

St. Charles Catholic School
 1801 Hazeldine SE, Albuquerque, NM 87106
 phone: 505-243-5788 | fax: 505-764-8842
www.stcharlesabq.org | Paul Horton, Principal

Family Code: _____

Application for Admission 2017-2018

Applications must be accompanied by appropriate fees and required student documentation. The application can only be turned in by parent or guardian. The child is not enrolled until complete. Application will be returned if incomplete.

Office Use Only

Registration: \$ _____ Date: ____/____/____
 Fundraising: \$ _____ Date: ____/____/____
 Raffle: \$ _____ Date: ____/____/____

Tuition: \$ _____ Date: ____/____/____
 Book & Technology: \$ _____ Date: ____/____/____
 Subsidy: \$ _____ Date: ____/____/____

NOTIFY SCHOOL IN WRITING IF ANY INFORMATION CHANGES

All information provided by the family for this student will be protected by school personnel who will use it only for the benefit of the student entrusted to St. Charles. It will be shared only with appropriate emergency medical or law enforcement personnel if St. Charles' Administration deems it necessary.

Student's Legal Name:	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2017): _____	Date of Birth: _____ Sex: M F
Student's Legal Name:	<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2017): _____	Date of Birth: _____ Sex: M F
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Last: _____	First: _____	Middle: _____ Preferred: _____
Entering Grade: _____	Age (as of Sept 1, 2017): _____	Date of Birth: _____ Sex: M F

Student's Home (Street) Address **City** **Zip** **Phone**

Billing email: _____ **Family email:** _____

Parent or Guardian (circle) Mother Stepmother Grandmother Guardian Name: _____ Address: _____ Employer: _____ Occupation: _____ Work Phone: _____ Cell Phone: _____	Parent or Guardian (circle) Father Stepfather Grandfather Guardian Name: _____ Address: _____ Employer: _____ Occupation: _____ Work Phone: _____ Cell Phone: _____
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Is there a custody situation: Y N If yes, does the school have a copy of the custody agreement: Y N

School attended last year: _____ Complete records request form	Religion: _____ Catholic _____ Other
Catholics: Is child baptized? Y N Parish you presently attend: _____	Has Child received First Eucharist? Y N

Student Name: _____

Documents received or verified for all NEW students:

Birth Certificate _____ Immunizations _____
Sacraments: Baptism _____ First Eucharist _____
Interview with principal _____ Standardized testing and other educational records _____

- Y N Has any student on this application ever repeated any grade? Who? _____ Which grade? _____
- Y N Has any student on this application been expelled from any school for any reason? If yes, explain on separate paper.
- Y N Does any student on this application have an IEP (Individual Education Plan)? _____ If so, attach a copy.
- Y N Does any student on this application have any learning difficulties or physical disabilities which could limit him/her from participating in the full life of the school? Please List: _____

Please help us with demographic information compiled for the National Catholic Education Association, and the Archdiocese of Santa Fe. This information is for statistical purposes only.

____ U.S. Citizen ____ Registered Alien ____ Refugee
Ethnic Origin of Child
____ Alaskan Native ____ Asian ____ Hispanic ____ Native American ____ African American ____ Caucasian ____ Multi-Racial ____ Pacific Islander
State Senate District _____ House District _____

FAMILY FINANCIAL COMMITMENT

Required

- ____ I/We have reviewed the attached 2017-2018 Tuition and Fees Schedule for Pre-K-8th and understand the fee structure and deadlines out lined in it.
- ____ I/We assume financial responsibility for all tuition and fees for this student(s). I understand that all fees and tuition paid to the school will not be refunded under any circumstances.
 - ____ I/We are returning and currently using FACTS, please re-enroll.
 - ____ I/We will pay full year's tuition at registration using FACTS
 - ____ I/We will pay half the year's tuition at registration, March 2017 and second half of the year's tuition by April 2018 using FACTS.
 - ____ I/We are choosing FACTS option and need to enroll. (Families must enroll on FACTS within 5 business days)
- ____ I/ We will pay the mandatory fundraising fee of \$750 per family, \$400 which is from the raffle. The raffle money is due on the first day of school.
- ____ I/We understand my child/children cannot attend school until registration, technology fee, and raffle are paid.
- ____ I/We will pay the subsidy fee of \$500.00 per student by December 31, 2017, unless my Parish pays. Parish Subsidy Form or Self-Pay must accompany this registration packet.

I apply for admission for my child(ren) and agree to abide by the school and Archdiocesan policies.

Date

Parent/Guardian Signature

New families: How did you find St. Charles? Personal Referral, Parish Publication, School Website, Archdiocese Website, Other Advertisement _____

Why did you choose St. Charles? _____

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St. Charles Borromeo Catholic School

Number of Students	Tuition	4% Discount (full payment at registration)	Two Payments August 2017 & January 2018	12 Monthly Payments May-April	10 monthly Payments August-May	Registration Fee Per Student (Non-Refundable)	Subsidy Fee (Per Student)	Fundraising Fee Per Family \$400 (Raffle) Due before or on the 1 st day of school.	Book & Tech Fees per Student	Total for Year without Tuition Discount
1	\$5,200	\$4,992.00	\$2,600.00	\$433.33	\$520.00	\$300.00	\$500.00	\$750.00	\$100.00	\$6,850.00
2	\$10,036	\$9,634.56	\$5,018.00	\$836.33	\$1,003.60	\$600.00	\$1,000.00	\$750.00	\$200.00	\$12,586.00
3	\$14,872	\$14,277.12	\$7,436.00	\$1,239.33	\$1,487.20	\$900.00	\$1,500.00	\$750.00	\$300.00	\$18,322.00
4	\$19,708	\$18,919.68	\$9,854.00	\$1,642.33	\$1,970.80	\$1,200.00	\$2,000.00	\$750.00	\$400.00	\$24,058.00

2017-2018 Tuition and Fees Schedule for Pre K – 8th

All families must be on FACTS for tuition payments in order to consider the registration process complete.

If you have not already done so, please go to FACTS to sign up for an account at: online.factsmgt.com/signin/4J7WT (There is an Enrollment Fee which is debited from the account provided within 14 days of payment plan finalization.)

Registration Fee: \$300.00 per student, including new students; \$400.00 per student for current students who register after April 8. _____ initial

Book and Technology Fee: This fee is due on or before the first day of school for every student and covers some (but not all) of the cost to maintain the technology infrastructure and replace textbooks. If not paid by August 14, 2017, it will be added to your FACTS account. _____ initial

Fundraising Fees: Raffle ticket money (\$400) is due by August 14, 2017 & raffle ticket stubs are due no later than October 16, 2017. You pay in advance for your 80 raffle tickets at or before the first day of school. You can fill out the stubs with your name or sell them for \$5.00 each and put the buyer's name on the stub. If this fee is not paid by August 14, 2017 the balance will be added to your FACTS account. _____ initial

Tuition and Fees (including mandatory raffle) cover only about 85% of the entire cost of educating each child. As a result, every family is expected to participate, to the extent they can, in the additional fundraising events held during the school year. _____ initial

In order to ensure the financial stability of the school, registration and attendance constitutes a binding agreement to pay all tuition and fees. Students who are disenrolled after they attend the first day of classes will receive no refund of any fee. _____ initial

**There is a 3% convenience fee for credit card transactions and a \$0.50 fee for each e-check. _____

Parent/Guardian Signature _____ Date _____

Family Code: _____

Parish Subsidy Form
Archdiocese of Santa Fe

Part 1 Information to be provided by parent/guardian

Name of School St. Charles Borromeo Catholic School School Year 17 - 18

School Address 1801 Hazeldine SE, Albuquerque, NM 87106

Parent/Guardian full name _____ Parent Guardian

Address _____ City/State _____ Zip _____

Phone _____ Transferring from another diocese/state? Y N

Parish where you are registered _____ City _____ Envelope# _____

Name of Student #1 _____ Grade _____

Name of Student #2 _____ Grade _____

Name of Student #3 _____ Grade _____

Parent/Guardian signature _____ Date _____

Principal Signature* _____ Date sent to parish _____

Note to parent/guardian: It is your responsibility, not the schools, to ensure that subsidy payment is made. You should deal directly with the parish office for any questions about payment. If for any reason your parish does not pay the subsidy, you must do so. Subsidy payments are due, in full, at the time your child's tuition is due. If your school allows installment payment of tuition, the subsidy payment is due, in full, with the first tuition installment. Your signature on this form indicates you agree to comply with this policy.

Part 2 Information to be provided by parish

"Since tuition does not cover the full costs borne by the school to educate the student, each parish (whether the parish has a school or not) will pay \$500 subsidy per student for registered parishioners. The subsidy is to be paid directly to the appropriate school... All subsidy payments are due by December 31 of the school year."

Handbook of Policies and Regulations, Policy NO. 5020

The above-named persons are registered members of this parish: Yes No

Payment due to school: subsidy of \$500 X (number of students) = \$(total due)

Signature of Pastor or Representative* _____ Date _____

Note to parish: Complete within 30 days of receipt, retain a copy for parish, and return original to school. Failure to return this form within 30 days of receipt indicates you agree to pay the subsidy for this student.

School Family Code: _____

Please fill out this form to acknowledge you are self-pay or in the event of your home parish paying partial or no part of the subsidy, you will pay the remaining or full balance to St. Charles School. Please return the subsidy form/s to office when you register.

SELF-PAY SUBSIDY FORM
St. Charles Borromeo School
2017-2018 School Year

Tuition does not cover the full cost to educate a student.

I agree to pay the subsidy fee to St. Charles for the school year of 2017-2018 for my student/students. The fee of \$500.00 per student, or remaining balance, if your home parish paid partial, is due by December 31, 2017, for each student enrolled.

Name of Student

#1 _____ Grade _____

Name of Student

#2 _____ Grade _____

Name of Student

#3 _____ Grade _____

Name of Student

#4 _____ Grade _____

Parent/Guardian Signature:

Date

**ST. Charles Borromeo Catholic School
1801 Hazeldine SE
Albuquerque, NM
2017-2018**

CONFIDENTIALITY PLEDGE

I, _____ hereby certify by my signature below, that I
Print Name of Parent/Guardian
understand and agree to be bound by the following:

I understand that all information and records regarding students of St. Charles Borromeo, their parents and guardians, is strictly confidential. I understand that I may learn of confidential information in the course of my volunteer work for the school. I will not disclose to another person (other than to St. Charles Catholic School staff members) any information about any student, or about their parents or legal guardians. I understand that I can disclose any such information only with the specific written consent of the person to whom such information pertains or their parent or guardian, the consent of the Principal, or as otherwise required by law.

Date: _____

Signed: _____

SCHOOL FAMILY CODE: _____

CATHOLIC SCHOOLS OFFICE

Archdiocese of Santa Fe

4000 ST. JOSEPH PLACE NW
ALBUQUERQUE, NM 87120-1714
PHONE (505) 831-8173
FAX (505) 831-8107

Susan M. Murphy
Superintendent of Catholic Schools

Authorization Form for Use of Child/Youth Name, Likeness, and/or Photographic Image

This authorization form shall serve as parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.

I grant permission to: **St. Charles Borromeo Catholic School**
to use my child's/youth's name, likeness, and/or photographic image or student work in the production of the following:

Flyers, brochures, newsletters, websites, video (VHS or streaming).

(Above portion must be completed – DO NOT sign if blank.)

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify School in writing, all references to my child/youth (i.e., name, likeness, and/or photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the Archdiocese of Santa Fe, St. Charles School and parish are not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image). I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

Name of Child (Please Print)

Grade Level

Signature of Parent or Legal Guardian

Date

Print Name of Parent or Legal Guardian

This Authorization Form to be kept in student's permanent record for twelve years from date of signature

Revised September 2006

School Family Code: _____

Refusal Form
for Use of child/Youth Name, Likeness, and/or Photographic Image

I **do not** grant permission to: St. Charles Borromeo Catholic School to use my child's/youth's name, likeness, and/or photographic image or student work in the production of the following: Flyers, brochures, newsletters, websites, video (VHS, DVD, or streaming).

Name of Child (Please Print)

Grade Level

Signature of Parent or Legal Guardian

Date

Print Name of Parent or Legal Guardian