

STATEMENT OF EXPLANATION

No Parent 2 Listed on Financial Aid Application

Applicant Name: _____ Grade Applying To: _____

Please check the applicable situation and complete the section thoroughly, sign at the bottom, and submit all requested documentation:

Request for Spence to send information to Parent 2:

☐ I request that The Spence School send instructions on how to apply for financial aid directly to my child's second parent as indicated below:

Full Name: _____

Address: _____

Email: _____ Telephone Number: _____

Request for Waiver of Parent 2:

☐ I request that The Spence School waive the requirement of obtaining financial documents from my child's second parent:

I DO / DO NOT (please circle one) know the whereabouts of my child's second parent.

I have not had contact with my child's second parent since _____ (DD/MM/YEAR)

Please explain the circumstances below:

You may write as much as necessary on the back of this sheet to explain your situation. The Spence School will keep this sensitive information in the strictest of confidence.

_____ I understand that in order to obtain a waiver, I must provide The Spence School with a written statement from a third party (counselor or attorney) explaining the nature of the relationship between my child and his/her non-custodial parent. In the case of divorce or separation, ONLY a signed, fully executed legal agreement stating sole financial responsibility will be accepted.

The statement will be provided by:

_____ Relationship: _____
Full Name and Relationship to you

Custodial Parent Signature: _____ Date: _____

Please upload the completed form with all supporting documents to the Clarity Portal.
Your request is not considered complete until all required documentation has been received.