

Last updated: 26 January 2019, Adopted 26 January 2019

First Adopted: 1 January 2018

By enrolling in classes, you, the undersigned, on behalf of yourself and all students under your care, agree to a binding legal contract, which includes the following:

- To defend, indemnify, hold harmless, promise not to sue, and release from all legal and financial responsibility, all instructors involved in Fremont STEM Academy, Edumax, Inc., and ASDRP, as well as its affiliated agents, contractors, and staff, against any and all legal and financial action and responsibility, in all cases and in any circumstance, regardless of staff or instructor negligence.
- To grant full and unlimited access of the instructors in Fremont STEM and its affiliated staff and agents to photograph your student during class times for legitimate purposes of future marketing or documentation.
- Any breach of contract shall be prosecuted to the fullest extent of the law. By enrolling online, you affirm you understand and agree to the following statements:

Tuition and Payment Policy

- Financial aid may be requested in writing prior to the start of each class term. Requests for financial aid must be made in writing and submitted with verifiable proof of financial hardship. Financial aid shall be granted at the discretion of Fremont STEM. Financial aid may include full or partial scholarships.
- The full tuition of all registered classes and any associated fees is due within five days of receipt of the invoice by cash, check made out to "Fremont STEM," or electronic payment. Electronic bank transfer is the only acceptable method of electronic payment. Paypal is not accepted except for the deposit, and credit/debit cards are not acceptable forms of payment at this time.
- A minimum of \$150 is required as an enrollment deposit to secure your spot in summer classes.
- The full amount due is requested via electronic invoice. The tuitions, fees, and costs of attendance are **non-negotiable, non-refundable, non-transferrable, and non-prorate-able** under any circumstance except by instructor discretion.
- Cash payments must be submitted in a sealed envelope with a printed invoice attached, and with the student's name written on the envelope.
- Outstanding debts not fulfilled by the first day of class shall be subject to a \$20 late payment fee per day. The payment is made late. The late fee is non-negotiable.
- Payments made in installments must be requested in writing and pre-approved by the instructor prior to the start of the course to avoid late payment fees.
- Bargaining or haggling of any sort may result in our refusal of service.
- Receipts are generated upon request.
- Enrollment will be asked for billing address only, will not be used for other use or sent to third party.
- Payments not accounted for within ten (10) business days after the start of the course will be forwarded to a collection agency to collect payment from the customer.

Class Cancellation Policy

- No refund, at any time for any reason, shall be owed for class time missed or not attended. **Tuitions will, under no circumstances, not be pro-rated for missed class time.**
- The enrollment deposit is **non-refundable, non-transferrable, and non-negotiable** under any circumstance. When the full payment is due, the enrollment deposit shall be counted towards the tuition balance. For students who drop out of a class after the deposit has been paid, the following applies:
 - The deposit shall not be refunded or transferred to another enrollment term under any circumstances, except by instructor discretion.
 - **An additional \$80 withdrawal fee shall be charged the enrolling party per class originally enrolled, regardless of amount of class time attended, for enrolling online and committing to a class without following through.** The withdrawal fee is non-refundable, non-transferrable to another term, and non-negotiable under any circumstance. Failure to comply with the withdrawal policy may result in our refusal to teach your student in the future. **If the drop fee is not paid within five (5) business days after the first day of classes, the amount shall be forwarded to a collecting agency to collect payment from the customer.**

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Discount Policy

- Discounts are a courtesy of the instructors holding the class and are **non-negotiable** under any circumstance. Except for the referral discount, discounts may **not** be stacked, i.e. each course may be subject to only one discount classification except by instructor discretion.
- 25% off the listed tuition cost shall be provided on the second course enrolled in a given term. If multiple classes are simultaneously enrolled in, or enrolled in at different times but before the starting date of the earlier course, the 2nd class 25% discount shall be applied to the lower-tuition class.
- 25% off the listed tuition cost shall be provided to the first course enrolled per term for returning students. A definition of “returning students” is at the instructor’s discretion.
- 50% off the listed tuition cost shall be provided to the third, fourth, and every subsequent class registered.
- A 25% off sibling discount shall be applied to the first course enrolled in by a student’s sibling. The student must be concurrently enrolled for his/her sibling to receive the sibling discount.
- A \$50 referral discount shall be granted to the referring party for every referral that signs up and completes the enrollment process. The total amount discounted shall not exceed the total tuition balance.
- Discounts apply only to tuition amounts and do not apply to enrollment fees, lab fees, and other debts accrued.
- Discounts may not be stacked on any one class except for the \$50 referral bonus.

Class Materials

- In certain cases, course materials may be subject to copyright and/or may be considered the intellectual property of the course instructor. Therefore, course materials may not be in any way, shape, or form; distributed, sold, altered, or re-used without prior written consent of the course instructor. Violation of the intellectual property of Fremont STEM shall be prosecuted to the fullest extent of the law.
- A \$75 lab fee will be charged for all summer lab-based science courses, and a \$75 material fee will be charged for every computer science course. The lab fees are non-refundable, non-transferrable, and non-negotiable. The lab/material fees are not subject to any discount.
- Lab fees cover up to \$75 in equipment or reagent damages. Any additional damages incurred on property shall be the sole financial obligation and responsibility of the client’s party, and will be assessed and billed afterwards. Any loss not accounted for within fifteen (15) business days of receipt of the damage bill shall be forwarded to a collection agency to collect payment from the customer.
- A \$10 materials fee will be charged for all courses. The material fees are non-refundable, non-transferrable, and non-negotiable. The lab/material fees are not subject to any discount.

Refusal of Service

- Fremont STEM, Edumax, Inc. and its associated instructors, agents, contractors, and affiliates reserve the right to at any time refuse services to any person or party without disclosing reason thereof.
- Unruly students may be dropped from a class per the course instructor’s recommendation. Removal of a student from a class shall be for legitimate and reasonable cause. Should a student be removed from coursework part way, the tuition paid will not be reimbursed or refunded.

Class Timings

- Each course instructor reserves the right to cancel, reschedule, or alter course scheduling per administrative approval by the leadership board at Fremont STEM.
- Course syllabi are under no circumstance binding documents, and are subject to change at the instructor’s discretion.

Enrollment in classes constitutes no guarantee made of school year performance. Academic success is an ongoing process, for which no amount of tutoring can supplant.