FREQUENTLY ASKED QUESTIONS

HOW DO I REGISTER FOR CLASSES?

THE COLLEGE AND CAREER ACADEMY AT PRUDEN

1. Complete the registration form on page 13.

2. Please include full payment with your check made payable to The College and Career Academy at Pruden, or visit www.spsk12.net/ccap to make 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.

OR

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 class. If a class fills, you will be contacted, offered other available dates, and placed on a waiting list. New classes may be created based on demand from the 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 canceled due to insufficient enrollment, you will be notified by phone and email. Please ensure that your registration form includes current contact information.

AGE REQUIREMENTS
Classes are for individuals who are 18 years of age and older.

CERTIFICATES
A certificate will be awarded upon successful completion of a class. Successful completion requires meeting all course requirements. If professional licensure or certification is available, it will be noted in the course description.

HOLIDAYS:

September 7	November 11	November 23 - 27	December 21 – January 1	January 18	February 15	March 29 – April 2	May 28 – May 31	June 18