



The Master's Study

Registration Policy & Guidelines

Registration Requirements

Families registering for The Master's Study are required to complete the **Application for Admission** as outlined on the application document itself. Only one copy per family of the application is necessary with the exception of the **Medical Information** page; one copy *per enrolled student* is required for this page ONLY. Please use the **Application Checklist** as your guide.

New families will be asked to complete a pre-interview questionnaire and obtain a letter of reference before proceeding with a new family interview, either in person or via phone, prior to confirmed placement. *Placement prior to the interview is tentative and not guaranteed.*

Registering families should return the completed and signed **Application** along with all other supporting documents and registration fees as directed on the **Application Checklist**.

Registration Fees

The Registration Fee Schedule for 2012-2013 enrollment is as follows:

TMS Returning Family Pre-Registration <i>(Discount runs January 30, 2011 – March 12, 2012)</i> <i>(Guaranteed returning TMS student placement ends March 12th)</i>	\$35 / preschooler \$75 / student
Early Registration Period <i>(valid through May 31, 2012)</i> <i>(New family wait list placement begins March 12, 2012)</i>	\$40 / preschooler \$85 / student
Registration Fees <i>(June 1, 2012 forward)</i>	\$75 / preschooler \$100 / student

*Registration fees are non-refundable once placement is made.
Applications will not be accepted without registration fees.*

Checks for registration fees will be cashed upon receipt; refunds for non-placed students will be issued.

Placement Process

Returning Family Registration

Returning families will be given the opportunity to register prior to open admission. All students registering for the next academic year who are currently enrolled and in **good standing*** with The Master's Study will be guaranteed placement in the program. The returning family registration period with guaranteed placement will last from January 30, 2012 – March 12, 2012.

Waitlist Families

Families who applied during the preceding year but were denied enrollment due to space constraints and therefore waitlisted will be given the first opportunity to enroll upon the close of the Returning Family Registration period.

Open Registration (New Family Registration)



Once the TMS family pre-registration period ends, and waitlisted family applicants have been processed, New Family Registration will begin. This process will begin March 12, 2012. From this point forward, all applications will be processed in the order they are received, regardless of family seniority or TMS alumni status.

Class Closures

TMS is committed to providing the best tutorial experience possible for every student. We recognize that time with our students is precious; our teachers want to make the most of every minute with every student. Because we do not want to sacrifice the quality of program for the sake of volume and size, class sizes are capped and classes will be closed once that cap is met. Delayed registration may put student placement at risk.

Financial Commitment

Enrolling families should carefully read through the *Affirmations of Financial Obligations* document as it relates to the application. This includes the provision addressing elective withdrawal of a student and resulting commitment to the remaining balance of the invoice.

Please read with awareness of your financial commitment upon student placement.

***A Note Regarding “Good Standing”**

Good standing is defined by TMs using the following parameters:

A family whose students are (1) in good academic standing as it pertains to school by school policy and (2) consistently demonstrates a dedication to the program as it relates to their homeschool goals while embracing the full scope and sequence of the program and each school and (3) consistently recognizes and honors both the parent and student expectations set for a given school while (4) remaining engaged in the TMS community and is (5) in sound financial standing.

The Master’s Study as an organization must be a good steward with the funds provided and operate in a fiscally sound manner. For this reason, the following **sound financial standing** policy applies:

1. Applications from re-registering TMS families who are greater than 45 days past due on their current tuition account will not be accepted *unless a designated payment plan has been arranged*. Such requires a petitioning process with Board approval. Registration and placement will be predicated upon the fulfillment of that agreement.
2. Preference as a TMS returning family will be given only upon and when the past due balance is fulfilled.
3. Any registration fees remitted to TMS on past due accounts will be applied to the tuition balance due. The application, without registration funds, will therefore not be considered complete.