



## Registration Policies & Procedures

1. **Registration Form.** Decide on course or courses and complete the online registration form. <http://www.caronefitness.com/registration.html>
2. **User Name & Password.** Within the registration form are *username* and *password* fields. These allow the student to self-select a username and password for their course login. These fields *must* be lowercase. If these fields are left blank, Carone Fitness will assign usernames and passwords.
3. **Payment & Submission.** Payment is due at the time of registration. Unless otherwise specified, the cost per course is \$289.
4. **Processing.** Registrations will be processed within 24-48 hours, Monday through Friday. At that time, students will receive individual welcome emails with login instructions. If the student chooses a later start date, he/she will receive confirmation of registration within 24-48 hours. Login instructions will arrive prior to the start date of the course.
5. **Withdrawals.** There is a 7 day grace period. Drop notifications must be made in writing via email or fax. Withdrawals within this period will receive a refund minus a \$25 processing fee per course. No refunds will be issued after a student has been enrolled for 7 days.
6. **Enrollment Periods.** Below are the recommended time frames for student enrollment. Extensions beyond the maximum time frame are granted on a case-by-case basis for an additional fee.

Course Length	Minimum Enrollment Time	Time Recommended	Maximum Time Allowed
Full Semester	12 weeks	16-18 weeks	5 months
Accelerated/Summer	8 weeks	8 weeks	10 weeks
Credit Recovery	5 weeks	6 weeks	8 weeks

7. **Start and End Dates.** Student has the option when registering to select a start date. If no start date is selected, student will be enrolled in the course within 24-48 hours. The student may also select an end date. This is only

applicable if the student's school needs a grade submitted by a specific date. Please keep in mind the minimum enrollment times. Carone Fitness also requires one week from completion date in order to process grades or transcripts.

8. **Course Transcripts.** Upon completion of a course, students will receive an electronic completion certificate. Official transcripts can be ordered for an additional fee.
9. **Course Materials.** With the exception of the *Polar-Powered* PE courses, there are no additional materials required for most Carone Fitness courses. Although not required, heart rate monitors are recommended for the physical education courses and can be purchased directly through Carone Fitness.
10. **Technical Requirements.** Carone Fitness courses require a computer with internet connection and with a [flash player](#) and [pdf reader](#).
11. **Questions?** Contact us at [registrar@caronefitness.com](mailto:registrar@caronefitness.com) or toll free at 888-769-0480.