

# *STEM of the Triad*

## Fall 2022 Registration and Quick-Reference Information

(3/14/22)

1. Read the Fall 2022-Spring 2023 Handbook on the website. By registering, you are agreeing to the rules and policies stated therein. Returning families will be invited to register based on a seniority system according to the number of consecutive semesters enrolled in the STEM program. Returning families will be invited by group number via email to register on an appointed day (or any time after that day). Open registration for new families will begin on Saturday, April 2, at 9:30 am.
2. You are registering and paying for the Fall 2022 semester only. Spring 2023 registration and payment will be completely separate from fall registration. STEM's online registration 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** on the STEM website prior to registration.
  - 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. Remember your password as we cannot recover it for you should you forget it.
  - This login will allow you to access your children's schedules as well as program documentation at any time during the semester.
4. Once registered, you will receive a confirmation email within 24-48 hours of your submission noting total semester fees, minimum half payment due, and any problems with your registration, if applicable. A minimum of half of your semester fees will be due upon receipt of the confirmation email to secure your class choices. The remaining balance will be due May 31. Initial nonpayment will result in deletion of your online submission. Once initial monies have been paid, subsequent nonpayment will result in a \$25 late fee (see #10 below).
5. The registration system does not block enrollment for full classes. You will be notified of waiting lists and have the opportunity to select an alternate class during the confirmation process. Refresh the class schedule page for updated information each time you visit the website.
6. **The \$50 registration fee (per family) is nonrefundable.**
7. All families are required to pay a \$125 support fee (previously opt out 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. A nonrefundable \$25 late fee will be assessed to any prior registration not paid in full by May 31 and /or assessed to any new account on or after July 1. New registrations during the month of June may avoid the late fee by paying the entire balance within five business days of confirmation. Students enrolled in classes with waiting lists may be dropped if payment deadlines are missed.
11. **Refund deadlines:**
  - by May 31—registration fee deducted from your refund
  - June 1-June 30—registration fee, materials fees, and late fee deducted from your refundNo refunds of any kind will be given on or after July 1.
12. Changes to schedules may be made at any time prior to the add deadlines (see #13 below) based on class availability, but monies paid will transfer or be credited according to the refund deadline schedule above. Once registered, send requested changes to [stemtriad@yahoo.com](mailto:stemtriad@yahoo.com).
13. For already-registered families, classes may be added through the second time the class meets (starting dates vary depending on the class). New families must register by August 8 for high school classes and by August 22 for elementary/middle school classes and be able to attend the respective orientations on August 11 and August 25.
14. Parents are responsible for obtaining required textbooks and materials before classes begin. Refer to the class descriptions or class syllabi. Mark your calendars for the appropriate orientation sessions.
15. **Acceptable forms of payment:**
  - Personal check, cashier's check, official check, bank check, bill pay, money order, and cash
  - Credit cards will incur a fee of 3.5% + \$0.45 (CheddarUp link given via email).
  - eChecks will incur a fee of 1% (minimum \$1) (CheddarUp link given via email).

If you have any questions or comments about registration, please contact [stemtriad@yahoo.com](mailto:stemtriad@yahoo.com).