



1801 Hazeldine SE, Albuquerque, NM 87106  
 Phone: 505-243-5788 / fax: 505-764-8842  
[www.stcharlesabq.org](http://www.stcharlesabq.org) / Paul Horton, Principal

## Application for Admission 2018-2019

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: ____/____/____ | Tuition: \$ _____    | Date: ____/____/____ |
| Fundraising: \$ _____  | Date: ____/____/____ | Technology: \$ _____ | Date: ____/____/____ |
| Raffle: \$ _____       | 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.

|                                    |                                      |  |
|------------------------------------|--------------------------------------|--|
| <b>Student's Legal Name:</b> _____ | <input type="checkbox"/> New Student | <input type="checkbox"/> Returning Student |
| Last: _____                        | First: _____                         | Middle: _____ Preferred: _____             |
| Entering Grade: _____              | Age (as of Sept 1, 2018): _____      | Date of Birth: _____ Sex: M F              |
| <b>Student's Legal Name:</b> _____ | <input type="checkbox"/> New Student | <input type="checkbox"/> Returning Student |
| Last: _____                        | First: _____                         | Middle: _____ Preferred: _____             |
| Entering Grade: _____              | Age (as of Sept 1, 2018): _____      | Date of Birth: _____ Sex: M F              |
| <b>Student's Legal Name:</b> _____ | <input type="checkbox"/> New Student | <input type="checkbox"/> Returning Student |
| Last: _____                        | First: _____                         | Middle: _____ Preferred: _____             |
| Entering Grade: _____              | Age (as of Sept 1, 2018): _____      | Date of Birth: _____ Sex: M F              |
| <b>Student's Legal Name:</b> _____ | <input type="checkbox"/> New Student | <input type="checkbox"/> Returning Student |
| Last: _____                        | First: _____                         | Middle: _____ Preferred: _____             |
| Entering Grade: _____              | Age (as of Sept 1, 2018): _____      | Date of Birth: _____ Sex: M F              |

|                                 |       |       |       |
|---------------------------------|-------|-------|-------|
| _____                           | _____ | _____ | _____ |
| Student's Home (Street) Address | City  | Zip   | Phone |

Billing email: \_\_\_\_\_ Family email: \_\_\_\_\_

|  |  |
|--|--|
| <b>Parent or Guardian (circle)</b><br>Mother Stepmother Grandmother Guardian<br>Name: _____<br>Address: _____<br>Employer: _____<br>Occupation: _____<br>Work Phone: _____ Cell Phone: _____ | <b>Parent or Guardian (circle)</b><br>Father Stepfather Grandfather Guardian<br>Name: _____<br>Address: _____<br>Employer: _____<br>Occupation: _____<br>Work Phone: _____ Cell Phone: _____ |
|--|--|

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

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 2018-2019 Tuition and Fees Schedule for Pre-K-8<sup>th</sup> and understand the fee structure and deadlines outlined 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 as current payment schedule.
- \_\_\_\_ I/We will pay full year's tuition at registration using FACTS
- \_\_\_\_ I/We will pay half the year's by August 2018 and second half of the year's tuition by January 2019 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 \$650 per family, \$350 which is from the raffle. The raffle money is due on the first day of school, August 13, 2018.
- I/We understand my child/children cannot attend school until the registration \$300, technology fee \$100, and raffle \$350 are paid.
- I/We will pay the subsidy fee of \$500.00 **per student** by December 31, 2018, 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? \_\_\_\_\_

**St. Charles Catholic School**

1801 Hazeldine SE, Albuquerque, NM 87106

phone: 505-243-5788 | fax: 505-764-8842

[www.stcharlesabq.org](http://www.stcharlesabq.org) | Paul Horton, Principal

**ST. Charles Borromeo Catholic School**

**1801 Hazeldine SE**

**Albuquerque, NM**

**2018-2019**

**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: \_\_\_\_\_

**Emergency Information**  
**(one for each student)**  
**Student Emergency Data**

School Year: **2018-2019**  
 Grade: \_\_\_\_\_

Family Code: \_\_\_\_\_

|                     |                  |  |               |
|---------------------|------------------|--|---------------|
| Student Last Name   | First Name       | Sex<br><input type="checkbox"/> M <input type="checkbox"/> F | Date of Birth |
| Mother or Guardian  | Home Address     | Zip Code   | Home Phone    |
| <b>Email:</b> _____ |                  |  |               |
| Business Name       | Business Address | Bus. Phone   | Cell Phone    |
| Father or Guardian  | Home Address     | Zip Code   | Home Phone    |
| Business Name       | Business Address | Bus. Phone   | Cell Phone    |
| <b>Email:</b> _____ |                  |  |               |

If school cannot contact parent, name a friend or relative who may be called upon if the child is ill and is allowed to pick up student after school. Remember only the people listed below can pick up your child.

| Friend or Relative | Address | Phone | Relationship |
|--------------------|---------|-------|--------------|
| Friend or Relative | Address | Phone | Relationship |
| Friend or Relative | Address | Phone | Relationship |

Although, the above recommendation of parent will be respected as possible, I understand that in the final disposition of an emergency case the judgment of the school authorities will prevail. Anytime the above information must be changed, I will notify the principal in writing.

**Signature of Parent or Guardian**

**PLEASE CALL SCHOOL OFFICE TO KEEP ALL INFORMATION ON THIS CARD CURRENT**

**CONFIDENTIAL INFORMATION FOR OFFICE USE ONLY**

Is there any information we should know about you child? (medical, physical or academic) \_\_\_\_\_

Does this child suffer from any known allergies to pets, food, etc.? \_\_\_\_\_

Does this child wear: Glasses \_\_\_\_\_ Contact Lenses \_\_\_\_\_ Hearing Aid \_\_\_\_\_

Dental appliances \_\_\_\_\_ Other \_\_\_\_\_

Is there any information we should know about your family situation? (special custody arrangements, etc.) \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

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  
2018-2019 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 2018-2019 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, 2018, 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 \_\_\_\_\_

**Parish Subsidy Form**  
Archdiocese of Santa Fe

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

Name of School St. Charles Borromeo Catholic School School Year 18 - 19  
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 \_\_\_\_\_

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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, 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 \_\_\_\_\_

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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.

**St. Charles Borromeo Catholic School  
2018-2019 Tuition and Fees Schedule for Pre-K – 8<sup>th</sup>**

| 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) After April 8 <sup>th</sup> \$400 (Non-Refundable) | Subsidy Fee (Per Student) | Fundraising Fee Per Family \$350 (Raffle) Due before or on the 1 <sup>st</sup> 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                  | \$650.00  | \$100.00                     | \$6,750.00                              |
| 2                  | \$10,036 | \$9,634.56                                 | \$5,018.00                              | \$836.33                      | \$1,003.60                     | \$600.00   | \$1,000.00                | \$650.00  | \$200.00                     | \$12,486.00                             |
| 3                  | \$14,872 | \$14,277.12                                | \$7,436.00                              | \$1,239.33                    | \$1,487.20                     | \$900.00   | \$1,500.00                | \$650.00  | \$300.00                     | \$18,222.00                             |
| 4                  | \$19,708 | \$18,919.68                                | \$9,854.00                              | \$1,642.33                    | \$1,970.80                     | \$1,200.00   | \$2,000.00                | \$650.00  | \$400.00                     | \$23,958.00                             |

**Pre-K Part-Time Tuition and Fees**

| Days        | 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) After April 8 <sup>th</sup> \$400 | Subsidy Fee (Per Student) | Fundraising Fee Per Family \$350 (Raffle) Due on or before the 1 <sup>st</sup> day of school. | Book & Tech Fees (Per Student) | Total for Year without Tuition Discount |
|-------------|------------|--|---|-------------------------------|----------------------------------|---|---------------------------|---|--------------------------------|---|
| 2 Full Days | \$2,080.08 | \$1,996.87                                 | \$1,040.04                              | \$173.34                      | \$208.01                         | \$300.00  | \$500.00                  | \$650.00  | \$100.00                       | \$3,630.08                              |
| 3 – ½ Days  | \$2,080.08 | \$1,996.87                                 | \$1,040.04                              | \$173.34                      | \$208.01                         | \$300.00  | \$500.00                  | \$650.00  | \$100.00                       | \$3,630.08                              |
| 3 Full Days | \$3,120.12 | \$2,995.31                                 | \$1,560.06                              | \$260.01                      | \$312.02                         | \$300.00  | \$500.00                  | \$650.00  | \$100.00                       | \$4,670.12                              |

**St. Charles Borromeo Catholic School**  
**2018-2019 Tuition and Fees Schedule for Pre-K – 8<sup>th</sup>**

**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](http://online.factsmgt.com/signin/4J7WT)** (There is an Enrollment/Re-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 7.

**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 1, 2018, it will be added to your FACTS account.

**Fundraising Fees:** Raffle ticket money (\$350) is due by August 13, 2018 & raffle ticket stubs are due no later than October 15, 2018. You pay in advance for your 350 raffle tickets at or before the first day of school. You can fill out the stubs with your name or sell them for \$1.00 each and put the buyer's name on the stub. If this fee is not paid by August 13, 2018 the balance will be added to your FACTS account.

**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.**

**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.**

\*\*There is a 3% convenience fee for credit card transactions and a \$.50 fee for each e-check.