



## 2021 - 2022 Enrollment Instructions

Please follow the instructions below to re-enroll/register your child(ren) for the upcoming school year. This instructional guide will first provide re-enrollment instructions, followed by instructions to enroll additional family member(s) not currently attending SVMS.

### Re-enrollment/Registration Process for SVMS Students

You will receive an e-mail with a link to the enrollment portal, which provides access to the online re-enrollment/registration forms for all of your children eligible to re-enroll in SVMS for the upcoming school year. An example of the e-mail can be seen below.

**PLEASE COMPLETE YOUR FORM(S) by January 22, 2021.** There are a number of new students who have applied for grades that are full or nearly full. It is imperative that we determine if there is a spot for these students seeking admission. Once you complete your re-enrollment/registration form(s), you will receive a Contract for the upcoming school year, which will be issued on February 17, 2021 and will be due on **February 26, 2021**. Registration will open to the public following that date.

### How to Re-enroll/Register SVMS Students

When you receive the re-enrollment e-mail, click the *Administrator's Plus Online Forms* link, which will automatically log you into the enrollment portal to access the forms for your family. See screenshot below:

Once you link to the *Administrator's Plus Online Forms* enrollment portal, you will see links to enrollment forms for each child eligible to re-enroll in SVMS. Click an enrollment form link for one of your children.

Welcome to SVMS!

[Change Password](#) [Logout](#)

My Forms



Student :  Current Grade : P3  
 School : ST. VINCENT THE MARTYR SCHOOL Current Year : 2021-22

	Form Name	Submitted Date	Fee	Select to Pay	Status
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Enrollment Form</a>		**	**	Not Started
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Withdrawal Form</a>		NA	NA	Not Started

Student :  Current Grade : P3  
 School : ST. VINCENT THE MARTYR SCHOOL Current Year : 2021-22

	Form Name	Submitted Date	Fee	Select to Pay	Status
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Enrollment Form</a>		**	**	Not Started
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Withdrawal Form</a>		NA	NA	Not Started

Student :  Current Grade : 07  
 School : ST. VINCENT THE MARTYR SCHOOL Current Year : 2021-22

	Form Name	Submitted Date	Fee	Select to Pay	Status
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Enrollment Form</a>		**	**	Not Started
<input type="button" value="View / Edit"/>	<a href="#">2021 - 2022 Withdrawal Form</a>		NA	NA	Not Started

The form features 4 tabs which must be completed in order to complete the form.

- You may navigate among the tabs by clicking the tab links or using the *Prev* or *Next* buttons.
- Each tab will be pre-populated with any data we currently have on file. Please verify or update information.
- The tabs include:
  - Tuition
    - Please make your re-enrollment decision and select a tuition plan.
    - Registration fee of \$150 will be displayed on the enrollment form of the eldest child eligible for re-enrollment, unless you have already paid the registration fee for a newly enrolled PK sibling. **PLEASE NOTIFY OFFICE IF YOUR ELDEST CHILD IS NOT RETURNING.**
    - A deposit of \$300 will be charged for each child enrolling in PK - 1st grade.
  - Student Info
    - Please verify or update info about your child.
  - Parent Info
    - Please verify or update info about parent(s) or guardian(s).
  - Signature
    - Please accept electronic signature agreement to complete form.
- A green check mark will appear over each tab if you have completed all of the required fields.
- When all fields have been completed, click the *Pay & Submit* button.



### Enrollment

Welcome to the enrollment process for the upcoming school year. Please provide the information requested on each of the tabs of this online form.

Enrollment Decision	
Please indicate your selections below and note any fees being charged to enroll your student.	
*Please confirm your enrollment decision for your child for the next school year.	<input type="radio"/> I wish to re-enroll my child in SVMS next year.

Tuition & Fees	
*Please select your tuition plan. <b>TUITION PAYMENTS</b> There are two possible methods of paying tuition: Through the SMART TUITION PROGRAM according to the plan specified by each particular family. Tuition is divided, generally, over ten months with the first non-refundable payment due in August. The final payment must be made in May. Payment in full by check between July 15 and August 15 preceding the school year.	Max. 50 characters
A \$150 registration fee will be charged to each family and will be associated with the oldest or only child re-enrolling in SVMS. Please contact the office if your eldest child will not be returning to the school so that the registration fee can be associated with a younger sibling.	<input type="text" value="150.00"/>
A \$300 non-refundable deposit will be charged for each student enrolling in PreK-3 through 1st grade. The deposit will be applied to tuition.	<input type="text"/>

You will be asked to submit any registration fees associated with this child. You may conveniently pay online via credit card. If you want to pay by cash or check, please select Pay By Mail and submit the form online. Please remit payment to the school office **ASAP** to secure your child's spot in the school.



# St. Vincent Martyr School

Madison, NJ

Online Payments

[Logout](#)

## FEE PAYMENT FOR: 2021 - 2022 Enrollment Form

After entering Credit Card information, please be sure to Submit only once.

\* REQUIRED FIELD

Secure Transaction

### :: Shopping Cart Details

Student Name	Form Name	Amount
Student2 Test2	2021 - 2022 Enrollment Form	
<b>SUBTOTAL:</b>		
[Credit Card Fee]:		
[Processing Fee]:		
<b>TOTAL:</b>		

### :: Payment Details

Amount

Pay by Mail

Payment Type \*

Name As On Card \*

Card Number \*

CW \*

[What is this?](#)

To re-enroll additional children in SVMS, please repeat the steps above.

To enroll new students in SVMS, please follow the directions that follow below.

To withdraw a student from the next academic year, please follow the directions at the end of this document.

## Enrolling New Students at SVMS

If you wish to enroll a student's sibling not currently attending SVMS, please follow the link in your re-enrollment e-mail that leads to our admissions portal.

(<https://appro.rediker.com/apwebonlinereg/index.aspx?SchoolID=F27D3CDFE8234AF686FD13F6C196A915>)

### NEW STUDENTS

If you have additional children that you would like to enroll in our school, please visit the admissions portal to create an account and begin the registration process.

The admissions portal can be accessed at

<https://appro.rediker.com/apwebonlinereg/index.aspx?schoolid=F27D3CDFE8234AF686FD13F6C196A915>

Once your application for the new student has been processed, you will receive an email instructing you to revisit the enrollment portal to complete the registration process by submitting an enrollment form and submitting fees for the new student.

Best regards,

The Staff at SVMS

Follow the [Inquiry Form Instructions](#) to begin the admissions process for your SVMS student's sibling(s). Once the office staff receives your Inquiry Form, they will release an Application Form on the Admissions Portal to complete the process for your new student.

# Withdrawing Your Student from SVMS

Click on the Withdrawal Form link for each child you wish to send elsewhere for school next year.



## St. Vincent Martyr School

Madison, NJ

Welcome to SVMS! [Change Password](#) [Logout](#)

[My Forms](#) [View Cart](#) [Checkout](#)

Student : <b>First Grade Test</b>	Current Grade : <b>01</b>			
School : <b>ST. VINCENT THE MARTYR SCHOOL</b>	Current Year : <b>2019-20</b>			
Form Name	Submitted Date	Fee	Select to Pay	Status
<a href="#">View / Edit</a> <a href="#">2019 - 2020 Enrollment Form</a>		**	**	Not Started
<a href="#">View / Edit</a> <a href="#">2019 - 2020 Withdrawal Form</a>		NA	NA	Not Started

Student : <b>Kindergarten Test</b>	Current Grade : <b>0K</b>			
School : <b>ST. VINCENT THE MARTYR SCHOOL</b>	Current Year : <b>2018-19</b>			
Form Name	Submitted Date	Fee	Select to Pay	Status
<a href="#">View / Edit</a> <a href="#">2019 - 2020 Enrollment Form</a>		**	**	Not Started
<a href="#">View / Edit</a> <a href="#">2019 - 2020 Withdrawal Form</a>		NA	NA	Not Started

Complete the required fields, and click the *Submit* button.



## St. Vincent Martyr School

Madison, NJ

Welcome to SVMS! [Change Password](#) [Logout](#)

Form: **2019 - 2020 Withdrawal Form** Student: **First Grade Test**

**Withdrawal**

**Withdrawal**  
We are sorry to hear your child will not be returning to our school.

**Withdrawal Decision**  
Please complete the fields below and submit the form to confirm the withdrawal of your child from our school.

<input type="checkbox"/> Please confirm your enrollment decision for your child for the next school year.	<input type="radio"/> I wish to withdraw my student from SVMS next year.
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**Withdrawal Reason**  
You may complete this optional section, if desired. Max. 5000 characters

We are sorry to learn that your child will not be returning to our school next year. If desired, you may provide the reason(s) for your decision.

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