



Virginia Technical Academy
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Cancellation and Rescheduling for Short Term Training

Short Term is defined as any class that does not exceed 24 hours of attendance.

Course fees are fully refundable if VTA receives written communication of the cancellation or reschedule on or before the 7th day before the course start date. VTA will accept notification via e-mail, fax, or hand delivered.

Cancellation or reschedule requests received fewer than 7 days before a course start date will be charged a fee equal to 15% of the course fee.

If you fail to attend the course without giving notification to VTA, the full course fee will be charged. A substitute may be sent in your place to avoid penalties. Credit card payment refunds must be credited to the same credit card account number.

Refunds will be made in the same payment method that the tuition was paid. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check. All refunds will be made within 30 days of the notification to withdrawal.

The Academy may cancel a class due to low enrollment; a 10-day notice is typically provided to enrolled students.

Sales of textbooks and course materials are nonrefundable.

Cancellation and Rescheduling for Long Term Training Courses

Long Term is defined as any class that exceeds 24 hours of attendance.

1. Should a student cancel for any reason, notification must be received by the school in writing to the Assistant Director of Education. VTA will accept notification via e-mail, fax, or hand delivered.
2. Students who give notification
3. All refunds will be made if the student cancels within 14 business days prior to the start of any course.
4. Cancellation after the 14 business days, but before the first class, will result in a refund of all monies paid, with the exception of a \$50.00 administrative fee.
5. Cancellation after attendance has begun, but prior to program completion of more than 60% will result in a Pro Rated refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 60% of the program will result in no refund.
7. Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program. A student may apply tuition to another program only once.
9. All costs of exams are non-refundable after the start of the program.
10. Refunds will be made in the same payment method that the tuition was paid. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check. All refunds will be made within 30 days of the notification to withdrawal.
11. Sales of textbooks and course materials are nonrefundable.