



Enrollment & Withdrawal Instructions

Please follow the instructions below to register or withdraw 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-enrolling or Withdrawing

You will receive an e-mail with a link to the enrollment portal, which provides access to online enrollment & withdrawal 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 ENROLLMENT OR WITHDRAWAL FORMS **ASAP**. 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.

When you receive the 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.

info@svmsnj.org

11:51 PM (0 minutes ago)



to me ▾

Dear Mom Test,

Provided below are details for re-enrolling your children in SVMS or withdrawing them from our school. Please also find information about registering any of your other children as new students in SVMS.

EXISTING SVMS STUDENTS

If you wish to re-enroll or withdraw your child(ren), please use the link below to complete the required forms online on our enrollment portal:

[Administrator's Plus Online Forms](#)


Please see instructions below for re-enrolling SVMS students or withdrawing SVMS students.

Re-enrolling SVMS Students

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.

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 \$125 will be displayed on the enrollment form of oldest child eligible for re-enrollment. **PLEASE NOTIFY OFFICE IF THIS 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.



St. Vincent Martyr School

Madison, NJ

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

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

[Enrollment](#) [Student Info](#) [Parent Info](#) [Signature](#)

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.

<p>*Please confirm your enrollment decision for your child for the next school year.</p>	<p><input type="radio"/> I wish to re-enroll my child in SVMS next year.</p>
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Tuition & Fees

Max. 50 characters

<p>*Please select your tuition plan. TUITION PAYMENTS 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.</p>	<input type="text"/>
<p>A \$125 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>	<input type="text"/>
<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>	<input type="text" value="300.00"/>

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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.



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Online Payments Logout

FEE PAYMENT FOR: 2019 - 2020 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
First Grade Test	2019 - 2020 Enrollment Form	\$300.00
SUBTOTAL:		\$300.00
[Credit Card Fee]:		\$12.00
[Processing Fee]:		\$1.00
TOTAL:		\$313.00

:: Payment Details

Amount **\$313.00** Pay by Mail

Payment Type * VISA MasterCard DISCOVER AMEX Check

Name As On Card *

Card Number * CVV * [What is this?](#)

Expiration Date * MM ▼ YYYY ▼

:: Address Information

Street * 26 Green Village Rd.
(Street address, P.O.Box, company name, c/o)

Address Line 2
(Apartment, suite, unit, building, floor, etc.)

City * Madison

Country * United States ▼

State/Province * New Jersey ▼

ZIP/Postal Code * 07940

IP Address of this computer : 74.102.212.21

Back Confirm and Pay Now

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

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

Enrolling New Students at SVMS

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

(<https://apro.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://apro.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

Click the click the *Apply Now (Create an Account)* button.



St. Vincent Martyr School

Madison, NJ

Welcome to SVMS!

Welcome to our admissions portal, which provides access to all of the forms required to request information, schedule a visit & apply to attend our school.

If this is your first visit to this page, please click on the button in the box below to create an account & login. Then click the Add an Applicant button for each child you wish to enroll

-SVMS families: click the SVMS Sibling Enrollment link to complete the form for each student.
- New families: click the Inquiry Form link to complete the form for each student so that our Admissions Director will contact you to schedule a visit.

First Time Visitor?

Please click the button below to create an account in order to access the online forms that will assist you in your application & enrollment journey.

Already have an account?

Sign in below to access online forms.

Email Address

Password

[Forgot your password?](#)

Remember my ID on this computer

Enter the required information to create your account.



St. Vincent Martyr School
Madison, NJ

[Add New Applicant](#) [Logout](#)

* REQUIRED FIELD

:: Applicant's Information

School	*	ST. VINCENT THE MARTYR SCHOOL	▼
Program	*	SVMS Admissions	▼
Applying for which grade?	*	GRADE P3	▼
Applying for which year?	*	2019-20	▼ Other <input type="text"/>
Applicant's Last Name	*	<input type="text"/>	
Applicant's First Name	*	<input type="text"/>	
Applicant's Middle Name		<input type="text"/>	

Once you have created your account, use the *Add New Applicant* button to add information about **each** new child interested in attending our school.



St. Vincent Martyr School
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Enter the required information for **each** prospective student.



St. Vincent Martyr School
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[Add New Applicant](#) [Logout](#)

* REQUIRED FIELD

:: Applicant's Information

School	*	ST. VINCENT THE MARTYR SCHOOL	▼
Program	*	SVMS Admissions	▼
Applying for which grade?	*	GRADE P3	▼
Applying for which year?	*	2019-20	▼ Other <input type="text"/>
Applicant's Last Name	*	<input type="text"/>	
Applicant's First Name	*	<input type="text"/>	
Applicant's Middle Name		<input type="text"/>	

Once you have added your child(ren) as applicants, you must click the *SVMS Sibling Application Form* link for **each** student to begin the enrollment process.



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[Add New Applicant](#)

EXISTING APPLICANTS

Applicant	: Jen Doe	School	: ST. VINCENT THE MARTYR SCHOOL	Edit	
Applying for grade	: P3	Year	: 2019-20	Program	: SVMS Admissions


	Form Name	Submitted Date	Fee	Select to Pay	Status
View / Edit	Inquiry Form		NA	NA	Not Started
View / Edit	SVMS Sibling Application Form		NA	NA	Not Started

Provide the required information on each tab, and click the *Submit* button once all fields have been completed.

- Student Information
 - Contact Info
 - Information about any current or previous schooling
 - Religious affiliation
- Required Documents
 - Birth certificate (required for ALL students)
 - Baptismal certificate (required for Catholic students)
 - Reports cards and/or standardized tests (required for students entering grades 1 - 8)

PLEASE INFORM THE OFFICE IF YOU HAVE ISSUES UPLOADING COPIES OF THESE DOCUMENTS SO STAFF CAN PROVIDE ASSISTANCE.

Once your new student's application has been processed, you will receive an e-mail asking you to revisit the enrollment portal to complete the registration form and submit any necessary fees for the student.



St. Vincent Martyr School
Madison, NJ

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

Form: **SVMS Sibling Application Form** Applicant: **Jen Doe**

[Student Info](#) [Required Docs](#)

Student Information

Please provide the following information about your student.

Student Information
Please enter the requested information about your student. Max. 50 characters

Please enter with your family name in this format "The Smith Family":

Street: _____

*City: _____ Other: _____

*State: _____

Zip Code: _____

*Primary Phone Number (Please enter in this format (xxx) xxx-xxxx: (###) ###-####)

*Gender: _____

Nickname: _____

Place of Birth: _____

Current School Name (Please enter "NA" if child is entering school for the first time or enter the name in the "Other" box if it is not listed in our drop-down list)

Current School Years Attended (Please enter "NA" if child is entering school for the first time)

Religion (Please select "none" if not affiliated with an organized religion or add your religion in "Other" box if it doesn't appear in our drop-down list)


House of Worship (Please select "none" if not affiliated with a parish or congregation or add your house of worship in "Other" box if it doesn't appear in our drop-down list.)

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Withdrawing Your Student from SVMS

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

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.

<p>*Please confirm your enrollment decision for your child for the next school year.</p>	<p><input type="radio"/> I wish to withdraw my student from SVMS next year.</p>
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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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