



### Affirmation of Financial Obligation

I will maintain integrity in all of my dealings with The Master's Study (TMS), which includes the assumption of responsibility for all financial obligations for my/our child(ren) according to the Fee Schedule. The following guidelines should be reviewed before committing financially to The Master's Study:

- Families registering their students for the following school year with past due statements will see their registration fee applied to their past due accounts. Registration will not be processed until the account balance is settled and registration fees are remitted.
- Registration fees are non-refundable.
- Families are solely responsible for the acquisition of all required texts and tools unless otherwise specifically noted by TMS.
- In an effort to keep costs down, LG students will be assigned a general supplies list; these supplies will be used in a cooperative fashion throughout the LG school.
- Families will be asked, from time to time, to contribute to class supply needs. Such contributions are, indeed, voluntary. However, this approach of "contribution by election" is a key element to keeping tuition costs down. All families are thanked in advanced for their effort.
- TMS will provide a statement to families on a monthly basis beginning on or about the 20<sup>th</sup> of August each academic year. Statements will be sent to the email identified as the primary email address for TMS communication. Payment is due at the first of each month. As a courtesy the statement will show both the amount due at the time of invoicing as well as the total annual tuition for your family.
- All tuition payments should be made to *The Master's Study* using the PayPal tool as directed. For safety, neither cash nor checks will be accepted.
  - PayPal fees incurred by TMS will be passed on to the account holder. Instructions will be provided on how to avoid paying PayPal fees while making tuition payments.
  - Checks *will be accepted* from families who wish to remit full tuition payment in one lump sum for a semester or year. Monthly payments must be submitted via PayPal.
  - Checks will be accepted from new families who are applying but are not yet placed. New TMS families are expected to proceed with establishing or equipping their PayPal account once their student(s) is placed in the program.
- Under no circumstance should automatic bill pay or a bank-driven bill pay service be used; *directing payment to the College Park Church address may result in wrongly directed or lost payment.*
- In the event a student faces disciplinary action resulting in suspension or expulsion, the full tuition balance due, including all relevant fees, will remain intact. **No refund or adjustment will be considered.**
- Should a family electively withdraw a child(ren) for any reason, voluntarily or involuntarily, **they are committed to paying the remaining tuition balance of the statement, including tuition and all incurred and/or assessed fees** (hardship exceptions will be considered on a case-by-case basis).

I acknowledge I have read the above information:

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date