



# HOW DO I REGISTER FOR CLASSES?

THE COLLEGE AND CAREER ACADEMY AT PRUDEN

- 1 Complete a registration form on the following page.
- 2 Attach full payment in the form of a check or money order, payable to The College and Career Academy at Pruden, or visit [ccap.spsk12.net](http://ccap.spsk12.net) to process a credit card payment through the Online School Payment system.
- 3 Mail registration and payment to The College and Career Academy at Pruden  
4169 Pruden Blvd.,  
Suffolk, VA 23434.
- 4 Bring registration and payment to The College and Career Academy at Pruden between 1:00 PM and 7:30 PM, Monday – Thursday.

## WE DO NOT ACCEPT REGISTRATIONS WITHOUT FULL PAYMENT

### REGISTRATION DEADLINE

Registration and payment must be received at least one week prior to the start of the class. If a class fills, you will be contacted and offered other available dates or you will be placed on a waiting list. New classes may be created from a waiting list.

### TUITION ASSISTANCE

Tuition assistance forms from an employer or agency must be submitted at the time of registration.

### REFUND POLICY

**REFUNDS ARE GRANTED ONLY WHEN A WRITTEN REQUEST IS RECEIVED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING UNLESS THE CLASS IS CANCELLED.**

A full refund will be given when a class is cancelled.

### RETURNED CHECKS

There will be a \$25.00 charge for all returned checks.

### INCLEMENT WEATHER

Announcements will be posted on the Suffolk Public Schools website. The College and Career Academy at Pruden is closed when the Suffolk Public Schools District is closed.

### CLASS CANCELLATIONS

If a class is cancelled due to lack of enrollment, you will receive notification by phone and email. Please make sure your registration form has current contact information.

### AGE REQUIREMENTS

Classes are for individuals who are 18 years of age and older unless otherwise stated in the class description.

### CERTIFICATES

A certificate will be awarded for successful completion of a class. Successful completion requires good attendance as well as meeting all program requirements. If professional licensure is available, it will be stated in the course description.

**SCHOOL CLOSINGS:** Dec 21 -Jan 1 | Jan 15 | Feb 19 | April 1-5 | May 27 | June 19