



Nashoba Valley Technical High School

CONTINUING COMMUNITY EDUCATION

100 Littleton Road, Westford, MA 01886
978-692-4711 x1001

Questions: Should you have any questions or suggestions, please contact to the Director of Continuing Community Education. 978.692.4711 x 1001 communityed@nashoba.tec.ma.us

GENERAL INFORMATION

Most classes will start in September or January. Some will be delayed for enrollment. If there is a subject that you do not see, but would like to explore, please call! New programs develop throughout the year.

- All classes are offered pending sufficient enrollment, subject to cancellation at the discretion of NVTHS.
- If school is not in session (due to weather or holiday) no evening programs will be held.
- Payment is due (in full) upon registration. Late fees may apply
- You will NOT be notified unless a class is cancelled.

Calendar & Holidays: NVTHS observes all regular school holidays. When day classes are not in session, there are no evening programs. There are no programs scheduled for school holidays including: Oct. 13, Nov. 10, Nov. 26 and Dec. 24.

Cancellations & Inclement Weather: Cancelled classes are made up on the same day of the week and time by extending the completion date. If day school is cancelled due to weather, evening classes are also canceled. If day classes are not cancelled, and the weather worsens, call 978-692-4711 x1001 for recorded information one hour before the start time. *(YOU MUST dial into x1001 for this information.)*

Make-up Sessions: Classes offering a Certificate of Completion may require a mandated number of hours of attendance. A student who does not meet minimum attendance requirements may appeal to the Office for additional instructional hours. There is an additional cost to make up these hours. Certificates of Completion will NOT be issued to students who do not meet the attendance requirements.

PAYMENT

Pay tuition with a check, credit card (MasterCard or Visa) or in cash; by mail or in person (during school hours). Checks must be payable to NVTHS Continuing Community Education. A \$35 fee is charged for all returned checks. Please Note: Upon full payment, you are enrolled. You will be contacted (at the 'best number' or by email, if provided) ONLY if the class is cancelled.

Refund Policy: If a student drops or withdraws from a course, processing, instructional and other costs are incurred. Therefore, refunds are handled as follows for all Continuing Community Education and online courses.

- 30 calendar days prior to the start date = 100% refund
- Less than seven calendar days prior to the start date = 50% refund
- After the start date of the course = NO refund

OTHER USEFUL INFORMATION

- Parking: Ample free and well-lit parking is in front of the building
- The First Night of a Course: Report to the main lobby. Instructors will be introduced and room assignments are given. Enter and leave the building ONLY through the front door.
- Faculty: Many Continuing Community Education Faculty and Staff are contractors and/or members of the business community. They are hired for their experience in their fields; however, they do not represent NVTHS.

Senior Citizens: NVTHS District Senior Citizens (age 65+) are offered a 10% tuition reduction on most classes.

Possession and/or use of Controlled Substances including all tobacco products and all alcoholic beverages is strictly forbidden. NVTHS is a 'zero-tolerance' school. If necessary, appropriate law enforcement agencies will be notified.

Violators of this policy will be immediately dismissed WITHOUT financial restitution.

Disclaimer: Every effort has been made to ensure accuracy in this publication. All policies, procedures, tuitions, and curriculum are subject to change by NVTHS. This publication is not intended to be a contract, explicit or implied, and the school reserves the right to make changes regarding the information contained herein.