

## Admissions Process (all 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 phase of your TMS Journey within each level of the School.

### **TODDLER & Children House 1 (18 months – 3 years old):**

1. After reviewing the documents in this Admissions package, check our website for virtual tour dates.
2. Submit your completed application form with a copy of the birth certificate or passport of your child application online.
3. Your child's application will be placed on a waitlist until the next available opening.

**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 the documents in this Admissions package, check our website for virtual tour dates.
2. Submit your completed application form with a copy of the birth certificate or passport of your child online and \$150 application fee and a copy of the child's report card if applicable.
3. Your child's application will be placed on a waitlist until the next available opening.

**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:**

1. **Submit your application online (CLICK HERE).** The application package must include:
  - Application form and \$150 application fee (payable online via credit card)
  - **Copies of your child's last two report cards (must either be uploaded with application or brought in-person at the time of testing)**
  - A copy of your child's birth certificate and/or citizenship documents (uploaded with application)
2. 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 on the online application or within this package. This form must be completed by your child's current teacher must be sent directly to TMS (via email or mail).

### **TMS Upper School Grades 7 - 12:**

1. **Submit your application online (CLICK HERE).** The application package must include:
  - Application form and \$150 application fee (payable online via credit card)
  - A copy of your child's birth certificate and/or citizenship documents (uploaded with application)
  - Copies of your child's two last report cards (**must either be uploaded with application or brought in-person at the time of testing**)
2. Once your completed application has been submitted, the Admission's Office will contact you to schedule an appointment for an interview, assessment, and tour. In addition, the following items are mandatory before a student's application will be considered:
  - Confidential School Report - Available for download on the online application or within this package. This form must be completed by your child's current teacher must be sent directly to TMS (via email or mail).
  - Student Transcripts (for Gr. 10 and up) – this must be requested by parents and sent directly to TMS
  - SSAT Results – this must be requested by parents and sent directly to TMS

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

**Application deadline for first round of acceptance letters is November 30, 2020**

**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 second round of acceptance letters for Grade 7 & 9 is February 15, 2021**

**Application and testing must be completed by this date.**

**Families will be notified 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 application online (CLICK 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 application)
2. Once your completed application has been submitted, the following items must be sent to TMS before a student's application will be considered:
  - Copies of the applicant's last two report cards (**must either be uploaded with application**) - English Required
  - A letter of recommendation sent from the student's Principal, counselor or teacher directly to TMS (email or mail). This letter should include a description of the school's system of grading and evaluation - English Required
  - Confidential School Report - Available for download on the online application or within this package. This form must be completed by your child's current teacher must be sent directly to TMS (via email or mail).
  - SSAT Results - must be sent directly to TMS.

## Enrolment Procedures and Conditions:

1. The Admissions' Office's decision on an applicant is based on an evaluation of the interview, in house assessment, report cards, SSAT results (Grades 7 – 12) and the needs of existing classes with regard to a balance of age and gender where applicable. 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.