



HOLY SAVIOR ACADEMY

149 South Plainfield Avenue, South Plainfield, NJ 07080 Ph: 908-822-5890 www.holysavioracademy.com

January 2026

Dear Holy Savior Academy Families and Guardians,

Thank you for choosing Holy Savior Academy for your child's education. We are pleased to welcome your family to our school community and look forward to partnering with you in the **2026–2027 school year**.

Enclosed in this packet you will find the **new family registration paperwork** for the upcoming school year. **All completed registration forms, along with the \$125.00 per family non-refundable registration fee, must be returned by February 20, 2026.** A registration checklist is included to assist you in ensuring that all required documents are submitted together.

For the 2026–2027 school year, there has been a **minor increase in tuition and fees**. This adjustment reflects rising costs throughout the economy and is necessary to continue providing a high-quality Catholic education. Even with this increase, Holy Savior Academy remains **the most affordable Catholic private school tuition in the area**, and we remain committed to keeping our education accessible to families.

As part of our school community, families participate in our **family volunteer program**. 2026-2027 school year, families will be required to complete a set number of service hours. This program is designed to support the school while offering parents and guardians meaningful opportunities to be involved in their children's school experience. A variety of volunteer opportunities will be available, and details will be shared throughout the year.

Our **Parent-Teacher Organization (PTO)** continues to grow and evolve to create opportunities for parent involvement, collaboration, and support of school programs and activities. We look forward to working closely with new families as you become part of our community.

Please ensure that the **Tuition Contract is initialed and signed**. Instructions for **FACTS enrollment** are included in your packet.

cont.



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All required forms and the \$125.00 registration fee must be received by February 20, 2026. After this date, the registration fee will increase to \$275.00 per family, with no exceptions.

Tuition assistance for Catholic families with students in grades K–8 for the 2026–2027 school year is available through the **Diocese of Metuchen**. The application period runs from **January 1, 2026, through March 31, 2026**. Instructions are included and are also available on the Diocese website. A **\$40.00 application fee** must be paid online at the time of submission. All required documents must be scanned and uploaded; the **only form returned to the school is the signed Parish Verification Form**.

Students must be registered parishioners at a Diocese of Metuchen parish in order for a Pastor to sign the Parish Verification Form. Please allow adequate time to obtain this signature. Once signed, the Parish Verification Form **must be returned to the Holy Savior Academy main office**.

Thank you for entrusting Holy Savior Academy with your child's education. If you have any questions regarding the registration process, please contact the school office at **908-822-5890**. We are happy to assist you.

May God bless you and your family as you begin this new chapter with Holy Savior Academy.

Sincerely,

Mrs. Eva Tripodi

Principal



HOLY SAVIOR ACADEMY

149 South Plainfield Avenue, South Plainfield, NJ 07080

908-822-5890 908-822-5891 Fax

NEW STUDENT ADMISSION APPLICATION

Please complete **ALL SECTIONS** of this form on both sides. If a field does not pertain to you please write **N/A**.

Legal Name of Child: _____ Sex: M F
Last First Middle Circle

Street Address _____ City/Town _____

State _____ Zip _____ Home Phone _____ Cell (Mother/Guardian) _____ Cell (Father/Guardian) _____

Birth Date (Month/Day/Year) _____ US Citizen: Yes No _____ Country of Birth _____ Entering Grade _____
(Circle one)

Ethnic Origin: Asian _____ Black _____ Hispanic _____ Multi-Racial _____ White _____
Native American Indian _____ Language(s) spoken at home: _____

Child lives with: Both Parents _____ Single Family Household : Mother _____ Father _____ Guardian _____

Other children in Holy Savior Academy:

Name: _____ Grade _____
_____ Grade _____
_____ Grade _____

Last School Attended _____ Address, City, State, Zip _____ Last Grade Attended _____

Religion _____ If Catholic, Name of Parish & City _____

Catholic, but not registered in any Parish: _____ (Please check)

Sacraments:

	Date Received	Church	Church Address (Street, City State)	Certificate (Please Circle)
Baptism				Yes No
First Communion				Yes No
Confirmation				Yes No

List all medical conditions of student:

PARENT/GUARDIAN INFORMATION

Parent or Guardian

M / F

Parent or Guardian

M / F

Last Name First

Last Name First

Home Address

Home Address

City/Town State Zip

City/Town State Zip

Home Phone

Home Phone

Cell Phone

Cell Phone

Business Phone

Business Phone

Email Address

Email Address

Religion Ethnic Origin

Religion Ethnic Origin

Occupation

Occupation

Employer

Employer

Employer's Address

Employer's Address

Please Check: Living Married
 Deceased Separated/Divorced
 Remarried
 Single Parent

Please Check: Living Married
 Deceased Separated/Divorced
 Remarried
 Single Parent

Why did you choose Holy Savior Academy for your child? _____

Holy Savior Academy does not discriminate on the basis of race, color, sex, national or ethnic origin.

NOTES: Filing the application/registration form should not be deemed acceptance to Holy Savior Academy. An application **will not** be considered complete until **all school fees and all required paperwork** has been submitted, **including immunization records**.

No child shall be admitted to school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A.26:1A-9. Proper immunization is a condition of admission to the school.

Parent or Guardian Signature: _____ Date: _____



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NEW STUDENT ADMISSION APPLICATION

CHECKLIST 2026-27

Scheduled Fees

Registration Fee (Non-Refundable and made out to Holy Savior Academy)
\$125.00 per Family Before Feb. 20, 2026
275.00 per Family After Feb 20, 2026

_____ **Academic Fee** (Kindergarten – Grade 8) (Non-Refundable after Aug. 1st)
\$ 425.00 per Student Before June 5, 2026
\$ 475.00 per Student After June 5 (Paid directly to HSA
Or billed thru FACTS)

_____ **Facilities Fee** (Kindergarten – Grade 8)
\$575.00 per Family (Billed thru FACTS if not received by August 1)

Mandatory Required Documents at Registration

- New Student Admission Application completed, signed and dated
- Pre-K and/or Kindergarten – Gr. 8- Contract, signed and dated
- _____ Copy of Last Grade Report Card & copy of IEP (if applicable)
- Birth Certificate
- _____ Baptismal Certificate (Catholic Only)
- _____ Communion Certificate (Catholic Only)
- FACTS Automatic Tuition Payment Agreement Enrollment online*see attached
- Full Tuition Payment Check to Holy Savior Academy by August 1st
- NJ Department of Education Physical Evaluation Form, Parts A and B
- Immunization Record Form (Due at Registration)
- _____ B6T Transportation Form (Kindergarten – Grade 8)
- _____ Authorization for Student Record Release Form (Kindergarten – Grade 8)
- _____ Request for Loan of Textbook Form (Kindergarten – Grade 8)
- Proof of custody from legal divorce, separation, single parent/guardianship
Documentation (if applicable)



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PRE-KINDERGARTEN
FULL DAY PROGRAM CONTRACT
3 and 4 Year Old
2026 – 2027

Holy Savior Academy is a private Roman Catholic school in South Plainfield, NJ. I understand that my child will be taught the principles and teachings of the Roman Catholic Church. The Program is designed for the group care of children. It must be recognized that not every child is suited to this kind of care. Therefore, for the good of the greatest number of children served by the School, the School reserves the right to refuse service to any child deemed unsuitable for group care. All children are admitted on a forty-five (45) trial basis, after which, services may be refused in accordance with the foregoing statement. _____ (initial)

Birth certificates, Baptismal certificates, and immunization records are due at registration (new registrations only). Copies of yearly immunizations are required at the start of the school year (for all students). Children must be fully potty trained and be able to change themselves if there is an accident. Transportation must be provided by parent/guardian.

Pre-K – 3 year old:

Child must be three (3) years old by October 1 (no exception).

_____	5 Full Days	(Monday – Friday)	\$7,150 per year
_____	3 Full Days	(Monday, Wednesday, Friday)	\$5,150 per year

Pre-K – 4 year old:

Child must be four (4) years old by October 1 (no exception).

_____	5 Full Days	(Monday – Friday)	\$7,150 per year
_____	3 Full Days	(Monday, Wednesday, Friday)	\$5,150 per year

Registration Fee Per Family (Non – refundable)

_____	Before Feb 20, 2026	\$125.00 per family
_____	After Feb. 20, 2026	\$275.00 per family



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**PRE-KINDERGARTEN
FULL DAY PROGRAM CONTRACT
3 and 4 Year Old
2026 – 2027**

Payment Options: Select one

_____ Option 1. ONE FULL PAYMENT, made directly to HOLY SAVIOR ACADEMY. **Due by August 1, 2026. A \$150.00 discount (per family) will be made if paid in one lump sum.**

_____ Option 2. TEN MONTHLY PAYMENTS, **August 2026 through May 2027**, through the FACTS Tuition Payment Plan. This option requires the parent/guardian to sign up online to have a separate Automatic Tuition Payment Agreement with FACTS Management Company. This will become part of the School Contract. Each year a NEW contract must be set up. Under this Agreement, I/We authorize my/our financial institution to make automatic scheduled payment withdrawals to FACTS Management Company. The FACTS enrollment fee is \$55.00 per year per family.

Parent or Guardian Name: _____ **Date:** _____

Parent or Guardian Signature: _____

SIGNATURE

Address: _____

Street

City

Zip

Cell Phone: (____) _____ **Email Address:** _____

PRINT CLEARLY

Full Name of Child: _____ **Entering Grade** _____

Full Name of Child: _____ **Entering Grade** _____

Full Name of Child: _____ **Entering Grade** _____



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If Option 2 is selected, payments will be made through FACTS. (initial each statement below)

- ★ If any provision of this contract (and the Automatic Tuition Payment Agreement with FACTS Management Company if payment Option 2 is selected) is not satisfied, Holy Savior Academy has the right to demand full and immediate payment of all outstanding tuition and/or fees owed. _____(Initial)
- ★ If I/we fail to pay tuition/fees by the due date for any reason, an additional \$30.00 late fee will be assessed. The payment plus the \$30.00 late fee is to be paid within seven (7) days of the original date. I/we further agree that if the bank refuses to honor my/our check, I/we will pay Holy Savior Academy an additional \$30.00 returned check fee in addition to any tuition/fees and late fee due. Holy Savior Academy has the right to refuse my/our check and demand payment in cash, money order or cashier check. _____(Initial)
- ★ Failure to make full and immediate payment will indicate to Holy Savior Academy that I/we intend to withdraw my/our child(ren) from Holy Savior Academy. _____(Initial)
- ★ I have read the above and I certify that I understand everything herein contained. I further certify that the information given in the “Registration Form” is true, accurate and complete. _____(Initial)
- ★ I understand that my financial obligations are to remain current. _____(Initial)
- ★ School records and participation in extracurricular activities (sports/clubs) will be withheld until all financial obligations are met. _____(Initial)
- ★ **If tuition is not paid in full, all families must enroll in FACTS. If an agreement is not set up with FACTS an additional \$150 administrative fee will be applied per year per per family to the tuition for monthly invoicing.**
(Initial)

Parent or Guardian Name: _____ Date: _____

Parent or Guardian Signature: _____

SIGNATURE



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PRE-KINDERGARTEN FULL DAY PROGRAM CONTRACT 3 and 4 Year Old 2026 – 2027

Mandatory Volunteer Policy Acknowledgment Form

Parent/Guardian Name: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Volunteer Requirement Policy

Beginning with the 2026–2027 school year, all families are required to complete 20 volunteer hours per school year in support of our school community. Hours must be completed and logged according to school guidelines to receive credit. 5 hours will be mandatory for the Fall Tricky Tray Event.

Volunteer Opportunities May Include (but are not limited to):

- Lunch aide
- Recess aide
- Class parent
- PTO involvement
- Event setup and/or cleanup
- Leading or assisting with minor fundraisers
- Beautification team member
- Alumni association
- Leading an after-school club throughout the year
- Additional volunteer opportunities will be available before the start of 2026-2027 school year.

All volunteers must be Virtus Certified (Protecting God’s Children).

Acknowledgment & Commitment: Families may choose not to participate in the service hour program by submitting a one-time opt-out fee of \$200, due by December 23, 2026. Families who do not complete the full 20-hour service requirement will be billed for any remaining hours. Please be advised that service hour records will be reviewed prior to the close of the school year. Families who have not fulfilled the 20 service hours outlined in the tuition agreement will receive an invoice for the outstanding balance.

Please check one option below:

I agree to fulfill the required 20 volunteer hours during the 2026–2027 school year.

I am unable to commit to volunteering and understand that there will be a \$200 fee billed to me. Payments can be by cash, check, Zelle, Venmo, or Credit Card (+ 3.5% surcharge processing fee).

Parent/Guardian Signature: _____

Date: _____



FACTS Financial Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure. Set up your FACTS agreement at: <https://online.factsmgt.com/signin/3G4S9>

FACTS Confirmation Notice & Customer Service

Once your information is processed by FACTS, you will receive a confirmation notice. Please check this information for accuracy and contact your school or FACTS with any discrepancies. We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://online.factsmgt.com). Customer care representatives are also available to assist you.**

Frequently Asked Questions

Is My Information Secure?

Yes. Your personal info, including payment info, is protected with the highest security standards in the industry. For more info on security, visit [FACTSmgt.com/Security-Compliance](https://online.factsmgt.com/Security-Compliance).

When Will Payments Be Due?

Your payment schedule is set by your school and your financial institution will decide the time of day your payments are processed.

What Happens When My Payment Falls On a Weekend or a Holiday?

Your payment will be processed on the next business day.

What Happens If a Payment Is Returned?

Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional info.

How Do I Make Changes Once My Agreement Is in the FACTS System?

Changes to your address, phone, email, or banking info can be made at [Online.FACTSmgt.com](https://online.factsmgt.com) or by contacting your school or FACTS. Changes to payment dates/amounts must be approved by the school and they will notify FACTS.

What Is the Cost to Set Up a Payment Plan?

If an enrollment fee is due, the fee amount is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be auto processed within 14 days of the agreement being posted to the FACTS system.

***All changes must be received by FACTS at least 2 business days before auto payment date to affect upcoming payment.**