\_\_

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**■ Third Party Letter**

Attach a statement from a third party that verifies the amount of contact that you have with your non-custodial parent. The person writing this statement should have long-term knowledge of your family situation. Typically these letters come from a counselor, clergy, attorney or other professional who has personal knowledge of your family. The person writing the statement must include his/her name, address, phone number, and relationship to the student. Letters from family members are not acceptable.

Are there any legal orders that limit your non-custodial parent’s contact with you?  Yes  No

If yes, please attach documentation (i.e., restraining order, police report, or divorce decree)

**■ Certification**

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

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

Custodial parent’s signature \_\_\_\_\_ Date \_\_\_\_\_