



## Financial Obligation

The Financial Obligation is signed electronically by families at the time of registration as follows:

### 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](mailto: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 **Graduated 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.*
- *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 May 1<sup>st</sup>. 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 10<sup>th</sup> and are due on August 1<sup>st</sup>.
- Beginning on July 10<sup>th</sup> of each academic year, monthly statements will be issued and emailed to registered families. Monthly payments are due on the first of each month throughout the ten-month academic calendar (Aug – 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](mailto: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 at [registration@themastersstudy.org](mailto:registration@themastersstudy.org) to void student enrollment within seven days of enrollment confirmation.

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



## Graduated Tuition Obligation and Flex Class Changes

### Graduated Tuition Obligation - Core Classes

Upon written *intent* to withdraw, the tuition obligation will apply per the schedule below.

Effective Date of Withdrawal	Registration Fee	Supply Fee	Tuition Obligation
Date of confirmed enrollment - May 1	Non-refundable	None	\$250
May 2 – May 31	Non-refundable	None	25% of tuition (\$250 minimum)
June 1 – June 30	Non-refundable	100%	50% of tuition
July 1 – July 31	Non-refundable	100%	75% of tuition
On or after August 1	Non-refundable	100%	100% of tuition

### Flex Class Changes

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 Flex Class tuition and fees once the seven (7) day window closes after Flex Class fees are posted.

***Please note, the Graduated Tuition Obligation does not apply to flex class registration or enrollment.***