



Diocese of Manchester
Priests Continuing Formation Commission

153 Ash Street P. O. Box 310 Manchester, NH 03105-0310
 Tel. (603) 669-3100 Fax (603) 669-0377

Date:	_____
Balance of account \$	_____
Renewal Date:	_____

APPLICATION
 for funding of Education Programs
 not sponsored by P.C.F.C.

Name: _____ Year of Ordination: _____

Address: _____

Telephone: _____ E-Mail _____

My pastoral responsibilities are:

Description of the Workshop/Institute/Course/Seminar you plan to attend:

Program title: _____

Place: _____

Date(s) _____

Costs:

Registration _____

Tuition _____

Sleeping Accommodations _____

Meals _____

Books and Materials _____

Total Cost _____

N.B. Travel costs are not included in this benefit.

over -

QUESTIONS

1. Is this a credit program? Yes____ No____
If yes, are you working toward a degree? Yes____ No____
 2. Will participation in this program interfere with your ministry? Yes____ No____
If yes, please explain _____

 3. If you are ministering directly with another priest (s)
 - is he/are they aware of your plans? Yes____ No____
 - is he/are they in agreement with the arrangements you have made for coverage? _____
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How Do I Apply for this Benefit?

■ In order to ensure the integrity of this benefit, each priest is to submit to the Director of Clergy Formation a program brochure describing the program or event, including relevant fees and projected expenses for which he will apply for reimbursement, at least one month prior to the program/event, to be approved by the Priests' Continuing Formation Commission (PCFC).

How Do I Receive Reimbursement for these Expenses?

■ Upon the completion of a program/event of ongoing formation/education, each priest is to submit to the Office of Clergy Formation a completed Request for Funding Form, together with relevant receipts for accommodations, and registration fees. The request will be processed and a reimbursement check will be issued to the priest as soon as possible. ***Please note that there will be no advance payment for such programs by the Office of Clergy Formation.***