

COLLEGE CAREER COMPASS™

Policy Packet

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Quick Reference	
Document Type	Policy Packet
Audience	Parents, guardians, marketplace reviewers, ESA programs, scholarship programs, and education marketplace administrators
Purpose	To clarify course access, refund expectations, student support, parent role, service boundaries, course completion, and marketplace purchase considerations
Course Level	Grades 9-12 Minimum Recommended Age 14
Delivery	Self-paced online curriculum through the College Career Compass™ learning platform
Support Contact	College Career Compass™

College Career Compass™ Support Standard

College Career Compass™ is designed to provide a clear, structured, and student-centered learning experience for high school students. Our courses include guided lessons, reflection prompts, examples, planning tools, and portfolio-based assignments, enabling students to move through the curriculum independently. At the same time, parents remain informed and able to support progress.

The goal of College Career Compass™ is to help students build clarity, confidence, and direction through self-discovery, career exploration, pathway planning, scholarship awareness, and future-ready action steps.

Overview

College Career Compass™ provides a self-paced online college and career readiness curriculum for high school students in grades 9–12. Courses are delivered through the College Career Compass™ learning platform and are designed to help students better understand themselves, explore future possibilities, compare postsecondary pathways, build scholarship awareness, and create personalized planning tools for life after high school.

College Career Compass™ courses are structured educational curriculum products. They are not therapy, counseling, clinical assessment, live tutoring, financial advising, legal advising, or one-on-one college advising services.

Important Service Boundary

College Career Compass™ provides a self-paced online college and career readiness curriculum for high school students in grades 9–12. Courses are delivered through the College Career Compass™ learning platform and are designed to help students better understand themselves, explore future possibilities, compare postsecondary pathways, build scholarship awareness, and create personalized planning tools for life after high school.

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Refund Policy

Due to the digital nature of College Career Compass™ courses, all course purchases are considered final once course access has been granted.

Refunds may be considered only in limited circumstances, such as duplicate purchases, accidental purchases, or technical access issues that cannot be resolved by College Career Compass™. Refund requests must be submitted in writing within 7 days of purchase and will be reviewed on a case-by-case basis.

Refunds are not guaranteed once a student has accessed course materials, downloaded resources, or begun course activities.

For purchases made through an ESA, scholarship, marketplace, or third-party funding program, refund eligibility may also be subject to the rules, timelines, and procedures of the applicable program or marketplace.

Course Access Policy

Students receive access to College Career Compass™ courses through the College Career Compass™ online learning platform. Access instructions are provided after purchase, enrollment, or marketplace approval.

Courses are self-paced and designed for independent student use. Students may move through lessons, activities, reflections, research tasks, planning tools, and portfolio assignments at a pace that works for their schedule and family context.

Course access is intended for the enrolled student only. Course materials, login credentials, downloads, worksheets, videos, activities, and curriculum resources may not be shared, transferred, copied, resold, reproduced, publicly posted, or distributed without written permission from College Career Compass™.

Technology & Platform Policy

Students need reliable internet access and a device capable of accessing the College Career Compass™ learning platform. A laptop, desktop computer, Chromebook, or tablet is recommended for completing lessons, reflections, research tasks, planning tools, and portfolio assignments.

Families are responsible for ensuring they have the technology needed to access and complete the course.

If a student experiences technical difficulty accessing the course, a parent or guardian may contact College Career Compass™ for support using the contact information provided through the course platform, website, or marketplace listing.

Student Support Policy

College Career Compass™ courses are intentionally designed with built-in student support. Each course includes structured directions, guided prompts, examples, reflection questions, activity instructions, planning tools, and portfolio guidance so students can complete the curriculum independently.

The courses do not include live instruction, live tutoring, counseling, therapy, individualized advising, or personalized feedback unless a separate service is explicitly purchased or offered.

Students should first use the instructions, examples, prompts, and support provided inside the course. Parents or guardians may support students by discussing reflections, encouraging progress, helping students stay organized, and reviewing completed work.

Parent/Guardian Role

Parents do not need to teach the course. The curriculum includes built-in directions, prompts, examples, and portfolio guidance so students can move through the course independently.

Parents may support the student experience by:

- Encouraging consistent progress
- Discussing reflection questions
- Reviewing completed activities
- Helping students think through future possibilities
- Supporting homeschool recordkeeping or transcript decisions
- Celebrating portfolio or final plan completion

Parents or guardians are the primary contact for course access, payment, marketplace, ESA/vendor, and technical support questions.

Course Completion Policy

College Career Compass™ courses are completed by working through the guided lessons, completing student activities, and assembling the required portfolio or final course outcome.

Progress is demonstrated through completed reflections, self-discovery activities, career exploration notes, pathway research, scholarship awareness activities, planning tools, portfolio artifacts, and final course products. Depending on the course, the student outcome may include:

Discover Your Direction™

My Direction Portfolio™

Build Your Future™

My College & Career Compass Plan™

Full-Year College & Career Readiness Course

My College & Career Compass Plan™

College Career Compass™ does not automatically assign academic grades unless a specific grading service is separately offered. Families may determine how to record course completion for homeschool, transcript, or educational planning purposes.

Homeschool Documentation Note

Many families may choose to document College Career Compass™ courses as high school elective coursework in areas such as college and career readiness, career exploration, future planning, personal development, postsecondary planning, or life skills.

Families are responsible for determining how the course fits into their homeschool plan, transcript, umbrella school requirements, ESA program, scholarship program, or state requirements.

College Career Compass™ provides curriculum, course outcomes, and documentation guidance, but families remain responsible for assigning credit, grades, completion status, or transcript language when applicable.

ESA / Scholarship Marketplace Purchase Policy

College Career Compass™ may be available through approved ESA, homeschool scholarship, direct-pay, reimbursement, or education marketplace programs.

Vendor approval and course approval may vary by program, state, and marketplace. Families are responsible for confirming whether a course is eligible for purchase or reimbursement through their specific ESA, scholarship, or marketplace program.

If purchasing through a third-party marketplace, families must follow that marketplace's purchasing, reimbursement, refund, documentation, and approval procedures.

College Career Compass™ cannot guarantee approval, reimbursement, or payment by any third-party ESA, scholarship, or marketplace program unless the purchase has been approved through that program.

Privacy & Student Information Note

College Career Compass™ respects student and family privacy. Information provided for enrollment, access, communication, or course support is used for course-related purposes.

Students may complete reflections, planning activities, and portfolio assignments that involve personal goals, interests, strengths, values, experiences, and plans. Families should review student work as appropriate and decide what information they wish to share outside the course.

College Career Compass™ does not require students to share sensitive personal information beyond what is needed to access the course and complete course activities.

Intellectual Property & Course Use

College Career Compass™ course materials are proprietary educational curriculum resources. This includes course text, lesson content, prompts, worksheets, downloadable materials, planning tools, portfolio templates, graphics, videos, and related instructional resources.

Course materials are provided for the enrolled student's individual educational use only. Materials may not be copied, redistributed, modified for resale, uploaded publicly, shared with non-enrolled students, or used to create competing products or services without written permission from College Career Compass™.

Communication & Support

Parents or guardians may contact College Career Compass™ for course access, payment, technical support, ESA/vendor questions, or marketplace-related issues using the contact information provided on the course platform, website, or marketplace listing.

Students should be able to complete the course using the built-in instructions, prompts, examples, and supports provided within the curriculum.

College Career Compass™ aims to provide clear, helpful support for access and course navigation questions while maintaining the self-paced, curriculum-based nature of the program.

Closing Statement

College Career Compass™ is designed to help students move from uncertainty toward direction through structured reflection, exploration, planning, and portfolio-based learning. These policies help ensure that families understand the course format, access expectations, support boundaries, and completion process before beginning the learning experience.