



Holy Spirit School
970 Suburban Road
Union, NJ 07083
(908) 687-8415

www.holyspiritunionnj.org

ADMINISTRATIVE ASSISTANT

MS. KAITLYN LAWLER

klawler@holyspiritunionnj.org

PRINCIPAL

MR. ARMAND LAMBERTI

alamberti@holyspiritunionnj.org

Name: _____ **Gender:** _____

Date of Birth: _____ **Social Security Number:** _____

Address: _____

Ethnicity: (please circle all that apply)

Native American Asian Black Hispanic or Latino White

Native Hawaiiin/ Pacific Islander

Mother: _____

Catholic: Yes No Occupation: _____

Telephone Number: _____ Email: _____

Father: _____

Catholic: Yes No Occupation: _____

Telephone Number: _____ Email: _____

Parishioner: Yes No

Child's Sacraments:

BAPTISM: Date: _____

Church: _____ Address: _____

RECONCILIATION: Date: _____

Church: _____ Address: _____

COMMUNION: Date: _____

Church: _____ Address: _____

CONFIRMATION: Date: _____

Church: _____ Address: _____

Prior School: _____

Address: _____

Date of Entry: _____

Disclaimer:

() 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 will be forwarded to Holy Spirit School.

Parent's Signature: _____ **Date:** _____

February 2020

Dear Parent/ Guardians,

Attached please find the registration packet for the 2020-2021 school year. In order for the next year's registration to be complete, the **FOLLOWING ITEMS MUST BE RETURNED TO SCHOOL:**

- _____ 1. **\$150.00 registration fee per family (non-refundable)**
- _____ 2. **\$200.00 resource fee for one child; \$250 per 2 children; \$300 per 3 children (non-refundable)**
- _____ 3. **Completed Registration Form**
- _____ 4. SMART application (only if making a change-call the school office for form)
ALL MUST PARTICIPATE IN SMART (as per Archdiocesan edict)
- _____ 5. **Signed Service Contract**
- _____ 7. **ALL PAST DUE PAYMENTS** (registration will not be accepted until all past due payments are met)
- _____ 8. **PARISHIONER/ NON-PARISHIONER CONTRACT** Please read carefully.

If any of the above **items are not returned** your child/ren **will not be registered** for next year. Please return all necessary papers and money as soon as possible.

There has been a slight increase in the registration and resource fees to compensate for eliminating the food voucher contract. The food voucher program has not proven to be popular among families or extremely profitable for the school with the kickback from ShopRite.

Sincerely,

Mr. Armand Lamberti, Principal

The school budget has been established for the 2020-2021 School Year. The tuition scale below will afford the parent/guardians to help in meeting the financial contribution to the total budget.

TUITION SCALE 2020-2021

	<u>PARISHIONER</u>	<u>NON-PARISHIONER</u>
K to 8: 1 child:	\$4,650	\$5,900
2 children:	\$8,100	\$10,000
3 children:	\$11,000	\$12,800
Pre-K:	\$5750	Full day: 8:10-2:40

Registration Fee:

A **\$150.00 per family registration fee** for both parishioner/ non-parishioner families is required in addition to the above tuition scale. This fee is non-refundable and must be paid during the registration process.

Resource Fee:

A **\$200.00 resource fee for one child; \$250 per 2 children; \$300 per 3 children** is also due at the time of registration. This fee is non-refundable.

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 the registration process for the next school year.

Parishioner/ Non-Parishioner Contract

This contract **MUST** also be returned with all other registration papers. Parishioners of Holy Spirit Church or any other Parish within the Archdiocese of Newark (under the “Lighting the Way” policy) qualify.

Tuition Payment Plan

EVERYONE MUST ENROLL WITH SMART - NO EXCEPTIONS

The SMART Tuition Management Plan is payable over 9 months (July 2020-March 2021) or in full. **All payments are due the 20th of every month.** 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. Please contact the Main Office for any necessary adjustments. A \$50.00 administration fee will be added to your tuition each year. All SMART payments will be made to SMART Tuition either online or checks can be mailed to PO Box 11731 Newark, NJ 07101 with your SMART account number.

Penalty for delinquent tuition

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

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

Parishioner Status

- a. A minimum contribution of \$500 in the weekly mass collection for the calendar year.
- b. Signed parishioner contract.

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

PLEASE NOTE:

Any tuition related questions should be directed to Ms. Lawler, Administrative Assistant, at: (908) 687-8415 or klawler@holyspiritunionnj.org.

PLEASE RETURN TO SCHOOL WITH \$150.00 REGISTRATION FEE & RESOURCE FEES.

_____ Parishioner

_____ Non-Parishioner

Please Print:

My child/ren, _____, presently in grade _____, will return to Holy Spirit School in September 2020.

New sibling _____ will attend grade _____ in September 2020.

My child/ren, _____, presently in grade _____, **will not** return to Holy Spirit School in September 2020.

He/She will be attending:

School

Address

Reason for Transfer:

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

Parent/ Guardian Signature

**HOLY SPIRIT SCHOOL
970 SUBURBAN ROAD
UNION, NJ 07083**

Parishioner Tuition Contract for 2020 - 2021 school year

**I AGREE TO PAY HOLY SPIRIT SCHOOL TUITION IN THE AMOUNT OF
\$_____ PLUS THE SMART REGISTRATION FEE OF \$50.00 FOR THE
2020-2021 SCHOOL YEAR.**

**I UNDERSTAND AND AGREE THAT THERE ARE 9 PAY 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, my child/ren will not be allowed in class until tuition is realized.
3. **AS A PARISHIONER:**
 - a. I will support my parish by using my envelopes during the calendar year (January 1, 2020- December 31, 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

Parent/ Guardian Signature

Date

PLEASE SIGN AND RETURN

**HOLY SPIRIT SCHOOL
970 SUBURBAN ROAD
UNION, NJ 07083**

Non-Parishioner Contract for 2020-2021 school year

**I AGREE TO PAY HOLY SPIRIT SCHOOL TUITION IN THE AMOUNT
OF \$_____ PLUS THE SMART REGISTRATION FEE OF \$50.00 FOR THE
2020-2021 SCHOOL YEAR.**

**I UNDERSTAND AND AGREE THAT THERE ARE NINE PAY 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, my child/ren will not be allowed in class until tuition is realized.

Please Print Last Name

Parent/ Guardian Signature

Date

PLEASE SIGN AND RETURN

HOLY SPIRIT SCHOOL
SERVICE POLICY CONTRACT

Sept. 1, 2020- June 30, 2021

In order to meet the high cost of educating 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(ren), and in order to balance the difference between the tuition and the actual cost of educating a child at Holy Spirit School, I voluntarily enter into the following:

CHECK ONE:

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

____ Fundraisers

or

____ Lunch parent (1 day per week)

Includes cooking & clean up

Mon. to Fri. Approx. 9:30 - 1:00

GRADE 8 PARENTS MUST COMPLETE CONTRACT REQUIREMENTS BY MAY 15, 2020.

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

Failure to complete the requirements of option “A” by June 30, 202 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 personal emergency, may grant a waiver of the requirements of this contract. All cases of appeal or 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 above Tuition Policy.

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.

Please Print Parent/ Guardian's Name

Parent/ Guardian Signature

Date