



2022 - 2023 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.

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:

Dear [REDACTED]

Provided below are details for re-enrolling your child(ren) in SVMS for the upcoming school year.

RE-ENROLL/REGISTER


It is imperative that SVMS receives your online re-enrollment/registration form by [REDACTED] to begin the Contract process that secures your student's spot for the upcoming school year. Contracts will be issued following receipt of the completed re-enrollment/registration form on [REDACTED] and will be due back by [REDACTED]. Registration will open to the public on [REDACTED].

HOW TO RE-ENROLL/REGISTER YOUR SVMS STUDENT

If you wish to re-enroll your child(ren), please use the link below, which will automatically log you into the system to complete the required forms online on our enrollment portal. Enrollment fees may be paid online when you complete the form. A non-refundable \$150 registration fee for each family will be applied to the eldest child. Students registering for grades PK - 1st will be assessed a \$300 binder fee each, which will be applied to next year's tuition.

[Administrator's Plus Online Forms](#)

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.




St. Vincent Martyr School


Madison, NJ

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My Forms

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Student :	<input type="text"/>	Current Grade :	P3		
School :	ST. VINCENT THE MARTYR SCHOOL	Current Year :	<input type="text"/>		
Form Name		Submitted Date	Fee	Select to Pay	Status
View / Edit	<input type="text"/> Enrollment Form		**	**	Not Started
View / Edit	<input type="text"/> Withdrawal Form		NA	NA	Not Started

Student :	<input type="text"/>	Current Grade :	P3		
School :	ST. VINCENT THE MARTYR SCHOOL	Current Year :	<input type="text"/>		
Form Name		Submitted Date	Fee	Select to Pay	Status
View / Edit	<input type="text"/> Enrollment Form		**	**	Not Started
View / Edit	<input type="text"/> Withdrawal Form		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.
 - The 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.
 - Please indicate the preschool option for your child. Select **Not Applicable** if your child will be enrolled in Kindergarten or above next year.
 - 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 Decision	
Please indicate your selections below and note any fees being charged to enroll your student.	
<p>*Please confirm your enrollment decision for your child for the next school year.</p>	<p>I wish to re-enroll my child in SVMS next year.</p> <input type="radio"/>

Tuition & Fees	
<p>*Please select your tuition plan. TUITION PAYMENTS There are two possible methods of paying tuition: Through Blackbaud Tuition Management according to the plan specified by each particular family. Tuition is divided, generally, over ten months with the first non-refundable payment due in July preceding the school year. Payment in full by check is due on July 15th preceding the school year.</p>	<p style="text-align: right; font-weight: bold;">Max. 50 characters</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>
<p>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.</p>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>
<p>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.</p>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>

Preschool Program	
<p>*If applicable, please indicate your choice of preschool program for next year if applicable. If your child is enrolling in another grade, please indicate this question is not applicable to your child.</p>	<p style="text-align: right; font-weight: bold;">Max. 50 characters</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>

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: 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
	Enrollment Form	

SUBTOTAL:

[Credit Card Fee]:

[Processing Fee]:

TOTAL:

:: Payment Details

Amount

Pay by Mail

Payment Type *



Name As On Card *

Card Number *

CVV *

[What is this?](#)

Click *Done* after confirmation of payment appears.

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 who has not yet applied to attend the school in the upcoming school year, 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.

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Student :		Current Grade :	P3		
School :	ST. VINCENT THE MARTYR SCHOOL	Current Year :			
Form Name		Submitted Date	Fee	Select to Pay	Status
View / Edit	Enrollment Form		**	**	Not Started
View / Edit	Withdrawal Form		NA	NA	Not Started

Student :		Current Grade :	P3		
School :	ST. VINCENT THE MARTYR SCHOOL	Current Year :			
Form Name		Submitted Date	Fee	Select to Pay	Status
View / Edit	Enrollment Form		**	**	Not Started
View / Edit	Withdrawal Form		NA	NA	Not Started

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

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Form: **Withdrawal Form** Student:

[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.

*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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