

STEM of the Triad

Spring 2021 Registration Information

(11/28/20) **changes to original document in red**

1. Read the Fall 2020-Spring 2021 Handbook on the website. By registering, you are agreeing to the rules and policies stated therein. Due to COVID, temporary emailed policies will supersede some handbook policies where applicable. Registration will be scheduled for returning families (those registered in the fall semester) from October 19-25, followed by open registration on November 1.
2. You are registering for the Spring 2021 semester only. Our online registration system occurs twice each year—once for the fall semester and once for the spring semester. The fees you are paying are for one semester only. The payment sheet will guide you in determining your semester fees.
3. After registering online, you will receive an email acknowledging your data submission (only that your data has been received). Within a week, you will receive an additional email confirming your schedule and acknowledging any payments made. (Those continuing with the same fall schedule will receive emails before those wishing to change schedules—see below.) These emails are not automatically generated from the registration system. Be sure to check your spam folder.
4. Register for the schedule you desire for the spring semester. Once the returning-family deadline has passed, you'll receive acknowledgement of your new schedule and/or communication about any problems with your submission including unavailable classes.
5. A minimum of half of the semester fees will be due within five business days of your data submission in order to process your registration. The remaining balance will be due November 30. Registrations without initial payment will be deleted from the system.
6. **The registration fee of \$50 (per family) is nonrefundable.** All fees are nonrefundable on or after December 1.
7. The volunteer opt-out fee is \$125 for those families who prefer to pay rather than volunteer. All families will be invoiced for the opt-out fee at the time of registration. **Families will begin reserving volunteer positions by seniority group number on December 1. Balances will be adjusted for those families who are registered for volunteer slots prior to December 31. On or after January 1, the opt out fee will remain on your account. On or after December 1, the opt out fee will remain on your account.** (Volunteer links were ready earlier than planned.)
8. The facility fee is \$10 per class with a maximum of \$100 per family.
9. The study hall fee of \$25 is per student per semester hour used for students with gaps in their schedules who wish to remain on campus without a parent. Students without parental supervision must either leave campus or be enrolled in a study hall if not in class or at lunch. Should your student need study hall on occasion, the hourly study hall fee is \$5. You must notify us in advance of using the hourly option and remit payment before or on the day used.
10. A late fee of \$25 will be assessed to any account (including new registrations) not paid in full by November 30. Your classes will not necessarily be dropped, but your account balance must be paid prior to your student attending classes.
11. Refunds for schedule changes **may be made** through November 30 **will have materials fees deducted.** No refunds will be given on or after December 1. **This policy does not include government-mandated shutdowns.**
12. New families may register through January 6. New families must be registered by January 6 at 6 pm AND attend the new-family orientation on January 7. Returning families (those registered in the fall semester) may register at any time through the dates given below. After the priority registration ends on October 25, any and all registrations will be based on class availability (first-come, first served).
13. Registered families may add classes to the schedule through January 25 and January 27 at 6 pm, prior to STEM class days of January 26 and January 28, respectively.
14. Parents are responsible for obtaining required textbooks and materials before classes begin. Refer to the class descriptions or class syllabi.
15. Changes to your registration should be made by emailing stemtriad@yahoo.com. Do not resubmit your registration online unless directed to do so.
16. Acceptable forms of payment:
Personal check, cashier's check, official check, bank check, bill pay, and money order: Remittance information is below.
PayPal: stemtriad@yahoo.com You must pay from your bank account and use the **Friends & Family option** to avoid fees. Your account will be charged the PayPal transaction fee of 30 cents for any incorrect payments that need to be refunded.
Credit card: A 4 ½ % nonrefundable transaction fee will be added to your transaction. Contact Hayley to relay your credit card information.

If you have any questions or comments about registration, please contact:

Hayley Saffer
Registrar
stemtriad@yahoo.com
336-430-6210
www.stemtriad.com

Remittance address: STEM of the Triad
c/o Hayley Saffer
3204 Oliver Drive
Greensboro, NC 27406