



THE MASTER'S STUDY

Financial Obligation

Terms and Conditions

- Upon confirmation of core class enrollment, families will have seven (7) days to void their enrollment. This action must occur in an email to registration@themastersstudy.org. The fullness of this agreement is in effect once that seven-day window expires. It is expected that each family is committed to pay all tuition and fees. In the case of withdrawal of a student each family should refer to and abide by the attached *Withdrawals, Changes, Tuition Obligation*. Note the following:
 - Non-refundable registration fees
 - Non-refundable supply fees
 - Withdrawal fees
 - A graduated tuition obligation based on the effective date of withdrawal and the possibility of filling a vacated seat.
 - Families are fully responsible for flex class tuition and supply fees once the seven (7) day window closes after flex class fees are posted. The graduated tuition obligation does not apply to flex classes.
- Alumni students that wish to enroll but have a past-due balance on their account during the registration period will be eligible to register as a returning student. The registration fee must be paid prior to the returning student registration deadline and the account must be paid in full by July 1st. If the account is not paid in full, the student will become unregistered and the amount of the registration fee paid will be applied to the student's account balance.
- Families are responsible for the acquisition and cost of all required texts and supplies unless otherwise noted. A list of required texts and supplies is made available before the beginning of the school year.
- Supply fees are billed annually on July 10th and are due on August 1st.
- Monthly statements will be emailed to families beginning on July 10th each academic year. Payment is due on the first of each month over the ten-month period of August - May.
- Checks will only be accepted from new families for registration fees. Tuition payments must be made using Zelle or personal online banking to accounting@themastersstudy.org, or ACH payment. Bank-driven bill payment is not accepted.
- Bank fees incurred by TMS will be passed on to the account holder.
- TMS reserves the right to assess a late fee on past-due accounts.
- In the event a student faces disciplinary action resulting in suspension or expulsion, the full tuition balance and all fees will be due. Refunds or adjustments will not be considered.

Acknowledgement

My acknowledgement in the TMS Registration Portal indicates that I have read the above information and serves as a legally binding signature. Furthermore, I acknowledge that TMS grants a seven day opt-out window upon enrollment and that the fullness of this obligation is in effect if TMS does not receive written notice to registration@themastersstudy.org to void student enrollment within seven days of enrollment confirmation.

This document will remain posted in *Registration & Finance* in Canvas and on the [TMS website](#).



Withdrawals, Changes, Tuition Obligation

Core Classes

Upon written intent to withdraw, TMS will make every effort to fill each vacated seat with a waitlisted student. If a vacated seat cannot be filled within seven (7) days of the withdrawal effective date, a tuition obligation will apply per the schedule below.

Withdrawal + Filled Seat of TMS Core Class

Effective Date of Withdrawal	Registration Fee	Supply Fee	Withdrawal Fee
Date of confirmed enrollment through June 15 th	Non-refundable	None	\$150
After June 15 th	Non-refundable	100%	\$150

Withdrawal + Unfilled Seat of TMS Core Class

Effective Date of Withdrawal	Registration Fee	Supply Fee	Tuition Obligation
Date of confirmed enrollment through May 1 st	Non-refundable	None	\$250
May 2 nd – June 15 th	Non-refundable	None	25% of tuition (\$250 minimum)
June 16 th – August 15 th	Non-refundable	100%	50% of tuition
August 16 th – September 15 th	Non-refundable	100%	75% of tuition
After September 15 th	Non-refundable	100%	100% of tuition

Flex Classes

The graduated tuition obligation does not apply to flex classes.

Action	Financial Obligation
Add a course	\$50 fee per flex class added after the close of flex class registration.
Drop a course	Families are fully responsible for tuition and fees once the seven (7) day window closes after flex class fees are posted.