



Per Scholas Enrollment Agreement - 9 Alumni Week Course

Course Overview

This course is designed for Per Scholas Alumni committed to enhancing and upskilling their tech skillset. Alumni are responsible for committing to the entirety of the designated course, completing all assignments as determined by the course calendar and sitting for exams and certifications as dictated by the specific course offering.

Alumni Learner Technology

Technology Access

All Alumni are required to have the necessary technology to participate in the course and will be expected to log in remotely via Zoom for any remote instruction.

In order for alumni learners to access all course materials, alumni learners will need:

- regular internet access
 - Speed of 20/mbps
- a desktop or laptop
 - PC running Windows 10
 - I5 Processor or greater
 - 8GB of Ram or greater
 - 256Gb Hard drive or greater
 - Webcam with Microphone or Webcam+headset

MacBooks are not acceptable for this course.

The M1 chip is not compatible with many labs and content, so at this time Per Scholas can no longer support learners using Apple computers.

Alumni Expectations

- Maintain integrity: All submitted assignments, quizzes, and tests must be the learner's own work.
- Maintain professional and appropriate behavior at all times.
- Proactively communicate any connectivity or technology issues with your instructor or campus staff immediately.
- Complete coursework on time, whether in class remotely or via independent study assignments.
- Adhere to the class hours set forth by your instructor for the duration of the training.
- **Commit to completing all alumni courses you participate in or you will jeopardize your eligibility for future opportunities.**
- **Share exam results ≤ 2 weeks post-training with your instructor or you will jeopardize your eligibility for future Per Scholas sponsored certifications.**

Course Structure

Alumni learners enrolled in Schedule A

Lecture & Labs Hours Schedule (9 Weeks Total, 11 hours per week):

- There are **8 weeks** of lectures and lab hours plus **1 week** to prep before the certification exam, and **1 week** to complete the exam. Lectures will be held Tuesday, Thursday, and Saturday.
 - **Tuesday & Thursday:** 6 PM EST - 9 PM EST
 - **Saturday:** 10 AM EST - 3PM EST
 - **Labs included above**

Alumni learners enrolled in Schedule B

Lecture & Labs Hours Schedule (9 Weeks Total, 11 hours per week):

- There are **8 weeks** of lectures with integrated labs plus **1 week** to prep before the certification exam, and 1 week to complete the exam. Lectures will be held Monday, Wednesday, and Friday. Lectures and labs will be held 3 Weeknights and a Saturday.
 - **Monday & Wednesday:** 6 PM EST - 9 PM EST
 - **Saturday:** Asynchronous lab and office hour check in (must attend a minimum of 4/8 sessions)
 - **Labs included above**

PER SCHOLAS POLICIES AND GUIDELINES

All learners are expected to adhere to the following guidelines and policies:

Alumni Learners must maintain a 70% GPA or risk dismissal from the program.

On-site COVID Policy [In-Person]

The health and safety of our community is our highest priority. The below guidelines ensure we are taking the utmost precaution to provide our learners a safe environment. Failure to follow the guidelines will result in dismissal from the training.

- All in-person learners are required to be fully vaccinated with the one of the three FDA approved COVID vaccines. Individuals with an approved medical and/or religious accommodation will need to remain in compliance with the testing requirements.
- Masks may be required at the discretion of campus leadership.
- Employees or Learners who test positive for COVID without symptoms, should immediately isolate themselves away from the campus for 5 days following their COVID-positive test results. Staff and learners must follow the guidelines to isolate/test, and must be symptom free for a minimum of 48 hours before returning to campus. Those who have tested positive for COVID will also need to upload their negative COVID test results into Kokomo before returning to Campus.
- Any campus with a confirmed COVID positive case will be immediately closed and moved to remote working/learning for a minimum of 5 business days following notification. Staff and learners must follow the guidelines to isolate/test, and must be symptom free for a minimum of 48 hours before returning to campus. Those who have tested positive for COVID will also need to upload their negative COVID test results into Kokomo before returning to Campus.

Attendance Policy [In-Person and Remote]

- Alumni learners are expected to arrive in class at least 15 minutes before training each day.
- Alumni learners must email or call a site staff member if they are going to be late or absent.
 - Anyone entering the classroom *after the designated start time* will be recorded as late. Individuals will also be recorded as late if they return from breaks and/or lunches after the return time designated by the instructor. Individuals *missing more than three (3) hours* in any given day will be recorded as absent. Any individual *missing less than one (1) hours* in a day will be recorded as late. Calling a site staff member to inform us that you will be late or absent **does not excuse the late or absent**. This is what the allotted tardies and absences are for.
- **Alumni learners who obtain more than 2 absences, will be dismissed from the training, no exceptions.**
Because this model requires learners attendance, learners will be removed from the course if they obtain more than 2 absences and/or violate any terms in this agreement.

Attendance Policy Exceptions [In-Person and Remote]

While the attendance policy is designed to ensure learners have intentional access to instruction and hands on learning opportunities, there are two exceptions to the attendance policy. Learners will be provided bereavement and civic time off; these absences will not put the learner in jeopardy of dismissal and will not count against the allocated absences for the course.

- **Bereavement Leave:** Learners are permitted bereavement leave for the death of an immediate family member. Learners will receive up to 3 days without attendance penalty. Members of immediate family members include: spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents in law and parents of domestic partners. Learners must inform their instructor they will be absent and complete all missed work within 1 week of returning to the classroom. If a learner's leave extends more than the allotted days, they may be asked to withdraw and have the opportunity to re-enroll in a future class.
- **Civic Time Off:** Learners will receive a ½ day to participate in any municipal, county, state or federal election, general primary or special primary without an attendance penalty. Learners must inform their instructor they will be absent, provide documentation and complete any missed work by the close of the instructional week. In addition, if a learner is summoned for jury duty, they will receive time off to participate in the jury selection process without attendance penalty. Learners must inform their instructor of the summons, provide documentation and complete any missed work by the close of the instructional week. If a learner is selected for a jury, they will be asked to withdraw and have the opportunity to re-enroll in a future class.

On-site COVID Attendance Policy Exceptions [In-Person]

- **Positive for COVID and Asymptomatic:** Learners who test positive for COVID and are asymptomatic will be required to log into the lecture via Zoom to participate in class. Learners must inform and provide documentation of their test results to the campus. If the technology is not available within the designated lab, learners will be required to listen to the class recording and make up any missed work by the end of the training week. Failure to do so will result in an absence(s) equivalent to the number of in-person instructional days missed. Learners must have a negative test result prior to returning to campus.
- **Positive for COVID and Symptomatic:** Learners who test positive for COVID and are symptomatic will receive up to 5 days without attendance penalty. Learners must inform and provide documentation of their test results to the campus. Learners must have a negative test result prior to returning to campus. If a learner's leave extends more than the allotted days without feeling well enough to log onto the live stream or watch the recordings, they may be asked to withdraw and have the opportunity to re-enroll in a future class.

General Rules

- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, will result in immediate dismissal from the course. At no time will I use my computer or one provided to me for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Learners certify that the information provided on their application is true. Any intentional falsification of information may result in immediate dismissal from the course.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate dismissal from the course.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who are visibly under the influence of drugs or alcohol may result in immediate dismissal from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; learners should be aware that decisions regarding drug use during the course period may affect their future employability. No possession of alcohol or illegal drugs within the building is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site, building, or remote learning environment. Smoking is allowed in designated places only with the appropriate disposal of smoking-related trash, i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy may result in dismissal from the course.
- Possession of any dangerous weapon while in the building or classroom setting will result in immediate dismissal from the course. Threatening, intimidating, or physically harming any staff, affiliate, or fellow learner will result in immediate dismissal from the course.
- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Learners that are deemed disruptive, argumentative, or unprofessional may be removed from the training.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional and not permitted. This applies to the entire building, any areas surrounding the building, and at any corporate engagement events provided as part of the training at any corporate provided facilities, and on all digital communication channels used for Per Scholas purposes. Inappropriate comments and conversations are not allowed at any time. Any discriminating or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, gender identity, sexual orientation, disability or other identity markers are grounds for immediate dismissal from the course.
- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff in danger will result in immediate dismissal from the course.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.
- Learners participating in onsite activities or learning are required to comply with building and office rules, including participation in fire drills, temperature screenings, and mask mandates.

Professional Dress Code

When attending the class (**including labs, virtual sessions, Career Development, and jeans day**), you are required to dress in *appropriate business casual and/or business professional attire*. Should you require assistance or resources for business attire, any Per Scholas staff member can provide you with the necessary information.

In-Person Jeans Days: Your instructor may occasionally designate a "jeans day." All the other clothing guidelines apply except that blue or black jeans may be worn. All jeans must be clean and in good condition (i.e.. no rips, holes or stains, no large logos). Extra baggy jeans hanging off the waist with no belt are not allowed. Jeggings are not allowed.

If someone is dressed outside of the guidelines listed above, a staff member will provide a coaching session to support the learner in this area.

Professional Behavior

- Any discriminating or derogatory remarks or behavior against another learner or staff in reference to religion, culture, disability, race, gender identity, sexual orientation or other identity markers are grounds for immediate dismissal from the course.
- All enrolled learners are required to create a professional email address.
- While in all Per Scholas spaces, in-person and remote, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace.
- Cell phones are to be turned off and not in sight during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Learners enrolled in training will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Any newly found study materials should be submitted to the instructor for approval. Anyone found to be cheating or using or passing around unauthorized materials will be dismissed from training.
- Supplementary materials such as a bookbinder, USB storage drive, pens, and notebooks are the responsibility of the learner. Any materials issued to the learner must be brought to class daily.
- Inappropriate use of Per Scholas technology is prohibited. Under no circumstances should a learner surf any unrelated non-IT websites. Entering any unauthorized website may result in immediate dismissal from the course. **Internet usage is monitored internally.**

Non-Fraternization Policy

To create an effective, safe learning environment, Per Scholas requires all learners and staff members to maintain a professional and ethical relationship at all times. Learners are prohibited, under any circumstances, to engage in any improper fraternization or personal, romantic relationships with other learners or staff members during training. Inappropriate behavior includes, but is not limited to:

- flirting
- making suggestive comments
- dating
- requests for sexual activity
- physical displays of affection
- giving inappropriate personal gifts
- engaging in sexual contact and/or sexual relations.

Any learner who believes that he/she has been subjected to inappropriate behavior as enumerated in this policy by a Per Scholas learner or staff member, or any third parties who have knowledge of or witness any possible occurrence of inappropriate fraternization, shall report the incident to the Site or Managing Director. If the incident involves the Site or Managing Director, the learner shall report to the Chief Impact Officer, or the designated individual in the interim role, if applicable. In all events, such reports shall be forwarded to the Director of Human Resources for further investigation; the anonymity of the complaints will be maintained during the investigation. Per Scholas shall promptly investigate all complaints of inappropriate fraternization and take prompt corrective action to stop such conduct if it occurs. Per Scholas prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate fraternization.

Academic Performance

Learners will be required to maintain a 70% exam average as indicated in the Course Outline, including career development curriculum.

Mandatory Tutoring Program Policy

If a learner is struggling with their grades, prior to dismissal from the training course, mandatory tutoring sessions will be required in order to get the learner's exam grade point average (GPA) at or above 70%.

- The **same day** a learner's exam GPA falls below 70%, the technical instructor will issue a probation letter requiring the learner to achieve an average score of at least 70% on their next **2 exams**.
- As a condition of probation, the learner **must** participate in tutoring every day Monday-Friday, until the required exam GPA is obtained. Dates and times are set by the instructor and documented in the course syllabus.
- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from training. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the training course.

CONSENTS & ACKNOWLEDGEMENT

CONSENT TO NON-FRATERNIZATION POLICY

You hereby consent and agree to comply with Per Scholas' Non-Fraternization Policy, which requires that all training enrollees and staff members maintain professional and ethical relationships at all times.

CONSENT TO RECORD COURSE

You understand that the **Per Scholas training course** you are participating in is being recorded by Per Scholas for 1) use by instructors and learners to refer to and review during the course of the training, and 2) for Per Scholas' own quality improvement purposes. These recordings will not be used or shared externally.

CONSENT TO RELEASE OF INFORMATION

You hereby consent and agree to Per Scholas releasing any and all necessary information (whether in the form of a resume or otherwise) to your employer or potential employers, in an effort to assist you with job placement, or to the government or private agencies in order to secure additional support services.

CONSENT FOR RELEASE OF PERSONAL INFORMATION

The undersigned hereby authorizes Per Scholas, Inc. (PS) to release my personal information to other organizations in order to do one or more of: (i) obtain employment for me, (ii) satisfy requirements for information from organizations which funded in part the cost of the education I have received, or am to receive, from PS, (iii) respond to requests for information from government agencies that regulate PS and/or (iv) enable PS to provide services to me which I have requested. This information may include but is not limited to, my income, name, age, date of birth, race, social security number, address, and other information that may otherwise be confidential. PS will request that the recipients of any such information which is identifiable keep such information confidential, but PS cannot guarantee that such recipients will do so.

PS will never sell such information (if identifiable to the undersigned) to any other person or entity and will not use such identifiable information for marketing purposes.

It is understood that the undersigned may (i) revoke this consent at any time, but any such revocation will only apply to disclosures occurring after such revocation and (ii) inform PS of any corrections needed to be made to such information, in which case PS will correct its records as requested.

PS complies with all laws regulating the disclosure of personal information of others and will do its best to maintain the confidentiality of such information, subject to the above consent.

CONSENT TO PHOTO AND VIDEO RELEASE

I hereby give permission for images captured during all training classes and field trips within and/or outside of

Per Scholas to be used for promotional purposes. Images include any video, photo and digital images to be used solely for the purposes of Per Scholas and its partners or funders' promotional material and publications. I also waive any right of compensation or ownership thereto.

Consent to Photo/Video release:

ACKNOWLEDGEMENT OF ENROLLMENT AGREEMENT

I have read and agreed to follow the guidelines and policies referenced in this enrollment agreement. I understand that by entering my name below, I agree to and am responsible for adhering to all the guidelines and policies referenced in this enrollment agreement.

Signed by ***Rhonda Melo***

dev.rmelo@gmail.com

Signed on ***11/03/2025 01:25:36 PM***