



*Holy Spirit School*

970 SUBURBAN ROAD  
UNION, NEW JERSEY 07083  
(908) 687-8415

**Dear Parents:**

**Attached are the 2019-2020 tuition contracts. Kindly sign each contract and return the packet as indicated.**

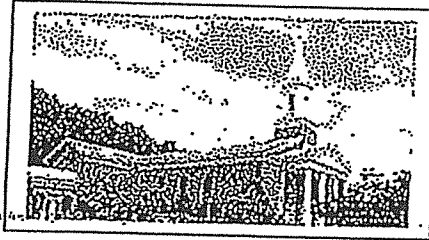
**Also is the Transportation B6T form which must be filled out and returned along with the packet. Please fill in the district (Union, Elizabeth, Newark etc.) so it will go to the proper transportation office.**

**Please be aware that if you have sent in the \$100 for family registration it will be noted on the tuition contract. If not please send it in with the packet. Also, this year I am asking \$100.00 for the Food Voucher Program , if this is your choice.**

**Thank you in advance**

  
Mrs. Speranza

ADMINISTRATIVE ASSISTANT  
MRS. BETTY SPERONZA



PRINCIPAL  
MR. ARMAND LAMBERTI

Parishioner \_\_\_\_\_  
Non-Parishioner \_\_\_\_\_  
Envelope No. \_\_\_\_\_  
Social Security No. \_\_\_\_\_

HOLY SPIRIT SCHOOL  
970 SUBURBAN ROAD  
UNION, NJ 07083  
(908)687-8415

[www.holyspiritunionnj.org](http://www.holyspiritunionnj.org)

REGISTRATION FORM

NAME \_\_\_\_\_ SEX \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DATE OF ENTRY \_\_\_\_\_ FROM (SCHOOL) \_\_\_\_\_

ADDRESS \_\_\_\_\_

BAPTISM:

DATE \_\_\_\_\_ CHURCH \_\_\_\_\_ ADDRESS \_\_\_\_\_

RECONCILIATION:

DATE \_\_\_\_\_ CHURCH \_\_\_\_\_ ADDRESS \_\_\_\_\_

EUCCHARIST:

DATE \_\_\_\_\_ CHURCH \_\_\_\_\_ ADDRESS \_\_\_\_\_

CONFIRMATION:

DATE \_\_\_\_\_ CHURCH \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME (FATHER) \_\_\_\_\_ OCCUPATION \_\_\_\_\_ CATHOLIC \_\_\_\_\_

(MOTHER) \_\_\_\_\_ OCCUPATION \_\_\_\_\_ CATHOLIC \_\_\_\_\_

GUARDIAN \_\_\_\_\_ OCCUPATION \_\_\_\_\_ CATHOLIC \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

I TESTIFY THAT MY CHILD HAS NOT BEEN TESTED FOR CLASSIFICATION

I TESTIFY THAT MY CHILD HAS BEEN TESTED FOR CLASSIFICATION AND I AGREE THE NECESSARY FORMS FORWARDED TO THE SCHOOL

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION**

Please submit a separate application for each child to the private school

SCHOOL YEAR \_\_\_\_\_ RESIDENT DISTRICT BOARD OF EDUCATION \_\_\_\_\_  
STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
LAST FIRST MIDDLE MONTH DAY YEAR  
GENDER \_\_\_\_\_ PARENT/GUARDIAN NAME \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
M or F AREA CODE + NUMBER  
HOME ADDRESS \_\_\_\_\_ CITY or TWP \_\_\_\_\_ ZIP \_\_\_\_\_  
NEAREST INTERSECTION TO STUDENT'S RESIDENCE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
FULL NAME OF SCHOOL TO BE ATTENDED \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS OF SCHOOL \_\_\_\_\_

STUDENT'S GRADE FOR THE COMING YEAR \_\_\_\_\_ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL \_\_\_\_\_ (MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)  
MILES TENTHS  
DATE SCHOOL OPENS \_\_\_\_\_ CLOSES \_\_\_\_\_ SCHOOL HOURS FROM \_\_\_\_\_ AM TO \_\_\_\_\_ PM  
NAME AND ADDRESS OF SCHOOL OF ATTENDANCE IN PRIOR YEAR \_\_\_\_\_  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE \* FOR PUBLIC SCHOOL USE ONLY**

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

\_\_\_\_\_ TRANSPORTATION WILL BE PROVIDED \_\_\_\_\_ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION  
\_\_\_\_\_ INELIGIBLE \_\_\_\_\_ (REASON)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5**

1. IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:

- ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

**NOTE:**

- IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
- IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.

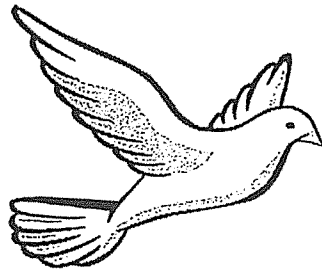
- COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10<sup>TH</sup> PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10<sup>TH</sup> WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.

2. IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15<sup>TH</sup>.

3. IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1<sup>ST</sup>.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.



# Welcome to Holy Spirit School

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Where God's children come together

An exceptional school for exceptional students

970 Suburban Road

Union, NJ 07083

(908) 687-8415

Armand Lamberti, Principal

Website: [www.holyspiritunionnj.org](http://www.holyspiritunionnj.org)

## Registration Packet

March 2019

Dear Parents,

Attached please find the registration packet for the 2019-2020 school year. In order for the next year's registration to be completed, the **FOLLOWING ITEMS MUST BE RETURNED TO SCHOOL by Monday, March 18th, 2019.**

- 1. \$100.00 registration fee ( non refundable)
- 2. \$100.00 resource fee per child (non refundable) (\$25 book fee, \$75 tech. fee)
- 3. Completed registration form (white)
- 4. SMART application (if making a change- only call the school office for form) A new form is needed if you choose automatic deduction "All MUST PARTICIPATE IN SMART "
- 5. SIGNED WORK CONTRACT (pink)
- 6. Signed food vouchers contract (yellow)
- 7. ALL MONIES PAST DUE (registration will not be accepted until all monies are paid)
- 8. PARISHIONER CONTRACT Please read it carefully since the requirements have changed (green)
- 9. Non- PARISHIONER CONTRACT Please read it carefully

If any of the above items are not returned your children will not be registered for the next year. We do have a waiting list for many of the grades, so please return all necessary papers and money as soon as possible.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Kindly provide e-mail address \_\_\_\_\_.

& Mobile number \_\_\_\_\_

Sincerely,

Armand Lamberti  
Principal

## TUITION SCALE 2019-2020

The school budget has been established for 2019-2020 school year. The tuition scale below will afford the parents help in meeting the financial contribution to the total budget.

Number of Child/Children- Grades Kdg to 8	Parishioner	Non Parishioner
1 child	\$4,500.00	\$5,750
2 children	\$7,950.00	\$9,850.00
3 children	\$10,850.00	\$12,650.00

Pre- K Tuition **\$5,600.00**

Five full days:

\*(8:10-2:40PM )

### **Registration fee**

A \$100.00 per family registration fee for both parishioner/non parishioner is required in addition to the above tuition scale. This fee is non refundable and must be paid during the registration process. A \$100.00 resource fee per child is also due at the time of registration.

**ALL PAST DUE TUITION PAYMENTS AND OTHER OUTSTANDING BILLS MUST BE PAID IN FULL BEFORE REGISTRATION WILL BE ACCEPTED FOR THE 2019-2020 SCHOOL YEAR.**

**Service Contract** The service contract is part of the registration agreement. A signed contract **MUST** be sent in with all the necessary registration papers and fees. Failure in returning this form may result in delaying registration process for the next school year.

### **Parishioner Contract**

This contract **MUST** also be returned with all other registration papers. Please read this contract carefully for the requirements to be met for parishioner status.

### **Food Voucher Contract**

Parents have the option to purchase \$200.00 worth of food vouchers each month or pay \$100.00 in September to cover the cost per family through the year. Contract **MUST** be returned with all other registration papers.

### **Tuition Payment Plan**

#### **EVERYONE MUST ENROLL WITH SMART-NO EXCEPTIONS**

**SMART Management Plan-** payable over 9 months. Payments will begin on July 1, 2019. New parents must file a **SMART** application at the time of registration. This application is kept on file and is used yearly unless changes need to be made ( ex. Direct deposit , time of month 10th, 20th, 30th). If any changes need to be made, please call the office and we will send you a new application form. A \$50.00 administration fee will be added to your tuition each year. All SMART payments will be made to the SMART Tuition, Financial Solutions, Woodbridge. Coupon books will be provided by SMART.

### **Penalty for Delinquent tuition**

A student will not be allowed to attend class if tuition is in arrears by 2 months. Late fee will be charged in the amount of \$45.00 per payment.

**Eighth grade students may not participate in graduation events- class trips, class dance Baccalaureate Mass, breakfast and graduation ceremony. Transcripts will be held until all fees have been paid in full.**

**Parishioner Status**

- a. Contributes a total of \$500.00 or more using your numbered envelopes in a weekly collection ( July 1,2019 to June 1,2020) and attends church regularly
- b. Signed Parishioner Contract

If your contributions are not met then you will be considered non-parishioner status for tuition purpose.

**PLEASE NOTE:**

Under the guidance of “Lighting the Way”, any family registered at another parish in the Archdiocese of Newark qualifies for Parishioner rate. The local parish is to decide what constitutes a parishioner. Please provide verification from the parish you attend.

**Any tuition related questions should be directed to Mrs. Speronza, Administrative Assistant. (908)687-8415**



**PLEASE RETURN TO SCHOOL WITH \$100.00 REGISTRATION FEE, \$100 PER CHILD RESOURCES FEE AND A SIGNED CONTRACT BY MARCH 20,2019.**

\_\_\_\_\_ Parishioner

\_\_\_\_\_ Envelope # (required)

\_\_\_\_\_ Non- Parishioner

Please Print:

My child/ren \_\_\_\_\_ presently in grade \_\_\_\_\_ will return to Holy Spirit School in Septmeber 2019.

New sibling \_\_\_\_\_ will attend grade \_\_\_\_\_ in September.

My child/ren, \_\_\_\_\_ presently in grade \_\_\_\_\_ **will not return** to Holy Spirit School in September 2019.

He/She will be attending:

School

Address

Reason for Transfer\*\*\*\*

**\*\*\*TUITION PAYMENT PLAN ALL FAMILIES MUST BE ENROLLED IN SMART PROGRAM\*\*\*NO EXCEPTION**

**Holy Spirit School  
Tuition Policy Contract  
September 1, 2019 - June 1, 2020**

In order to meet the high cost of education our children Holy Spirit School is subsidized by the Roman Catholic Archdiocese of Newark. Realizing that tuition alone does not cover the cost of the education of my child/children, and in order to balance the difference between the tuition and the actual cost of educating my child at Holy Spirit School, I voluntarily enter in the following:

**Check One**

A - I will volunteer **50 hours** of service (please check one of the following)

\_\_\_\_\_ Fundraiser or \_\_\_\_\_ Lunch parent (1 day per week)  
Includes cooking & clean up  
Monday to Friday. Approx 9:30-1:00

**Grade 8 Parent MUST COMPLETE CONTRACT REQUIREMENT BY MAY 15, 2019**

B- I will be unable to volunteer any time, there I will pay the additional \$500( per family) in tuition to be included in my SMART program payments

Failure to complete the requirement of option "A" by June 30, 2019 will result in payment of additional tuition rate of \$10 for each incomplete hour of service, to be paid in full prior to the first day of school in the upcoming school year.

The Principal and his appointed committee who will review circumstances of extreme hardship or person emergency, may grant a waiver must be submitted in writing to the school office. All requests will be held in strict confidence.

**Failure to sign and return this contract will automatically require you to pay the additional \$500 in tuition (option B), which will be added to your SMART tuition payments.**

I have read and accepted the Tuition Policy.

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Please print parent's name

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Parent's Signature Date

The following is a list of activities that are included but not limited to fulfilling your contract hours. However, it is YOUR RESPONSIBILITY to sign up for each event as it occurs and also sign your hours on a "sign in" sheet provided during each event. Principal will determine other possibilities for contract hours.

FUND RAISING  
WINTER AUCTION  
CLOTHING DRIVE

SCHOOL PROGRAMS & AIDS  
NURSE'S STATION  
CAFETERIA AIDE

**Holy Spirit School**  
**Food Voucher Contract**  
**September 1, 2019- May 30,2020**

**Food Voucher Contract - Sept.2019 - May 30, 2020**

In order to meet the rising cost of education our children , Holy Spirit School has adopted the food voucher program to supplement the school's operation expenses. I voluntarily enter in the following:

**Check One:**

- ( ) A- I will purchase \$200.00 worth of food vouchers per month in one of the designated Supermarkets.
  
- ( ) B- I am unable to purchase food vouchers, therefore I will pay the \$100.00 in September to help defray the school's operating expenses.

**FOR EVERY \$100.00 IN FOOD VOUCHERS NOT PURCHASED, A FEE OF 5.00 WILL BE CHARGED AND PAID PRIOR TO THE LAST DAY OF SCHOOL.**

Failure to sign and return this contract will automatically require you to pay the \$100.00 in September.

I have read and accept the above policy.

\_\_\_\_\_  
Please print parent's name

\_\_\_\_\_  
Signature of parent/guardian    Date

**SIGN AND RETURN THIS PAGE**

**HOLY SPIRIT SCHOOL  
970 SUBURBAN ROAD  
UNION, NEW JERSEY**

**Parishioner Tuition Contract-2019-2020**

I agree to pay Holy Spirit School Tuition in the amount of \$ \_\_\_\_\_ PLUS THE SMART REGISTRATION FEE \$50.00 for the 2019-2020 SCHOOL YEAR

I UNDERSTAND AND AGREE THAT THERE ARE NINE PERIODS WITH THE FIRST PAYMENT DUE IN JULY AND THE LAST DUE IN MARCH.

I understand and agree to the following:

- 1. Tuition MUST be paid each month or a 45.00 late fee will be incurred**
- 2. If tuition is 2 months in arrears, your child/ren will not be allowed in class until tuition is realized.**
- 3. AS A PARISHIONER:**
  - a. I will support my parish using my envelope during the fiscal year of July 1, 2019 to July 1, 2020
  - b. I understand that a \$500 minimum annual parish contribution is required (\$ 10.00) weekly
  - c. Failure to comply with the above will result in the yearly tuition being raised to the NON -PARISHIONER RATE pursuant to the tuition schedule as set forth for 2019-2020 school year.

\_\_\_\_\_ Please PRINT last name

\_\_\_\_\_  
Signature of parent/guardian

**HOLY SPIRIT SCHOOL**

**Non-Parishioner Tuition Contract for 2019-2020 school year**

I agree to pay Holy Spirit School Tuition in the amount of \$ \_\_\_\_\_ PLUS THE SMART REGISTRATION FEE \$50.00 for the 2019-2020 SCHOOL YEAR  
I UNDERSTAND AND AGREE THAT THERE ARE NINE PERIODS WITH THE FIRST PAYMENT DUE IN JULY AND THE LAST DUE IN MARCH.

I understand agree to the following:

1. MUST be paid each month or a \$45.00 late fee will be incurred
2. If tuition is 2 months in arrears, your child/ren will not be allowed in class until tuition is realized.

\_\_\_\_\_ Please PRINT last name

\_\_\_\_\_

Date

Signature of parent/guardian

PLEASE SIGN AND RETURN

