

# *Central STEM* (formerly *STEM of the Triad*)

## Spring 2023 Registration and Quick-Reference Information

(10/14/22)

1. Read the Fall 2022-Spring 2023 Handbook on the website. By registering, you are agreeing to the rules and policies stated therein. Priority registration for current STEM families is October 16-19, followed by open registration (new families and current families who missed priority registration) November 1-January 6.
2. You are registering for the Spring 2023 semester only. Our online registration procedure 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. Create a **member login** (new families only) on the STEM website prior to registration. Use this login information to view your family's schedule at any time and to access semester documentation for reference.
  - Use a laptop or desktop computer. The website is not mobile device-friendly.
  - Click on the Log In link on the top right of the homepage.
  - Use the email address you wish STEM to have on file. That email address will auto-fill on all of your registration pages online.
  - Create a password of your choice. This password is unique to you and your individual login.
4. You will receive a confirmation email within 5-7 business days of your submission noting total semester fees, payment due, and any problems with your registration, if applicable. A minimum of half of your semester fees is required to secure your schedule. This amount includes a \$50 nonrefundable registration fee. The remaining balance may be paid at any time through November 30.
5. The registration system does not block enrollment for full classes. Refresh the class schedule page for updated information each time you visit the website.

WAITING LISTS: You may request that your child be put on a waiting list on the day you register (or after). Simply message stemtriad@yahoo.com with the child's name and class that you would like to be added to.
6. **The \$50 registration fee (per family) is nonrefundable.** All fees are nonrefundable on or after December 1.
7. All families are required to pay a \$130 support fee. At the time of registration, you will have the opportunity to reserve a support position for the semester. Payments for time worked (\$20/weekly duty) will be made on Weeks 7 and 13.
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 (or any portion thereof) for students with gaps in their schedules who will remain on campus without parental supervision. Study halls from 8:30-9:30am and from 3:00-3:30pm are offered only for siblings of students in other classes. Should your student need study hall on occasion, the hourly study hall fee is \$5. You must notify us in advance if you will be using the hourly option and remit payment before or on the day needed.
10. On or after December 1, a \$25 late fee will be assessed to accounts with unpaid balances. Students enrolled in classes with waiting lists may be dropped if payment deadlines are missed.
11. **Refunds** (minus the nonrefundable registration fee) will be given through November 30. No refunds will be given on or after December 1.
12. Changes to schedules may be made at any time. However, on or after December 1, no credits, transfers, or refunds will be given. Registered families may add classes through the second time the class meets (starting dates vary depending on the class—see calendar). Send requested changes to stemtriad@yahoo.com at least 24 hours prior to class days.
13. No new-family registrations will be accepted after January 6.
14. Parents are responsible for obtaining required textbooks and materials before classes begin. Refer to the class descriptions or class syllabi.
15. **Acceptable forms of payment:**  
Personal check, cashier's check, official check, bank check, bill pay, money order—payable to Central STEM--and cash  
Credit cards will incur a fee of 3.5% + \$0.59 (link given via email).  
(eChecks no longer available)

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