

## Admissions Process (All Entry Levels)

Making the decision to join the TMS Community with your child(ren) is an exciting and important one. Our aim is to make your application process as seamless as possible, while ensuring that your child will thrive within our School. Below, you will find a high-level overview of what to expect during the Admissions Process of your TMS Journey within each level of the School.

### **TODDLER & CHILDREN'S HOUSE 1 (18 months – 3 years old):**

1. After reviewing this Admissions package, visit our [website](#) for virtual tour dates.
2. Submit your completed application [online](#) with a copy of your child's birth certificate or passport.
3. Your child's application will be placed on a wait list until the next available opening. Please note, siblings, alumni, and faculty/staff families are given priority on the wait list.

**Applications for the Toddler Program are accepted throughout the year, space permitting.  
Toddlers start at TMS in September each year.**

### **CHILDREN'S HOUSE 2/3 (4 & 5 years old):**

1. After reviewing this Admissions package, visit our [website](#) for virtual tour dates.
2. Submit your completed application [online](#), with a copy of your child's birth certificate or passport, as well as the [\\$150 application fee](#) (payable [online](#) via credit card).
  - If applicable, submit copies of your child's report cards with the online application.
3. In addition, the following items are mandatory before a student's application will be considered:
4. Confidential School Report - Available for download within the online application. This form must be completed by your child's current teacher and sent directly to TMS via email to [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca).
5. You will be contacted with regards to the next steps, if a virtual call is necessary with your child.
6. Your child's application will be placed on a wait list until the next available opening. Please note, siblings, alumni, and faculty/staff families are given priority on the wait list.

**Applications for Children's House are accepted throughout the year, space permitting.  
Children's House students start at TMS in September each year.**

### **ELEMENTARY (Grades 1 – 6):**

- **Submit your online application, [here](#).** The application package must include:
  - Completed online application with the [\\$150 application fee](#) (payable [online](#) via credit card).
  - Copies of your child's last two report cards (uploaded with the online application).
  - Copy of your child's birth certificate or passport photo page (uploaded with the online application).
- Once your completed application has been submitted, the Admission's Office will contact you to schedule an appointment for an online interview and assessment. In addition, the following items are mandatory before a student's application will be considered:

- Confidential School Report - Available for download within the online application. This form must be completed by your child's current teacher sent directly to TMS via email to [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca).

### **UPPER SCHOOL (Grades 7 – 12):**

1. **Submit your online application, [here](#).** The application package must include:
  - Completed application form with the \$150 application fee (payable [online](#) via credit card)
  - Copy of your child's birth certificate or passport photo page (uploaded with the online application)
  - Copies of your child's two last report cards (uploaded with the online application)
2. Once your completed application has been submitted, the Admission's Office will contact you to schedule an online appointment for an online interview, assessment, and tour. In lieu of the TMS assessment, students may opt to write the SSAT. SSAT results must be sent to TMS at [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca). In addition, the following items are mandatory before a student's application will be considered:
  - Confidential School Report - Available for download within the online application. This form must be completed by your child's current teacher and sent directly to TMS via email to [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca).
  - Official Student Transcript (for Gr. 10 and up) – this must be requested by parents to their child's current school and sent directly to Admissions at [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca).

#### **Grade 7 & 9 Acceptance Letters**

**The application deadline to be considered for the first round of acceptance letters is November 15, 2021.**

**Students who are offered a place at TMS in the first round of acceptances will be notified in early December.**

**The application deadline for all other grade levels and the second round of acceptance letters for Grade 7 & 9 is February 15, 2022.**

**A complete application and testing must be submitted by this date.**

**Families will be notified of their status in late February/early March.**

### **INTERNATIONAL STUDENTS:**

**At TMS, we want all our students to thrive socially, academically and physically. For that reason, all international students must be living with their parents in order to attend TMS.**

1. **Submit your online application, [here](#).** The completed application package must include:
  - \$500 application fee (payable [online](#) via credit card)
  - A copy of your child's birth certificate or passport (uploaded with the online application).
2. Once your completed application has been submitted, the Admission's Office will contact you to schedule an online appointment for an online interview, assessment, and tour. In lieu of the TMS assessment, students may opt to write the SSAT. Results must be sent to TMS at [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca). In addition, the following items are mandatory before a student's application will be considered:
  - Copies of the applicant's final report cards from the previous two academic years, with an English translation, if necessary (uploaded with the online application).
  - Confidential School Report - Available for download on the online application. This form must be completed by your child's current teacher and sent directly to TMS via email to [admissions@tmsschool.ca](mailto:admissions@tmsschool.ca).

## Enrolment Procedures and Conditions:

1. The Admissions' Office's decision on an applicant is based on an evaluation of the interview, in house assessment (or SSAT results for Grade 7 – 12), and student report cards. The Admission's Office retains full discretion to admit or deny an applicant.
2. As a not-for-profit organization TMS School relies on voluntary tax deductible charitable donations provided by our families to assist us to go beyond for each individual student. Each school year families make donations to our Annual Giving Program which provides students with enhancements to their learning in that school year. Donations range from \$1,000 to \$2,500+. New families are encouraged to support this program by donating to the upcoming year's annual giving program at the time of enrolment.
3. Upon notification of acceptance the following must be submitted within two weeks of the date of acceptance.
  - Signed Parental/Guardian Agreement
  - Initial Registration Fee
  - Tuition Deposit (payable by credit card, cheque, cash, or wire transfer)
  - PAD forms or post-dated tuition cheques for the selected payment plan
4. Students are enrolled for the entire school year. The person signing the Parental/Guardian Agreement accepts responsibility of all tuition fees.
5. **Unconditional Obligation:** The obligation to pay all fees for the academic year is unconditional after acceptance of the student by TMS and confirmation acceptance by the student/family. Tuition obligation is for the full school year. Fees will not be refunded or transferred to another student.