



Sevenstar Refund & Additional Fee Policies

It is highly recommended that all courses are thoroughly reviewed before enrolling a student in a course. Please ask for access to the courses and review them ahead of time. We also strongly suggest that all courses receive pre-approval from a guidance counselor if the student plans to use them on the transcript of a traditional school.

Non-refundable Fees

It is Sevenstar Policy that the following expenses are non-refundable.

- Enrollment/Registration Fees
- Standardized Testing Fees
- Course placement fees
- Course Tuition when *not using a Sevenstar teacher*
 - The refund policy only applies to courses taken with Sevenstar Teachers. If a student is using a non-Sevenstar teacher, there are no refunds. However, please see the transfer policy below.

Definitions:

A day is defined as a traditional school day and the count begins the first day a student is allowed to start the class.

Sevenstar Refund Policies

WITHDRAWAL FROM A SEVENSTAR COURSE

Sevenstar Academy knows there are times when a student must withdraw from a course after they have been enrolled. Therefore, we have the following refund policies:

Course Length	Teacher Type*	Withdrawal Timeframe	Refund Amount
Two-Semester Course	Sevenstar	1-14 days	\$150
	Sevenstar	15-90 days	\$100
One-Semester Course	Sevenstar	1-14 days	\$50

Withdrawal requests must be submitted by using "Request Drop/Drop a Course" link in Maestro within the withdrawal timeframes listed above. [Login to Maestro](#). This form is completed by the person with Maestro access.

*The refund policy only applies to courses taken with Sevenstar Teachers. If a student is using a non-Sevenstar teacher, there are no refunds. However, please see the transfer policy below.

APPROVAL

Person

Dr. Mark Beadle

Date

2/1/2010 with an effective date of May 1, 2010



Sevenstar Additional Fee Policies

TRANSFER FROM ONE SEVENSTAR COURSE TO ANOTHER

Sevenstar Academy knows there are times when a student must transfer from one Sevenstar course to another Sevenstar course. When a student transfers from one course to another, fees are assessed to offset costs associated with the original course selection. Therefore, we have the following Transfer policies:

Event Description	Allowable Transfer Timeframe	Transfer Fee
Transfer ⁽¹⁾	1-14 days	\$75
	15+ days	See Withdrawal Policy Above

Transfer requests must be submitted by using “Request Drop/Drop a Course” link in Maestro within the allowable transfer timeframe listed above. Select the course to be dropped. Add a comment stating the new course selection. [Login to Maestro](#).

Partners may have five (5) free transfers per school year if they are done during the above time frame. This may be for the same student or even from one student to another student.

⁽¹⁾Transfer to a Sevenstar course with a different price than the original course will also result in a tuition credit or additional tuition charge depending on the new course pricing.

TEMPORARY SUSPENSION OF WORK IN A SEVENSTAR COURSE

Sevenstar Academy knows there are times when a student must suspend work in their course for an extended period of time. The student then re-starts their activity in the course towards completion. When a student suspends work in a course for an extended period of time, fees are assessed to remove and re-enroll the student in the course at a later date. Therefore, we have the following Suspend/Re-Start policies.

Event Description	Time Lapse Before Re-Start	Re-start Fee ⁽³⁾
Suspend/Re-Start	21+ days	\$75

Suspend/Re-Start requests must be submitted by using “Request Drop/Drop a Course” link in Maestro prior to the beginning of the course work suspension. Select the course to be suspended. Add a comment stating the re-start date and reason for delay. Any suspension of work in a course must receive approval. [Login to Maestro](#).

⁽²⁾Suspend/Re-start plans must be communicated to the teacher, including submission of adjusted pace charts, to prevent academic penalty.

⁽³⁾Fee payment is due prior to the beginning of the course work suspension.

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Person

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Date

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