

**St. Joseph School**  
**Subsidy Request Form**  
**2017-2018 School Year**

**List names and upcoming grades of returning students, as well as any incoming siblings:**

- |                      |                      |
|----------------------|----------------------|
| 1. _____ Grade _____ | 4. _____ Grade _____ |
| 2. _____ Grade _____ | 5. _____ Grade _____ |
| 3. _____ Grade _____ | 6. _____ Grade _____ |

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR PARISH SUBSIDY**

St. Joseph Parishioners: RETURN THIS FORM TO THE SCHOOL OFFICE.

All Other Catholic Church Parishioners: SUBMIT THIS FORM TO YOUR CHURCH OFFICE FOR YOUR PASTOR'S SIGNATURE.

They will complete the form and send it to St. Joseph School.

*If this form is not submitted, you will be assigned the non-participating tuition rate.*

**Please check all lines that apply:**

\_\_\_ I confirm that I am a *registered member* of \_\_\_\_\_ parish and have been registered there for the last 12 months.

\_\_\_ I agree to attend Mass faithfully *with my child/ren* at the parish where I am registered and will continue to attend Mass at that parish for the **2017-2018** academic year.

\_\_\_ I agree to actively support the parish by participating with time, talent and treasure (using the parish envelope system or online giving option). Contributions must be made using the "Parish Sacrificial Giving" Envelope - Donations to other funds (5<sup>th</sup> Sunday, Haiti, Parish Charities, etc.) are not considered for subsidy eligibility.

**ELIGIBILITY**

**Please check all lines that apply:**

\_\_\_ I meet the requirements and I am requesting the parish subsidy for my child/ren to attend St. Joseph School. As a result, my family will receive the reduced PARTICIPATING tuition rate.

\_\_\_ I do not meet the subsidy requirements and I understand that as a result, my family will be charged the NON-PARTICIPATING tuition rate.

\_\_\_ Written appeal for subsidy eligibility to Subsidy Review Committee attached.

\_\_\_ We are non-Catholic and will be paying the Non-Catholic tuition rate.

Please print full parent(s) name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Pastor or Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note: If you have moved your parish membership during the previous calendar year, you will need to have 2 Subsidy Request forms signed – one from each parish. Each parish will be assessed ½ of the subsidy amount.*

*The St. Joseph Subsidy Policy is based on **2016** Calendar Year Contributions and level of parish participation. It is necessary that you remain registered, active and financially supportive of one parish for the duration of the academic year for which you are requesting subsidy.*

**Please see reverse.**

## Parish/School Subsidy Information

A spirit of gratitude is the foundation for the subsidy program:  
Gratitude to the Church, to those who have gone before us and  
to those who will come after us.

St. Joseph Catholic School is an integral part of the educational and formational ministry of the St. Joseph Parish mission. The main reason for this is that Catholic education is the responsibility of the entire parish community in order to hand on the faith to its youth. Therefore, tuition charged to active parishioners is considerably less than the actual cost of the education. This is to assist families in meeting the financial demands of non-public education. The difference is made up primarily through a subsidy taken from the offertory collections. The parish gives the school this subsidy to cover the difference in costs. The school is one of the parish ministries that benefit from the offertory collections. The school shares with other vital parish organizations in the generosity of the entire parish family.

Active parishioners may be eligible to participate in the subsidy program by demonstrating that certain criteria have been met. Qualifying Catholic families receive the reduced tuition rate. This rate is not automatically assigned to families. The subsidy request form is an administrative procedure to ensure that our families understand their responsibility to be active in the parish and to document the family's request for the subsidized participating rate. Without the properly completed and returned request form, the family will be assessed the higher non-participating rate. All subsidy request forms are returned to the church office and then forwarded to the Subsidy Review Committee. This committee processes all subsidy requests.

Parishioners of St. Joseph are asked to practice generous stewardship of their time, talent and treasure. The tradition of our Church, rooted in scripture, is to tithe, that is to contribute 10% of our gross income to the church and other charitable organizations. Our Diocese suggests that we contribute 5% to the parish, 2% to the Diocese and 3% to other causes. St. Joseph Parish uses \$900.00 per child requesting subsidy as the suggested minimum contribution for a registered member. *(Students who will be enrolling in Kindergarten through 8<sup>th</sup> grade are eligible for parish subsidy. St. Joseph does not offer subsidy to Pre-K students.)* Contributions should be submitted using the weekly envelope system at Mass or by using one of the two online contribution options. The \$900 minimum is considerably less than the Diocesan suggestion of 5% for most of our families. If there are extenuating circumstances we do try to be accommodating. Families who have not met the suggested minimum of \$900 per child annually are asked to provide a written explanation at the time the subsidy request is submitted for review. In the written explanation, parents are asked to explain why the family was unable to meet the minimum expectation. It is important to know that we look at contributions made in the previous year. Explanations should be sent to the parish office addressed to the Subsidy Review Committee. These correspondences are held in strict confidence.