

# FREQUENTLY ASKED QUESTIONS

## 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.

**HOLIDAYS:** September 2 | November 11, 27-29 | December 23 – January 3 | January 20 | February 17 | April 14-18 | May 26 | June 19