

# HOW DO I REGISTER FOR CLASSES?

THE COLLEGE  
AND CAREER  
ACADEMY AT  
PRUDEN

## FREQUENTLY ASKED QUESTIONS

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 website of Suffolk Public Schools and broadcasted on local news stations. The College and Career Academy at Pruden is closed when the Suffolk Public Schools division 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:**

Sept 4 | Nov 22 - 24, | Jan 15 | April 1-5 | June 19  
Nov 10 | Dec 21 - Jan 1 | Feb 19 | May 27