



NASHOBA CAREER TECHNICAL INSTITUTE

**NCTI**

Career Training · Night School · Online Education

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## Policies and Procedures for NCTI/Community Education adult programs

Most on-site classes begin in September or January (options for summer/spring courses pending enrollment).

On-line learning classes are offered through Ed2Go (live, self-paced, open enrollment & monthly starts!)

- [careertraining.ed2go.com/nashoba](http://careertraining.ed2go.com/nashoba) – career training programs
- [ed2go.com/nashoba](http://ed2go.com/nashoba) – fundamentals classes

***Don't see a subject that interests you, please call! New programs develop throughout the year.***

- Classes: held pending sufficient enrollment; subject to cancellation at the discretion of NVTHS
- 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 (some programs use other areas)
- First Night of a Course: report to the main lobby; Instructors will be introduced and room assignments provided; Enter and leave the building ONLY through front door
- Faculty: many Faculty/Staff are contractors and/or members of our local business community

**Calendar/Holidays:** NVTHS observes all regular school holidays. When day classes are not in session, there are no evening programs held. There are no programs scheduled for school holidays.

**Cancellations/Inclement Weather:** Canceled classes are made up on the same day of the week and 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 the weather worsens, announcements will be made on TV.

**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.

**Tuition payments accepted:** In person (during school hours) or by mail—cash, check, or money order; Checks payable to NVTHS Community Education. A \$35 fee is charged for all returned checks. Online payment <https://unipaygold.unibank.com/transactioninfo.aspx> (MC, AX, Discover or electronic checks—no Visa); Note: upon full payment, you are enrolled! You will be contacted (at the 'best number' or email) ONLY if the class is canceled.

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

**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

**NVTHS is a 'zero-tolerance' school. Possession and/or use of Controlled Substances, including all tobacco products and all alcoholic beverages is strictly forbidden. Weapons, of any type, are not permitted on school grounds. As 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.