



# *The Academy of the Most Blessed Sacrament*

785 Franklin Lake Road  
Franklin Lakes, New Jersey 07417  
Phone: 201-891-4250  
ambs.org

January 26, 2025

Dear prospective AMBS families,

Thank you for your interest in The Academy of the Most Blessed Sacrament! We truly hope that you feel at home as we strive to provide a warm and welcoming community for our students and families!

This packet contains all of the paperwork needed to register for the 2025-2026 school year! When registering, please provide a check for \$375.00 for the registration fee. ***All paperwork must be submitted in order for your registration to be complete.*** Please remember that the registration fee is **non-refundable!** Once all paperwork and fees are submitted, we will provide you with the next steps in the process!

Please note that all Archdioceses of Newark schools no longer accept religious exemptions for vaccines. All students must be up to date with their vaccines in order to register.

The Most Blessed Sacrament School and Education Foundation is offering all of our students a \$500 tuition grant if registered by September 1st! We are very grateful to the Foundation for its generosity towards our mission of Catholic education.

Finally, I encourage you to apply for the multiple scholarship opportunities offered. The two associated with AMBS are the Scholarship Fund for Inner-City Children (**deadline: May 1**) and the Tri-County Scholarship Fund (**deadline: February 15**). AMBS families that have applied for one or both have received some type of scholarship! Please refer to the information fliers in this packet for more information!

Again, thank you for your interest in our Academy. The faculty, staff and myself look forward to providing your children with top notch, faith based education!

Please do not hesitate to reach out to our office with any questions you may have!

Sincerely,  
Alycia Manzo



*The Academy of the Most Blessed Sacrament, motivated by the love of Christ, ensures that each student receive a superior education in a caring Catholic environment. Committed to the pursuit of excellence, students are guided through a personal journey of faith, education and service in order to reach their God given potential to become individuals capable of living in a changing and complex society.*



**2025-2026  
Academy of the Most Blessed Sacrament  
REGISTRATION & TUITION CONTRACT AGREEMENT**

**Registration Information**

**Non-refundable registration fee of \$375 per child is required at time of registration and will be billed to FACTS account on February 24, 2025.  
(New families must provide a check for this fee)  
All required paperwork is due at the time of registration.**

**Family Information: (Please Print)**

Family Name: \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Address:     Number & Street: \_\_\_\_\_

Town: \_\_\_\_\_     State: \_\_\_\_\_     Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone (Father): \_\_\_\_\_

Cell Phone (Mother): \_\_\_\_\_

Email (Father): \_\_\_\_\_

Email (Mother): \_\_\_\_\_

**Student Information: (Please Print)**

_____	_____	_____	_____
Last Name	First Name	25-26 Grade	DOB (MM/DD/YYYY)

_____	_____	_____	_____
Last Name	First Name	25-26 Grade	DOB (MM/DD/YYYY)

_____	_____	_____	_____
Last Name	First Name	25-26 Grade	DOB (MM/DD/YYYY)

**Parish Information: (Please check ONE affiliation from list below)**

MBS Registered Parishioner

Non-Catholic

Other Parish in the Archdioceses of Newark

Name & location: \_\_\_\_\_

Other Parish in Diocese other than Newark

Name & location: \_\_\_\_\_

**Tuition & Payment Notes:**

1. Each family is required to enroll/re-enroll online with FACTS and all tuition payments (payment plans available) must be made through FACTS.
2. Rates for the 2025-2026 school year reflect discount for Most Blessed Sacrament parish or Archdioceses of Newark parish membership. Non-parishioner charge of **\$2,000** per family will be added to your tuition.
3. A \$900 discount for additional children will be given for all K-8 students with siblings in grades K-8.
4. Each family is required to contribute annual dues of **\$325.00** to our Home Academy Partnership (HAP). This will be charged to FACTS accounts in July 2025.
5. A Technology Fee of **\$100.00** per child will be charged to FACTS accounts in July 2025.
6. THERE ARE NO MANDATORY FUNDRAISING OBLIGATIONS; however, participation in fundraising is voluntary and always appreciated!
7. Tuition assistance may be available. Annual electronic applications are necessary through FACTS and are due no later than September 1, 2025.
8. ***Tuition is charged to FACTS accounts July 2025 – April 2026.***

By signing below, our family accepts the conditions of this tuition contract and acknowledges the following commitments to AMBS for the 2025 – 2026 Academy Year:

- ✓ Prompt payment of tuition and fees/dues to AMBS and HAP must be made or late fees will be applied. Please note that FACTS deduct late fees from tuition payments when received, therefore full credit for tuition payments is not given. If amounts are outstanding at the end of the 2025-2026 academic year, child(ren) will not be eligible to register for the next academic year until these outstanding balances are paid.
- ✓ MBS or Archdiocesan registered parishioner statues must be documented. Active participation at weekly Mass and parish activities, with regular financial contributions is expected.
- ✓ All tuition payments agreed to for the 2025-2026 academic year are non-refundable and due even if children are withdrawn from the program prior to the opening/close of the academic year.
- ✓ Failure to keep current with tuition payments may result in exclusion from the program.

Person(s) responsible for payment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*2025-2026 Tuition options and rates*

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<b>Grade Levels/Options Available</b>	<b>Tuition</b> first/only child
Kindergarten through 8 <sup>th</sup> Grade	\$10,683
Pre-K 2  Two (2) half days- Tuesday & Thursday mornings	\$6,283
Pre-K 3 (Please check one option below)	
<input type="checkbox"/> Option 1: Three (3) half days- Monday, Wednesday, & Friday mornings	\$7,783
<input type="checkbox"/> Option 2: Two (2) half days- Monday & Friday mornings <u>and</u> One (1) full day- Wednesday	\$8,783
<input type="checkbox"/> Option 3: Three (3) half days— Monday, Wednesday, Friday mornings Two (2) full days—Tuesday and Thursday	\$11,783
<input type="checkbox"/> Option 4: Five (5) half day mornings	\$10,083
<input type="checkbox"/> Option 5: Five (5) full days	\$13,682
Pre-K 4 (Please check one option below)	
<input type="checkbox"/> Option 1: Five (5) half days-mornings	\$10,083
<input type="checkbox"/> Option 2: Five (5) full days	\$13,682

**Fees:**

- \$375.00 **non-refundable** registration fee (per child).
- \$325.00 HAP dues (per family).
- \$100.00 Technology fee (per child).

A \$900 discount for additional children will be given for all K-8 students with siblings in grades K-8.

**Other Information:**

The Most Blessed Sacrament School and Education Foundation will provide each student with a \$500.00 grant that will be applied to your FACTS tuition account in September.

Tuition assistance is available through the Most Blessed Sacrament School and Education Foundation as well! Simply apply for the tuition assistance through the FACTS management website. Assistance is awarded after the start of the 2025-2026 school year.

**Scholarships available:**

- Tri-County Scholarship Fund
- Scholarship Fund for Inner-City Children

Please be sure to carefully read through the attached informational fliers on both scholarship's funds!



## The Scholarship Fund for Inner-City Children (SFIC) Invites Families to Apply for Tuition Assistance

### Facts About SFIC

- For families with children in grades K-12 attending private/parochial schools in the Archdiocese of Newark (Bergen, Essex, Hudson and Union Counties).
- Tuition assistance is based on financial need and is awarded without regard to ethnicity, gender, race or religion. Some awards may not be transferable to another school or family member.
- Currently the SFIC General Scholarship Fund awards partial tuition assistance to elementary and high school students entering grades K through 12. **(Pre-Kindergarten programs are not eligible). Previous applicants should sign in to their family account at [sficnj.civicore.com](http://sficnj.civicore.com) to apply,**
- Tuition assistance applications for 2025-2026 school year will be available **on-line only** starting February 1, 2025 **until May 3, 2025** on the parent/student portal at [www.sficnj.org](http://www.sficnj.org). **DO NOT CREATE A NEW ACCOUNT IF YOU HAVE PREVIOUSLY APPLIED. SIGN IN TO YOUR FAMILY LOGIN AND CLICK ON THE APPLICATION LINK.**
- Deadline for submitting your on-line application with ALL REQUIRED DOCUMENTS is **May 1 2025**.
- Financial documentation **REQUIRED** includes the following:
  - 2024 Federal 1040 (page 1 & 2 only) with children listed as dependents
  - 2024 W2
- If applicable:
  - 2024 Schedule C/Schedule 1 (if business/other income noted on form 1040)
  - 2024 SSI 1099S or benefit budget letter including monthly amount
  - Unemployment determination letter
  - Current SNAP Food Stamp and/or Welfare benefit budget letter including monthly amounts.
- A **\$35** non-refundable application fee (payable via credit or prepaid credit card) is required (one per family).
- Students receiving tuition assistance are not eligible for more than one award.
- All applicants will be notified by email around late June 2025.

#### **Q: When can I apply for The Scholarship Fund for Inner-City Children (SFIC) tuition assistance?**

- The applications for the 2025-2026 school year will be available on the [www.sficnj.org](http://www.sficnj.org) website **PARENT/STUDENT PORTAL** beginning February 1, 2025. The application may only be filled

out and submitted on-line and will be considered complete once **ALL REQUIRED DOCUMENTS** are submitted. Any applications received without the proper financial documentation by the **May 1, 2025 deadline date** will not be considered.

**Q: How can I apply?**

- **RETURNING FAMILIES** who are currently receiving tuition assistance (or have previously applied in 2024) will receive an email with instructions on how to re-apply with a special link to access the on-line application. Returning families **MUST USE THE EMAIL WITH THE UNIQUE APPLICATION LINK FOR YOUR FAMILY. Do not re-apply through the NEW APPLICANT link.** This will create a duplicate record in our system and the processing of the application will be delayed.
- **NEW APPLICANTS** who are applying for the very first time should visit the **PARENT PORTAL** on our website at [www.sficnj.org](http://www.sficnj.org) and create an account as a new family. When creating your account be aware that SFIC does not have access to your password so be diligent and save the information where you can readily gain access to it. You will be using this annually when you re-apply.

**Q: What is needed with my application?**

- All applications must include the following **REQUIRED DOCUMENTS (we cannot accept any financial forms/taxes from prior years, tax transcripts or requests to IRS for Extensions to File forms)** a copy of signed 2024 Federal 1040 form and all 2024 W-2 forms (and Schedule C/Schedule 1 if business/other income is reported on the Federal 1040 form) for all family members included as part of your household on the application. A \$35 non-refundable fee payable to SFIC is required. The Federal 1040 form must include the name(s) of each child for whom you are requesting assistance. If appropriate, you should also include copies of Unemployment, Child Support, Public Assistance, and Social Security benefits.
- All applicants must provide a valid email address.

**Q: What should I do if my current financial situation is different from my income reported on my 2024 Federal 1040 form?**

- Please fill out the appropriate section on the on-line application explaining any change in employment or compensation status. You must **submit your 2024 1040 and documentation that supports your letter.**

**Q: What should I do if I/we did not file in 2024 Federal IRS Tax return (extensions to file past our application cannot be accepted)?**

- SFIC requires the 2024 1040 and W2.

**Q: Who is eligible to apply for the SFIC tuition assistance award?**

- Parents/Guardians of students in grades K-12 from low-income families currently or planning to enroll in a private/parochial school located within the Archdiocese of Newark district (Bergen, Essex, Hudson, and Union counties) are eligible to apply. **We do not offer tuition assistance for any Pre-K or after school programs.** Only the schools listed on our on-line application can be considered.

**Q: Once my on-line application is submitted, can I call the SFIC office to inquire about the status of my application?**

- **No.** All applications submitted will remain under review until final determinations are made in JUNE 2025. SFIC will not provide any other information before a finalized award decision has been announced. All correspondence regarding your application will be emailed to you by late JUNE 2025.

**Q: Will you notify me if my on-line application is incomplete or missing information?**

- **Yes.** SFIC will email you, up until May 1, 2025, if you are missing any required documentation. Any information received after this date will be past the deadline and will not be eligible for consideration.

**Q: If my family is awarded, how is the payment made?**

- If your family has been awarded, **payments will be made directly to your child(ren's) respective school in the form of two installments: 50% of the award will be paid in January for the first half of the school year and the remaining 50% will be paid in June for the second half of the school year.** Your tuition must be up to date to continue receiving tuition assistance!

**Q: If my child is currently receiving an award for SFIC do I have to reapply for the following school year(s)?**

- **Yes.** Families must requalify and submit an application annually for the SFIC tuition assistance, regardless of whether they are currently receiving or have been past recipients of an award. Families must also supply the most current financial documentation with their application every year. If you applied within the last year (whether you received an award or not) you will receive an email with a special link for you to access the application or you can go on our website at [sficnj.org](http://sficnj.org) and go to the Parent/Student portal.

Please check with our office at 973 497-4283 to make sure the email on file is the correct one. **Do use the link to families that are reapplying. Do not use the link on the website for new applicants as it will delay the process.**

**Q: What are the requirements needed to be considered for your tuition assistance?**

- Eligibility is based upon the total family household size and income. **Your child must be enrolled or planning to attend a private/parochial school in the Archdiocese of Newark in grades K to 12** and you must meet the annual income requirements established by SFIC. **We do not provide awards for PRE-K students.**

**Q: Do I have to be living in the same town as the school my child attends to be eligible to apply?**

- **No.** You do not have to live in the same town as the school but the school must be listed on our application to be considered.

**Q: Can I receive more than one tuition assistance award from SFIC for my child?**

- **No.** Only one tuition assistance award per student is permitted.





**TRI-COUNTY SCHOLARSHIP FUND**  
provides partial K-12th grade scholarships based on financial need.

<b>K-8<sup>th</sup> grades</b> <b>\$2250 per year</b>	<b>9<sup>th</sup>-12<sup>th</sup> grades</b> <b>\$4000 per year -or- \$5000 per year</b> <i>(Freedom Scholars)</i>
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**STUDENT ELIGIBILITY**

**FINANCIAL NEED:**  
Scholarships are awarded on the basis of financial need. Families must fill out an application through the confidential online FACTS application system.

**SCHOLARSHIP ELIGIBILITY:**  
Financial need is determined by a number of factors including average family income, number of family members living in the household and family expenses.

**GEOGRAPHY:**  
The student must reside within either Morris, Passaic or Sussex counties of New Jersey, OR the school they plan to attend must be located in one of these counties.

**THE PROCESS:**  
Students must first apply to and be accepted to a Tri-County partner school. All Tri-County schools are private and values-based with quality, accredited academics and a focus on character and service.

**PRIORITY:**  
Students must re-apply for a scholarship each year. Priority is given to existing Tri-County scholarship recipients showing continued financial need. Prior year recipients must re-apply with their updated financial information by the February 15 deadline.

**HOW TO APPLY**  
go to:  
[www.tcsfund.org/apply-now](http://www.tcsfund.org/apply-now)