

**Parish Subsidy Form**  
Archdiocese of Santa Fe

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**Part 1 Information to be provided by parent/guardian**

Name of School \_\_\_\_\_ School Year \_\_\_\_ - \_\_\_\_

School Address \_\_\_\_\_

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 \_\_\_\_\_

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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.

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**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, FIN-303*

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 \_\_\_\_\_

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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.