



Nashoba Valley Technical High School

CONTINUING COMMUNITY EDUCATION

100 Littleton Road, Westford, MA 01886

978-692-4711 x11157

Questions or Suggestions:

Contact the Director of Postsecondary, Continuing, and Community Education at communityed@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 – open enrollment & monthly starts.

- **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
- *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 and 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:** 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, 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 credit card (MasterCard or Visa—no debit cards); Checks payable to **NVTHS Continuing Community Education**. A \$35 fee is charged for all returned checks. **Online payment via UniPay** at <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 cancelled.

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.