



NASHOBA CAREER TECHNICAL INSTITUTE

NCTI

Career Training · Night School · Online Education

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Westford, MA 01886

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www.nashobatech.net

Most **on-site classes begin in September or January**, with options for summer and spring courses pending enrollment. **On-line learning classes** are offered through **Ed2Go** at www.ed2go.com/nan with open enrollment & monthly starts.

- ❖ **Don't see a subject that interests you, please call!**
- ❖ Classes: held pending sufficient enrollment & subject to cancellation at NCTI discretion
- ❖ No school (due to weather or holiday): NO evening programs are held
- ❖ Payment: due (in full) upon registration—late fees may apply
- ❖ Notification: you will NOT be contacted unless a class is cancelled
- ❖ Parking: ample free and well-lit parking in front of the building
 - ◆ *First Night of a Course*: report to the main lobby; Instructors will be introduced and room assignments provided; Enter/Exit building ONLY through front door
 - ◆ Faculty: many Faculty/Staff are contractors or members of our local business community

Calendar & Holidays: NCTI observes National holidays. When day classes are not in session, there are no evening programs held, including vacation weeks unless otherwise indicated. **Cancellations & Inclement Weather**: Canceled classes are made up on the same day of the week/time by extending the completion date. If day school is canceled due to weather, evening classes are also canceled. If day classes are not canceled, and weather worsens, announcements are made on TV and through our website.

Make-up Sessions: Classes offering a Certificate of Completion may require a mandated number of attendance hours. A student who does not meet minimum attendance requirements may appeal to the Office for additional instructional hours, but additional cost may apply. Certificates of Completion, for hours based program will be issued and reflect the exact number of hours attended.

Tuition payments accepted: **In person** (during school hours), **by mail** –cash, check, or MC/Visa (no debit cards); Checks payable to **NVTHS Community Education**. (\$35 return check fee). **Online via Unipay** <https://unipaygold.unibank.com/transactioninfo.aspx> (MC, AX, Discover or electronic checks – no Visa); *Note*: upon full payment, you are enrolled and contacted ONLY if the class is cancelled!

Senior Citizen Discounts: District Senior Citizens (age 65+) = 10% tuition reduction for most classes.

Refund Policy: If a student drops or withdraws from a course, processing, instructional and other costs are incurred. Refunds are handled as follows for all 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

NCTI is a 'zero-tolerance' school. Possession and/or use of Controlled Substances, including all tobacco products, vape products, and alcoholic beverages is strictly forbidden. Weapons, of any type, are not permitted on school grounds. Violators of this policy will be immediately dismissed WITHOUT financial restitution and law enforcement agencies will be notified.

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.