

▪ ALBUQUERQUE ACADEMY ▪

OFFICE OF FINANCIAL ASSISTANCE

**Submit this form to:**

Mail: Albuquerque Academy  
Financial Assistance Office  
6400 Wyoming Blvd. NE  
Albuquerque, NM 87109

**Noncustodial Parent Waiver Petition**

Albuquerque Academy requires financial information from both parents to determine a student's financial assistance eligibility. Our school policy states that requests for financial assistance will not be considered until both custodial and noncustodial parents have submitted required documents.

You are submitting this form due to extenuating circumstances regarding your child's noncustodial parent and you are requesting that we consider financial assistance for your child based solely on your financial situation. Please complete this form and submit the following:

- Two statements from impartial third parties.
- A personal statement from you.

**Only completed applications with all third party and personal statement documentation will be reviewed.**

**FAMILY INFORMATION**

Student's Name: \_\_\_\_\_ Applying for grade \_\_\_\_\_

Your Name: \_\_\_\_\_  
*Last First M.I.*

E-mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Parents' marital status

- Divorced \_\_\_\_\_  Separated \_\_\_\_\_  Never Married  
*Date (month & year) Date (month & year)*
- Mother remarried \_\_\_\_\_  Father remarried \_\_\_\_\_  
*Date (month & year) Date (month & year)*

**THIRD PARTY DOCUMENTATION**

Attach TWO statements from impartial third parties that can attest to the nature of your child's relationship with the non-custodial parent and verify the amount of contact your child has with the noncustodial parent.

- Each statement must be signed and on letterhead. Statements will be accepted from a counselor, clergy member, or another impartial source familiar with your situation in a professional capacity.
- The person writing the statement must include his/her name, phone number, relationship to your child, and the number of years he/she has known your child.
- Statements must address the amount of contact your child has with the noncustodial parent.
- No e-mailed statements will be accepted.
- Letters from family members or family friends will not fulfill the requirement for third-party documentation.

**PERSONAL STATEMENT AND DOCUMENTATION**

To help us better understand your situation, please provide a statement with detailed information about your extenuating circumstances.

- Attach any legal orders that limit the noncustodial parent's contact with your child (i.e. restraining order, police report, or divorce decree).
- You may also attach any other supporting documentation that helps explain your situation.

**NONCUSTODIAL PARENT INFORMATION**

Noncustodial Parent Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Occupation/Employer: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Has your child's noncustodial parent ever claimed your child as a dependent on a federal tax return?  Yes  No

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

Does the noncustodial parent have other children?  Yes  No

If yes, number of children \_\_\_\_\_

**FREQUENCY OF CONTACT**

How many times in the past two years has your child had contact with the noncustodial parent? \_\_\_\_\_

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

If no contact in the past two years, indicate the date and nature of last contact with the noncustodial parent.

**CHILD SUPPORT**

Did the noncustodial parent pay child support in the past year?  Yes  No

If yes, indicate the total amount paid for the child \$ \_\_\_\_\_

For other children: \$ \_\_\_\_\_

Support is (check all that apply)  voluntary  court-ordered  paid by wage garnishment

Indicate the expected date child support will end for the child. \_\_\_\_\_

If no, indicate the last year he/she paid child support: \_\_\_\_\_

**REVIEW AND CERTIFICATION**

Review your Waiver Request for completion. Check off when complete:

- All questions on this form are answered
- Custodial parent personal statement
- Two statements from impartial third parties
  - Statements are on letterhead
  - Statements are ink-signed
  - Statements discuss amount of parent/student contact

I certify that all the information provided on this form is true and complete to the best of my knowledge. I understand that if my waiver request is approved, and the relationship with the noncustodial parent changes during my child's time at Albuquerque Academy, I will notify the Financial Assistance Office of the change and that my child's grant status may change. I understand I may be required to submit the noncustodial parent's information at that time and my child's grant status may change.

***I understand that if the Noncustodial Parent Waiver Petition is denied, the noncustodial parent's financial information will be required for my application for financial assistance this year and every year I apply for need-based financial assistance.***

Custodial Parent's Signature: \_\_\_\_\_

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