



Sterling Academy Individual Course Payment Terms

This document lists the terms for those enrolling in individual courses. Please review the terms of this payment, sign the form to note your agreement to all of the terms listed, and return the form with the enrollment documents.

I understand and agree to the following:

- This plan has a 10-day period in which a refund may be requested if the student chooses to withdraw. (Note: The enrollment fee is non-refundable; only the tuition is refundable.) After the first 10 days have passed, there will be **no refund for any reason**. The initial 10-day period begins once the student receives his or her classes.
- There is a time limit to complete the course. If the course is not completed by the time limit, the grade will be listed on the transcript as "Incomplete" or "Withdrawn." In order to complete any unfinished course(s), a new tuition payment for the full amount of the course(s) must be paid. Upon payment, the time limit is reset to the full amount of time as if the course were being started from the beginning. However, the student may continue where he or she left off in the course, provided that the student's work still exists in the system.
- Students are expected to log in regularly (i.e. daily or nearly every day), but *must* log in no less than every 30 days, unless approved for a longer break beforehand. Longer breaks will be granted for summer vacations, extended health issues, etc., only if notified BEFORE these breaks begin. Breaks require a start and end date for approval.
- If a student does not log in for more than 30 days, without prior approval as stated above, then the access to courses is suspended. If the student does not return (log in and complete assignments) at the end of an approved break (except for prior notice and approval of an extension), then the access to courses is suspended. If the access is suspended, a \$25 re-instatement fee will be required to gain access again. Note: The "clock continues to tick" during suspension on the allotted time allowed to complete the course.
- If a student withdraws from the school after completing the individual courses, and returns at a later date, a new \$100 enrollment fee will be due along with the new tuition.

I have read, understand, and agree to the Sterling Academy Individual Course Payment Terms.

Parent/Guardian Name* (Print): _____ Date: _____

Parent Signature*: _____

**Student may sign if at least 18 years old and is the one responsible for payment.*