

**Student Financial Services**

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To be considered for need-based institutional financial aid, a student must submit financial information from both parents. However, the office of Student Financial Services recognizes that extenuating circumstances in some cases may make it impossible to obtain information from both parents.

By completing this form, you are requesting a waiver of information from one or both parents because you are unable to obtain information due whereabouts of parent are unknown or extenuating circumstances.

Waivers are not granted in the case of:

1. Being reluctant to request the information from parent(s)
2. Parents unwillingness to provide required documentation

To request a waiver, you must do the following:

1. Submit a personal letter explaining your extenuating circumstances
2. If you are requesting a waiver for one parent, your other parent must also submit a letter explaining the circumstances.
3. If there are any legal orders that limit your parent's contact with you, please attach documentation (i.e., restraining order, police report, or divorce decree, etc.)
4. Letter from your undergrad's financial aid office **or** submit 3 letters from a third-party independent professional (on official letterhead) who personally has knowledge of the situation, and can verify your circumstances (e.g. guidance counselor, physician, social worker, clergy member.)
5. Sign, date and return this form along with required documents listed above.

I, certify that all the information provided is true and has been completed to the best of my ability. I understand it is my responsibility to report changes in this circumstance to the Office of Student Financial Services.

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

Print Name: \_\_\_\_\_ Life # \_\_\_\_\_

MD Year: \_\_\_\_\_

**Please return this form to the Office of Student Financial Services via email at [studentfinancialservices@mssm.edu](mailto:studentfinancialservices@mssm.edu) or drop the form off at our office.**