

## STUDENT ENROLLMENT AGREEMENT

### Bootcamp Prep

#### STUDENT INFORMATION

Name: Shawn Wichman	
D.O.B. (mm/dd/yyyy): 05/24/1958	
Home Address: 125 70th Street 2F Guttenberg NJ 07093	
Email Address: shawn.wichman@gmail.com	
Home Phone (XXX-XXX-XXXX): 551-999-2366	Cell Phone (XXX-XXX-XXXX):

*If you have a SSN*

SSN (last 4 digits): XXX - XX - 5783
--------------------------------------

*If you do not have a SSN*

Passport Issuing Country:	Passport #:
Passport Expiration Date (mm/dd/yyyy):	

*Emergency contact*

Contact Name: Marcella Alvarez	Relationship to Student: Friend
Home Address: 125 70th Street 2F Guttenberg NJ 07093	
Home Phone (XXX-XXX-XXXX): 201-739-1026	Cell Phone (XXX-XXX-XXXX):

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the academy's rules and regulations as set forth in the school catalog. The academy will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

#### COURSE ADMISSION

This course is open to participants of 18 years of age and over. A student is officially enrolled and has his/her name placed on a class roster after he/she has been accepted into the program and has paid the refundable deposit. There are no further notifications regarding course start date, unless any changes of course schedule occur. Classes will resume as long as there are a minimum of 10 paying students. All courses will include a combination of lectures, workshops, and reviews, which are designed to give students practical experience.



### PROGRAM AND TUITION DETAILS

Program	Bootcamp Prep
Total Hours (hrs)	48
Tuition & Fees* <sup>‡</sup> (\$)	Tuition: \$250.00 Fees: \$0.00 <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of classroom instruction: \$0.00</li> </ul> Total: Tuition (\$250.00) + Fees (\$0.00) = \$250.00 <ul style="list-style-type: none"> <li>Scholarship Award (if applicable): \$ <u>100</u></li> <li>New Total (if applicable): Tuition (\$250) + Fees (\$0) - Scholarship Award (\$ <u>100</u>) = \$ <u>150</u></li> </ul>
Refunds	See below for Refund Schedule

\* Tuition, materials, and other fees are set by the school and are subject to change without notice.

<sup>‡</sup>Monies paid by student is refunded upon successful completion of the program with 90% or above program attendance.

### SCHEDULE & HOURS

- Schedule: 6:30 P.M. - 9:30 P.M. Monday - Thursday.
- Hours Breakdown: 3 hours daily, 12 hours weekly for 4 weeks.
- Hours of School Operation: 9:00 A.M. - 10:00 P.M. Monday - Saturday.

### DATES

Start Date (mm/dd/yyyy): 6/10/2019 Expected Graduation Date (mm/dd/yyyy): 7/2/2019.

### PAYMENT

Accepted Payment Methods are check, money order, or bank transfer. Fullstack Academy allows students a 5-day grace period from the tuition payment due date. If students fail to pay after the 5<sup>th</sup> day of the grace period, there will be a late fee of \$10 (flat fee) and an addition of \$10 per day until payment is complete. Students will be charged a fee of \$35.00 for returned checks for any reason. In addition, the student will not be admitted to class until his/her status is settled.

### MINI REFUND POLICY

Tuition liability is outlined in the refund schedule below. A student who cancels within 7 days of signing the enrollment agreement, but before the 1st week, receives all monies. A student who cancels during the 1st week also receives all monies. Thereafter, a student is liable for tuition liability, and the refund will be based upon the student's last date of physical attendance or log-in to learn.fullstackacademy.com. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. **All refunds are processed within 30 days of the request date.**

### Mini Refund Schedule\* <sup>‡</sup>

<b>Program Week</b>	<b>\$ Amount of Tuition School May Keep</b>	<b>% of Tuition The School May Keep</b>	<b>% of Tuition The Student Is Refunded</b>
Within 7 days of signing enrollment agreement, but before 1st Week	\$0.00	0%	100%
During 1st Week	\$0.00	0%	100%
During 2nd Week	\$62.50	25%	75%
During 3rd Week	\$125	50%	50%
During 4th Week	\$187.50	75%	25%
After 4th Week	\$250	100%	0%

\* The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

<sup>‡</sup> This table does not include adjustments for scholarships

### PLACEMENT ASSISTANCE

Bootcamp Prep students are not eligible for Fullstack Academy's placement services. Additionally, the school cannot guarantee a job to any student or graduate

### STUDENT ATTESTATION

This contract is in effect once dated and signed by the student and is effective for the duration of the student's study as a student. If extended after the initial length of study, all terms of this agreement continue to be in effect until the student officially withdraws from the program or completes the intended level of the program.

By signing below, I acknowledge that I have received and will comply with the rules and regulations of the school indicated above and as set forth in the school catalog. All enrollment agreements must be fully completed, dated and signed by both an authorized agent of the school and the student prior to the time instruction begins.

Shawn Wichman

Student Name

*Shawn Wichman*

Student Signature

05/09/2019

Date

The Agent who enrolled me was



DEVELOP YOUR CAREER, BUILD YOUR DREAMS | FULLSTACK ACADEMY, INC.  
Licensed by the State of New York, New York State Education Department | NYSED



5 HANOVER SQUARE, FLOOR 25, NEW YORK, NY 10004  
WWW.FULLSTACKACADEMY.COM  
P: 347-989-2999 E: HELLO@FULLSTACKACADEMY.COM

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Cert. #

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

I have received a copy of the Student Disclosure Material.

05/09/2019

*Edgar Wilson*  
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date



DEVELOP YOUR CAREER, BUILD YOUR DREAMS | FULLSTACK ACADEMY, INC.  
Licensed by the State of New York, New York State Education Department | NYSED

**SPIRIT OF FULLSTACK POLICIES**

- 1) **Attendance:** I will arrive at the Fullstack campus (online or in-person) on time and prepared for class. I understand that I must maintain 95% attendance, unless otherwise designated in accordance with my signed Student Enrollment Agreement and Academic Catalog
- 2) If I am late, need to leave early, or have any unplanned absences, I will **provide the Fullstack staff with a timely explanation and make up missed work.**
- 3) I will **attend Fullstack Academy every scheduled day through the last day of class.** If I need to be absent, I will give ample notice. I understand that Fullstack Academy will make every effort to ensure I am able to make up work missed, however, Fullstack cannot guarantee that I will be able to make up 100% of the benefits and workshops I miss by being absent.
- 4) I will **actively and wholeheartedly participate** in all workshops, assignments, activities and assessments that are part of the Fullstack experience.
- 5) I understand that Fullstack Academy **reserves the right to modify my course completion timeline**, including requiring that I repeat a portion of the course or dismissal from the program based on poor academic performance.
- 6) For Immersive Students: I will **make learning and class participation my top priority** throughout the Fullstack Academy program. I understand that applying for jobs is a time-consuming process and I should **refrain from applying to jobs until Hiring Day.**
- 7) **I will only submit work that is my own.** I acknowledge that violations of Fullstack's academic integrity standards, including cheating, plagiarizing, copying another student's work and violating copyrights on printed material or software, are subject to disciplinary actions up to and including dismissal.
- 8) I acknowledge that all Fullstack Academy educational materials provided to me, physically or electronically, are for my own personal use only. **I will not reproduce, save or copy any educational materials provided to me for any use other than my own personal study.** I will not make public (e.g. by posting online) any such study workshops, materials, or code provided to me by Fullstack.
- 9) I will **be respectful and conduct myself professionally while at Fullstack or in the community** (at meet-ups, hackathons, at other schools, with employers, recruiters, etc.). I understand that repeated violations of this policy can result in my dismissal from Fullstack Academy.
- 10) I will show consideration for my fellow classmates, Fullstack staff and visitors by respecting everyone's backgrounds and **not expressing sexism, racism, homophobia, age-ism, or any other behavior deemed inappropriate for a healthy learning environment.**
- 11) I will treat the Fullstack Academy campus with respect and take responsibility for its care (e.g. clean up after myself, let a staff member know if anything is broken, spilled, etc.).
- 12) **I will not break any laws**, like stealing, or causing physical damage to the space or the property of others sharing the campus with me. If I do cause damage to property that is not my own, I will be responsible for reimbursing any and all costs and/or damages resulting from my actions.
- 13) **I will not use Fullstack's Internet/WiFi access or other resources to participate in any activity that violates State, Federal or International law including, but not limited to, copyright agreements.**
- 14) I understand that failure to abide by the letter or spirit of any of the foregoing may result in personal liability, including dismissal from Fullstack Academy. I may not hold Fullstack accountable for penalties or damages resulting from or as a result of my actions.
- 15) I will ask for help when I need it, whether it is technical or personal and will try my best to stay healthy.

I understand the above is applicable and agree to abide by the spirit of the policies described above.

05/09/2019

---

Student Initials

---

Date



## **STUDENTS RIGHTS PAMPHLET**

### Information for Students

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

#### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

**What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

**How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

**What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

**What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

**What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

**What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.





5 HANOVER SQUARE, FLOOR 25, NEW YORK, NY 10004  
WWW.FULLSTACKACADEMY.COM  
PH: 347-989-2999 EMAIL: HELLO@FULLSTACKACADEMY.COM

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:  
New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you unedited by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.



**FULLSTACK**  
A C A D E M Y

# CATALOG

NEW YORK

Version 2.0

January 1, 2019

---

## Table of Contents

---

Who We Are	2
Mission	2
Administration	2
Licensure	2
Facilities and Equipment	3
Hours	3
Holidays	3
Courses Offered	4
Admission Policies and Procedures	6
Tuition Payment, Other Fees, and Scholarship Awards	7
Cancellation, Withdrawal and Refund Policy	12
Academic Policies	17
Attendance Policies	18
Student Advising	21
Grievance Procedure	21
Disclosure Statement	21
College Credit Policy	22
Student Conduct	22
Financial Assistance	23
Student Disclosure Information	24
Appendix A: Ownership, Management and Teachers	27
Appendix B: Gainful Employment Disclosure	29
Student Signature	30
Reference: Operating Systems	30
Reference: Laptop Specs	31

---

## Who We Are

---

Fullstack Academy is an award-winning, professional educational institution specializing in technology instruction. Our flagship course, the full-time Web Development Immersive course, is an intense, outcome-driven accelerated learning program for adults where amateur programmers are prepared for competitive positions as professional web developers. We pride ourselves in teaching the most cutting-edge technologies while maintaining a supportive and innovative learning environment.

---

## Mission

---

Fullstack Academy develops a student's ability to think critically about how to program while equipping them with the tools and transferable skills necessary to succeed in an evolving industry. We teach web application programming through an intensive hands-on experience and small student-to-faculty ratio. We pride ourselves on being both academically rigorous while also building a strong and supportive community with focus on our students' progress throughout.

---

## Administration

---

Fullstack Academy is owned and operated by Fullstack Academy, Inc. and is governed by a Board of Directors.

A list of owners and Board members is included as Appendix A.

---

## Licensure

---

Fullstack Academy is licensed by the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision (BPSS).

Fullstack Academy is not accredited and does not participate in federal or state financial aid programs.

---

## Facilities and Equipment

---

The Fullstack Academy campus is located at 5 Hanover Square, Floor 11 and 25 in New York City, New York and is easily accessed by subway and bus. The campus is fully ADA (The Americans with Disabilities Act) compliant. Our campus is equipped with dedicated classroom areas, meeting and collaboration areas, on-floor restrooms (including a separate handicap restroom), lockers for storage of student belongings and a kitchen for light use by employees and students. Fullstack also provides desks and computer monitors for students to connect their laptops for schoolwork. The campus is available to students during normal business hours, Monday through Friday, through keycard access (immersive students). If you are a prospective student and are interested in a tour of our school, please contact [admissions@fullstackacademy.com](mailto:admissions@fullstackacademy.com) to schedule an appointment for an on-site visit.

---

## Hours

---

### **Regular Campus Hours**

Monday – Friday 9:00 am – 10:00 pm

### **Administration Hours**

Monday – Friday 9:00 am – 6:00 pm

---

## Holidays

---

Fullstack Academy is closed on certain holidays, and therefore, no classes will be held on the following days:

New Year's Eve, New Year's Day,, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Day.

This holiday schedule may be modified at the discretion of Fullstack Academy on a case-by-case basis.

Holidays and vacations are pre-planned and will not interfere with student progress. For vacation and holidays and other closures, please see the Academic Calendar. Fullstack Academy allows up to 5 days per year for weather-related issues and any other unplanned emergencies. Students will be notified by email of any updates.

---

## Courses Offered

---

Fullstack Academy offers two types of courses: immersive and non-immersive. Our immersive programs are designed to prepare students for a career in web development. The non-immersive courses are part-time and designed to introduce students to web development.

Fullstack offers the following courses:

Course	Course Length	Immersive	Part Time	Full-time
Web Development Immersive	553 hours / 17 weeks	✓		✓
The Grace Hopper Web Development Program	553 hours / 17 weeks	✓		✓
Flex Immersive A	226 hours / 18 weeks	✓	✓	
Flex Immersive B	122 hours / 10 weeks	✓	✓	
Bootcamp Prep	48 hours / 4 weeks		✓	

The schedule for our upcoming courses can be viewed on our website at: <http://www.fullstackacademy.com/tuition-cohort-dates>.

### Web Development Immersive Course

Full-time (553 Hours / 17 Weeks)

A successful web developer in today's competitive marketplace must know not only how to build a high-quality web application from scratch, but also how to make it interactive, real-time, responsive and easy to use. In Fullstack Academy's immersive course, we teach the most advanced and modern web development technologies using the JavaScript language and the fullstack JavaScript stack – technologies that are essential to the new breed of developers the marketplace craves.

In this 17-week course students will have direct knowledge and real-world skills as full-stack developers, and be comfortable building a scalable product as part of a team. By the end of the course, students will have a portfolio of work showcasing their skills and career interests to present to potential employers and an established network of development professionals to assist them as they advance their careers.

Furthermore, by the end of this course students will be conversant in not only the JavaScript language, but also in the surrounding ecosystem of development technologies. Students will have gained relevant exposure and have had practical experience to make them well qualified to enter the web development job market as a software developer.

## **The Grace Hopper Web Development Program**

Full-time (553 Hours / 17 Weeks)

At Fullstack, we aim to empower women in technology through affordable education, quality instruction, and individualized mentorship. While The Grace Hopper Web Development Program course has the same structure as and covers a similar curriculum as the Web Immersive course, the program is unique since it is tailored exclusively for women. As an inclusive program looking to break barriers in the field of technology, we define “women” as anyone who identifies as a female, including transgender, genderqueer, and non-binary.

In a male-dominated industry, our students are mentored and supported by experienced women committed to coding and making tech more inclusive. From our continuously-updated curriculum to our personalized mentorship experience, you will be more than just a “coder” – you will be a full-fledged fullstack software engineer. In this course, we teach the most advanced and modern web development technologies using the JavaScript language and the fullstack JavaScript stack – technologies that are essential to the new breed of developers the marketplace craves.

During the 17-week course, students will have gained direct knowledge and real-world skills as full-stack developers, and be comfortable building a scalable product as part of a team. By the end of the course, students will have a portfolio of work showcasing their skills and career interests to present to potential employers and an established network of development professionals to assist them as they advance their careers.

Furthermore, by the end of this course students will be conversant in not only the JavaScript language, but also in the surrounding ecosystem of development technologies. Students will have gained relevant exposure and have had practical experience to make them well qualified to enter the web development job market as a software developer.

## **Flex Immersive A Course**

Full-time (226 Hours / 18 Weeks)

The Flex Immersive program is designed for individuals with a passion for learning to code, but have full-time responsibilities during the week. With this in mind, Fullstack offers a part-time program that is identical to the Immersive course, but extended over two courses.

The Flex Immersive A course provides a thorough and strong theoretical understanding of the tools and skills required to be proficient as a web developer. The student will learn modern web development technologies using the JavaScript language and the fullstack JavaScript stack, and directly use them in several workshops and projects. The Flex Immersive A course is meant to build the foundations of knowledge required for Flex Immersive B and expose the student to the fundamentals of web development.

## **Flex Immersive B Course**

### Full-time (122 Hours / 10 Weeks)

After building a solid groundwork of knowledge of web development in the Flex Immersive A program, students are ready to put their knowledge into practice by engaging in a group project that emulates real-world web design and applications used every day by millions of users.

Building on the tools learned in Flex Immersive A, the Flex Immersive B student will design and code a final 'Capstone Project' that showcases their comprehensive programming abilities and unique interests. This Capstone Project is the culmination of the student's study and represents the mastery of the tools and processes taught in both Flex courses.

By the end of Flex Immersive B, students will be conversant in not only the JavaScript language, but also in the surrounding ecosystem of development technologies. Students will have gained relevant exposure and had practical experience to make them well qualified to enter the web development job market as an entry-level developer. Students will also have access to resume-building workshops sponsored by Fullstack. Moreover, they will be exposed to several Fullstack-sponsored job fairs and will have many opportunities to interact with prospective employers.

### Bootcamp Prep

Part-time (48 hours / 4 Weeks)

Fullstack's Bootcamp Prep is a 3.5 week part-time course that helps students prepare for admissions into our various web development immersive programs. By the end of the course, students will have completed several in-class workshops and will feel comfortable with the foundations of the JavaScript language.

---

## Admission Policies and Procedures

---

### Entrance Requirements

Applicants must be 18 years of age or older.

### Laptop Requirements

Fullstack uses online teaching materials to ensure the student is receiving the latest information. The student must provide his or her own laptop and charger for use in class each day. The laptop must have a minimum of 11" screen, be no more than 4 years old, be running the latest version of Linux or Mac OS and be in general working condition.

### Application Procedure

The application process is a highly selective 3-step process and is designed to admit students who have sufficient skills and preparation needed to succeed in the program. This procedure is only applicable to the Web Development Immersive, The Grace Hopper Web Development



Program, and Flex Immersive A courses.

**Step 1:** The prospective student submits an online application

**Step 2:** The student completes an online technical skills assessment after receiving time and materials to prepare.

**Step 3:** A face-to-face interview is scheduled over video conference to gather a preliminary understanding of the candidate's background and motivations for applying to Fullstack, and provide the candidate an opportunity to ask any questions he or she may have. Part of the interview process involves one or more programming skill problems the interviewer/interviewee work through together.

If the Step 3 online interview is successful, the candidate may be offered a position in the next available cohort of their choice.

Each prospective student must provide documentation outlined in the admissions packet, including proof of prior education experience and identification.

**Foundations:** Admitted students will be given materials and assignments prior to the beginning of the on-campus instruction. It is expected that the student will complete the assignments prior to the beginning of the course. This is to ensure the student has a baseline understanding of terms and concepts used at Fullstack. Students **MUST** pass Foundations before they can proceed onto the on-campus Junior Phase of the Immersive Program.

A student who successfully completes the Flex A course can automatically enroll in the upcoming Flex B course.

In addition, a student needs to review and sign the applicable Student Enrollment Agreement.

### **School Admissions Deadline**

Fullstack's courses are in high demand and fill quickly – often months before the courses begin. To ensure a student's place in an upcoming course, accepted candidates must enroll for all courses no later than 7 days prior to the beginning of their selected cohort.

---

## Tuition Payment, Other Fees, and Scholarship Awards

---

Tuition payments are predetermined by course type. The tuition for our full-time Web Development Immersive course is \$17,910. The Grace Hopper Web Development Program

tuition is \$19,910. Tuition for the part-time Flex Immersive A course is \$15,180. The tuition for the part-time Flex Immersive B course is \$800 and enrollment in Flex Immersive B Course is automatic upon the completion of the Flex Immersive A course. Material fees are non-refundable and non-transferable.

Nonetheless, should the student withdraw from a course, regardless of reason, any unpaid balance should be settled before the student leaves the program. **Tuition must be collected on the payment due date.** Fullstack Academy allows students a 5-day grace period from the tuition payment due date. If students fail to pay after the 5<sup>th</sup> day of the grace period, there will be a late fee of \$10 (flat fee) and an addition of \$10 per day until payment is complete. Students will be charged a fee of \$35.00 for returned checks for any reason. In addition, the student will not be admitted to class until his/her status is settled.

Should a student wish to transfer to a later course or different program after the course start date, there is a transfer fee of \$1000. A student may only defer to a later course or transfer to a different course once and during the first week of the program.

If a student chooses to re-do a portion of the program, s/he will be liable for paying the prorated tuition amount for the number of weeks of the program they are retaking. Retaking a portion of any program is subject to class availability, the student's academic record and instructor recommendation.

Fullstack Academy offers a \$1000.00 Ada Lovelace scholarship. Only those students who identify as "Female" are eligible. As an inclusive program looking to break barriers in the field of technology, we define "Female" as anyone who identifies as a female, including transgender, genderqueer, non-binary, and intersex. To initiate the scholarship application process, in the admissions application you must indicate that you identify as "Female". You must also meet the following requirements:

1. Matriculate at Fullstack Academy,
2. Enroll in either the full-time Web Development Immersive or Flex Immersive courses,
3. Pay the deposit and remaining tuition prior to Day 1 of classroom instruction.

If the student or prospective student has questions relating to tuition or has any scholarship questions, please reach out to Fullstack Academy at [hello@fullstackacademy.com](mailto:hello@fullstackacademy.com).

### **Programs and Tuition Details**

In the unlikely event that a student must leave the **Grace Hopper Program** prior to graduation, tuition will be owed in accordance to the refund schedule below. *See page 15*

Note: Tuition, materials, and other fees are set by the school and are subject to change without notice.

Web Development Immersive	<p>Tuition: \$17,910.00</p> <ul style="list-style-type: none"> <li>Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$2,000.00</li> <li>Remaining tuition payment due by Day 1 of <b>Junior Phase</b>: \$15,910.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> </ul> <p>Total: Tuition (\$17,910.00) + Fees (\$0.00) = \$17,910.00</p> <ul style="list-style-type: none"> <li>Scholarship Award (if applicable): \$_____</li> <li>New total due prior to Day 1 of <b>Foundations</b> (if applicable): Tuition (\$17,910.00) + Fees (\$0.00) - Scholarship Award (\$_____) = \$_____</li> </ul>
The Grace Hopper Web Development Program	<p><b>Option A (pay tuition upfront)</b></p> <p>Tuition: \$19,910.00</p> <ul style="list-style-type: none"> <li>Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$3,000.00</li> <li>Remaining tuition payment due by end of Day 1 of <b>Junior Phase</b>: \$16,910.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> </ul> <p>Total: Tuition (\$19,910.00) + Fees (\$0.00) = \$19,910</p> <p><u>If you are unable to secure a job using the training you received **:</u></p> <p>Tuition</p> <ul style="list-style-type: none"> <li>No tuition refund will be granted</li> </ul> <p><b>Option B (pay tuition after graduating from the program)</b></p> <p><u>Within 12 months of graduation, if you secure a job using the training you received **:</u></p> <p>Tuition: \$19,910.00</p> <ul style="list-style-type: none"> <li>Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$3,000.00</li> <li>Remaining tuition payment begins within 30 calendar days after beginning employment: \$16,910.00 paid over 9 months in monthly installments of \$1,878.89</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> </ul> <p>Total: Tuition (\$19,910.00) + Fees (\$0) = \$19,910</p> <p><u>Within 12 months of graduation, if you are unable to secure a job using the training you received **:</u></p>

	<p>Tuition</p> <ul style="list-style-type: none"> <li>Tuition is 100% waived</li> <li>Refundable deposit is issued back to student: \$3,000.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee: \$0.00</li> </ul> <p>Total: Tuition (\$0.00) + Fees (\$0.00) = \$0.00</p>
--	---

Flex Immersive A	<p>Tuition: \$15,180.00</p> <ul style="list-style-type: none"> <li>Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$2,000.00</li> <li>Remaining tuition payment due by Day 1 of <b>Junior Phase</b>: \$13,180.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> </ul> <p>Total: Tuition (\$15,180.00) + Fees (\$0.00) = \$15,180.00</p> <ul style="list-style-type: none"> <li>Scholarship Award (if applicable): \$ _____</li> <li>New Total due prior to Day 1 of <b>Foundations</b> (if applicable): Tuition (\$15,180.00) + Fees (\$0.00) - Scholarship Award (\$ _____) = \$ _____</li> </ul>
------------------	--

Flex Immersive B	<p>Tuition: \$800.00</p> <ul style="list-style-type: none"> <li>Refundable deposit due prior to Day 1 of <b>Senior Phase</b>: \$0.00</li> <li>Remaining tuition payment due by Day 1 of <b>Senior Phase</b>: \$800.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of classroom instruction: \$0.00</li> </ul> <p>Total: Tuition (\$800.00) + Fees (\$0.00) = \$800.00</p>
------------------	--

**Refundable Deposits: \$70.00:** All immersive students must pay the following refundable deposits.

- Refundable Transparent Outcomes Deposit due prior to Day 1 of **Junior Phase**: \$50.00
  - Refunded to student upon submission of student outcomes survey, after completion of immersive course
- Refundable Campus Access Keycard Deposit due prior to Day 1 of **Junior Phase**: \$20.00
  - Refunded to student upon return of campus access keycard issued to student on Day 1

Bootcamp Prep	<p>Tuition: \$250.00</p> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of classroom instruction: \$0.00</li> </ul> <p>Total: Tuition (\$250.00) + Fees (\$0.00) = \$250.00</p>
---------------	--

	<ul style="list-style-type: none"> <li>• Scholarship Award (if applicable): \$ _____</li> <li>• New Total (if applicable): Tuition (\$250) + Fees (\$0) - Scholarship Award (\$ _____) = \$ _____</li> </ul>
--	--

**\*\*Examples of jobs secured using the training you received include:**

Back-end Engineer  
 Computer programmer  
 Computer support specialist  
 Computer systems analyst  
 Database administrator  
 Data Engineer  
 Deployment Engineer  
 Front-end Engineer  
 Full-stack Web Developer  
 Mobile Engineer  
 Partner Engineer  
 QA Engineer  
 Software developer  
 Software engineer  
 Technical product manager  
 Web developer

Tuition, materials, and other fees are set by the school and are subject to change without notice. The student is liable for timely tuition payments.

### **Post-Graduation Responsibilities**

Your responsibilities during and after your job search post-graduation:

Until your job search is over, be in touch weekly with the Career Success team and be responsive to inquiries from the team within 48 hours.

Before accepting any offers, communicate with the Career Success team.

For Fullstack to maintain 100% outcomes transparency:

- If you receive 1 or more offers, for each offer you receive, complete the Fullstack Offer Survey and send us a copy of the Offer Letter within 48 hrs.
- Once you sign a Letter of Employment, send us a signed copy within 48 hrs.
- If you choose not to search for a job or stop actively searching for a job within 6 months post-graduation for any reason, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey.
- If at 6-months post-graduation you are still actively searching for a job, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey. In the time that follows:

- o If you receive 1 or more offers, for each offer you receive, complete the Fullstack Offer Survey and send us a copy of the Offer Letter within 48 hrs.
- o Once you sign a Letter of Employment, send us a signed copy within 48 hrs.
- o If you choose not to search for a job or stop actively searching for a job for any reason, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey.

---

## Cancellation, Withdrawal and Refund Policy

---

Students eligible to receive a refund must follow the Withdrawal Procedure listed below:

1. To officially withdraw from a course, it is the student's responsibility to inform the school of intention to withdraw. This must be done in writing using Fullstack Academy's Withdrawal Request letter/form, which must be received in person or by certified mail within one week of the last date of physical attendance to be eligible for any type of refund. The letter/form must be signed and dated by the student. The date of the withdrawal will be the date of the student's last date of physical attendance. Failure to indicate intention to withdraw in writing may result in failing grades, dismissal, and additional financial obligations. Refund or tuition credit will be calculated from the withdrawal date. A grade WD (Withdrawal) will be given to students who withdraw.
2. There will be no refund of non-refundable registration fees.
3. Any scholarships granted to the student apply only if the student completes the course and all course requirements. Refund calculations will not include any scholarships.
4. If a student needs to leave school due to health issues, medical emergencies, or death in the family, a refund of the unused portion of tuition shall be issued. Students will need to support a claim with appropriate documentation. This must be done in writing using Fullstack Academy's Withdrawal Request letter/form, which must be received in person or by certified mail within one week of the last date of physical attendance to be eligible for any type of refund. The letter/form must be signed and dated by the student. The date of the withdrawal will be the date of the student's last date of physical attendance. Failure to indicate intention to withdraw in writing may result in failing grades, dismissal, and additional financial obligations. Refund or tuition credit will be calculated from the withdrawal date. A grade WD (Withdrawal) will be given to students who withdraw.
5. If a student withdraws or transfers to another institution, no refund will be made for registration fees. A refund of the unused portion of tuition will be issued.

All refunds are processed within 30 days of the request date. Students are expected to provide full documentation at the time of withdrawal to request a refund.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

## Leave of Absence Policy

Fullstack promotes a very rigorous and immersive approach to learning, so the student is expected to attend class daily. When students miss class, they miss the valuable daily practice and instruction that supports their career goals. For this reason, Fullstack strongly encourages full attendance and active participation in class daily. Please read the guidelines below regarding Fullstack's expectations and policies for attendance as well as consequences for not meeting the minimum standard of attendance.

Leaves of absences are granted only for courses greater than 6 weeks in length. A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, or the death of a relative. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed, or the student may attend the next cohort at the discretion of Fullstack. Our experience has shown that most students do not return from a leave of absence and the nature of the programs at Fullstack do not lend themselves to extended leaves of absence. The Director of Fullstack will review the student's request, in person with the student requesting the leave. Not all leave requests will be granted. All leaves of absence must be requested in writing and approved in writing. Leave of absences are granted only in courses greater than 6 weeks in length, and can be requested in the range of 7 to 30 days' duration.

## Termination Date

If, during the course of classroom study, a student fails to meet the minimum 95% attendance standard, their enrollment at the academy will be terminated. A refund calculation will be done at that time to determine the student's financial obligation or if a refund is due.

## Term Refund Policy (for WDI, GHP, and Flex A)\*<sup>1</sup>

The Term Refund Policy applies to courses that are 15-18 weeks in length

1. A student who cancels within 7 days of signing the enrollment agreement and up to the end of the 1<sup>st</sup> week of the program receives back 100% of the tuition paid minus the non-refundable registration fee.
2. Thereafter, a student will be liable for
  - o the non-refundable registration fee plus
  - o the cost of any textbooks or supplies accepted plus
  - o tuition liability as of the student's last date of physical attendance or last date of logon into [learn.fullstackacademy.com](https://learn.fullstackacademy.com), the school's online learning platform, whichever is later. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the week during which the student withdrew or was terminated and any previous weeks completed. Refer to the Refund Schedule charts below.

Refund Schedule - Web Development Immersive

Term 1 (based on tuition paid in full less non-refundable fees)

Instruction Phase	Program Week	\$ Amount of Tuition School May Keep	% of Tuition The School May Keep	% of Tuition The Student Is Refunded
N/A	Within 7 days of signing enrollment agreement, but before 1st Week	\$0.00	0.00%	100.00%
Foundations	During 1st Week	\$0.00	0.00%	100.00%
	During 2nd Week	\$500.00	2.79%	97.21%
	During 3rd Week	\$1,000.00	5.58%	94.42%
	During 4th Week	\$1,500.00	8.38%	91.62%
Break	During 5th Week: Before Start of Junior Phase	\$2,000.00	11.17%	88.83%
On Campus	During 6th Week	\$6,268.50	35%	65%
	During 7th Week	\$7,164.00	40%	60%
	During 8th Week	\$8,955.00	50%	50%
	During 9th Week	\$9,850.50	55%	45%
	During 10th Week	\$10,746.00	60%	40%
	During 11th Week	\$11,641.50	65%	35%
	After 11th Week	\$17,910.00	100.00%	0%

Refund Schedule - The Grace Hopper Web Development Program  
Term 1 (based on tuition paid or owed less non-refundable fees)

Instruction Phase	Program Week	\$ Amount of Tuition School May Keep	% of Tuition The School May Keep	% of Tuition The Student Is Refunded
N/A	Within 7 days of signing enrollment agreement, but before 1st Week	\$0.00	0.00%	100.00%
Foundations	During 1st Week	\$0.00	0.00%	100.00%
	During 2nd Week	\$750.00	3.76%	96.24%
	During 3rd Week	\$1,500.00	7.53%	92.47%
	During 4th Week	\$2,250.00	11.30%	88.70%
Break	During 5th Week: Before Start of Junior Phase	\$3,000.00	15.07%	84.93%
On Campus	During 6th Week	\$6,968.00	35%	65%
	During 7th Week	\$7,964.00	40%	60%
	During 8th Week	\$9,955.00	50%	50%



	<i>During 9th Week</i>	\$10,950.50	55%	45%
	<i>During 10th Week</i>	\$11,946.00	60%	40%
	<i>During 11th Week</i>	\$12,941.50	65%	35%
	<i>After 11th Week</i>	\$19,910.00	100.00%	0%

### Refund Schedule - Flex Immersive A

Term 1 (based on tuition paid in full less non-refundable fees)

<b>Program Week</b>	<b>\$ Amount of Tuition School May Keep</b>	<b>% of Tuition The School May Keep</b>	<b>% of Tuition The Student Is Refunded</b>
<i>Within 7 days of signing enrollment agreement, but before 1st Week</i>	\$0.00	0.00%	100.00%
<i>During 1st Week</i>	\$0.00	0.00%	100.00%
<i>During 2nd Week</i>	\$500.00	3.29%	96.71%
<i>During 3rd Week</i>	\$1,000.00	6.59%	93.41%
<i>During 4th Week</i>	\$1,500.00	9.88%	90.12%
<i>During 5th Week</i>	\$2,000.00	13.18%	86.82%
<i>During 6th Week</i>	\$5,313.00	35%	65%
<i>During 7th Week</i>	\$6,072.00	40%	60%
<i>During 8th Week</i>	\$7,590.00	50%	50%
<i>During 9th Week</i>	\$8,349.00	55%	45%
<i>During 10th Week</i>	\$9,108.00	60%	40%
<i>During 11th Week</i>	\$9,867.00	65%	35%
<i>After 11th Week</i>	\$15,180.00	100.00%	0%

### Quarters Refund Policy\* <sup>Y</sup>

The Quarters Refund Policy applies to courses that are 7 to 14 weeks in length.

1. A student who cancels within 7 days of signing the enrollment agreement and up to the end of the 1<sup>st</sup> week of instruction receives back 100% of the tuition paid minus the non-refundable registration fee.
2. Thereafter, a student will be liable for
  - o the non-refundable registration fee plus
  - o the cost of any textbooks or supplies accepted plus
  - o tuition liability as of the student's last date of physical attendance or last date of logon into [learn.fullstackacademy.com](https://learn.fullstackacademy.com), the school's online learning platform, whichever is later. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. Refer to the

Quarters Refund Schedule chart below.

### Refund Schedule - Flex Immersive B

Quarter 1 (based on tuition paid in full less non-refundable fees)

<b>Program Week</b>	<b>\$ Amount of Tuition School May Keep</b>	<b>% of Tuition The School May Keep</b>	<b>% of Tuition The Student Is Refunded</b>
<i>Within 7 days of signing enrollment agreement, but before 1st Week</i>	\$0.00	0%	100%
<i>During 1st Week</i>	\$0.00	0%	100%
<i>During 2nd Week</i>	\$200.00	25%	75%
<i>During 3rd Week</i>	\$400.00	50%	50%
<i>During 4th Week</i>	\$600.00	75%	25%
<i>After 4th Week</i>	\$800.00	100%	0%

### Mini Refund Policy\* <sup>Y</sup>

The Mini Refund Policy applies to courses that are 1-6 weeks in length.

3. A student who cancels within 7 days of signing the enrollment agreement and up to the end of the 1<sup>st</sup> week of instruction receives back 100% of the tuition paid minus the non-refundable registration fee.
4. Thereafter, a student will be liable for
  - o the non-refundable registration fee plus
  - o the cost of any textbooks or supplies accepted plus
  - o tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of weeks in the program. Refer to the Mini Refund Schedule chart below.

### Refund Schedule - Bootcamp Prep

Mini 1 (based on tuition paid in full less non-refundable fees)

<b>Program Week</b>	<b>\$ Amount of Tuition School May Keep</b>	<b>% of Tuition The School May Keep</b>	<b>% of Tuition The Student Is Refunded</b>
<i>Within 7 days of signing enrollment agreement, but before 1st Week</i>	\$0.00	0%	100%
<i>During 1st Week</i>	\$0.00	0%	100%
<i>During 2nd Week</i>	\$62.50	25%	75%
<i>During 3rd Week</i>	\$125	50%	50%
<i>During 4th Week</i>	\$187.50	75%	25%
<i>After 4th Week</i>	\$250	100%	0%

\* The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

† This tables above does not include adjustments for scholarships

---

## Academic Policies

---

### Transfer of Credit

Fullstack Academy is not a degree-granting program and does not accept course credit gained at other institutions.

### Hours

Academic credit is measured in hours. One hour of instructional time equals 60 minutes.

### Academic Standards

Student progress is measured based on assessments, projects, and overall course performance.

Students are graded on a pass/fail basis. To receive a passing grade, students must:

1. Receive a passing grade on 75% of all checkpoint assessments. Assessments are graded on an A-F scale. A grade of a C and above is passing.
2. Maintain consistent attendance as outlined in the Attendance section below. A passing grade in attendance will be given to students with no more than two or four absences, depending on the program.
3. Complete all course projects.
4. Complete all career success assignments.

### Grading

Students at Fullstack Academy are graded on a scale of A to F, where A = 90-100; B = 80-90; C = 70-80; D = 60-70; F = Below 60.

A passing grade represents that the student has satisfactorily met all the minimum course requirements as outlined in Academic Standards. A grade of Pass is equivalent to a grade of A-D.

A failing grade represents that the student has not met all the course requirements as outlined in Academic Standards.

An incomplete grade represents that the student has not made sufficient academic progress, and/or has not satisfactorily completed all required projects. If the student has withdrawn, that will be noted as a “WD” on their transcript.

### Probation

Student progress is monitored each week, indicated by successful completion of assigned workshops and projects and scheduled assessments. Achieving a passing score on all assessments, as well as successful completion of all assignments is required to remain in good academic standing. If a student's conduct or academic progress falls below an acceptable level at any time while enrolled at Fullstack, a performance improvement plan will be enforced to help the student improve.

A few scenarios of falling below an acceptable level include:

- Attaining failing marks on assessments
- Missing class or repeated tardiness
- Unprofessional or offensive conduct toward staff, students or visitors on-campus or off-campus (see "Conduct" section above)
- Not completing a required individual assignment or project
- Not completing work in group projects

Participation in the performance improvement plan program is a second chance. If student performance in subsequent projects and assessments does not improve to passing, Fullstack reserves the right to dismiss the student from the course.

---

## Attendance Policies

---

### The Importance of Daily Attendance

Fullstack expects students to attend their classes every day to ensure they complete their program coursework successfully and make continued progress in enhancing their professional skills. When students miss class, they miss the valuable daily practice and instruction that supports their career goals. For this reason, Fullstack strongly encourages full attendance and active participation in class daily. Please read the guidelines below regarding Fullstack's expectations and policies for attendance as well as consequences for not meeting the minimum standard of attendance.

#### Minimum Standard of Attendance

A student must maintain a **minimum** of 95% attendance in his/her classes for the duration of his/her enrollment at Fullstack Academy.

### Early Dismissals

In an effort to provide our students with the best level of education quality, Fullstack schedules regular faculty meetings for professional development. Fullstack will advise students if instruction will be shortened that day for any reason, including faculty development. Instructors will inform students either in person or by email how the hours will be made up.

**Lateness, Early Departure, and Half Day Absence Rule**

The Academy expects all students to arrive on time and be prepared at the start of class. When a student arrives late to class, he/she misses important information and disrupts the instructor and classmates. Teachers will record late arrivals and early departures based on the following guidelines:

**Late / Tardy**

A student who is more than 10 minutes late for the start of class AND/OR from any break time will be marked as Late.

**Early Departure**

A student who leaves class more than 10 minutes early will be marked as Left Early.

**Half**

A student who attends for only one-half of a class will be indicated as Half attendance for the class that day.

Late/Tardy, early departures, and 1-hour absences affect the total cumulative attendance and are counted as follows:

4 Late/Tardy/Left Early = 1 Absence

2 "Half" marks = 1 absence

**Tracking and Notification of Attendance**

Daily attendance is taken at the start of class and records presences, absences, late/tardy, early departures, and halves. Instructors enter attendance records for all students at the end of each week. Teachers enter P for present, A for absent, T for late/tardy, H for half course missed.

At the end of each week, a staff member reviews attendance data on paper and in the electronic system to identify the number of absences, including late/tardy, early departures, and half absences. This staff member notifies students of poor attendance by sending emails starting at the second week of class. The staff member continues this practice each week of the session. Students who have not attended a minimum of 95% of classes by the end of the second week will be warned of their attendance problem and reminded of Fullstack's Attendance Policy. Each subsequent week throughout the session, the staff member will continue to monitor and notify these students, and any others who are not attending a minimum of 95% of their classes. The purpose of these weekly warnings is to make students aware of their attendance problems and to give them the opportunity to improve their attendance as they continue their studies. The student will be provided 3 warnings before being terminated.

**Missed Assignments**

If a student is absent, he/she should contact the instructor as soon as possible to find out about the class assignments that were missed; the student cannot risk missing important work and receiving a low grade in the class. It is the student's responsibility to speak with the instructor

to find out about missed assignments. After returning from an absence, the student has **one week** to submit the assignments. Students who do not finish their missed assignments within that time will receive a zero on those assignments.

### **Assessments/Projects**

A student cannot miss assessments or project assignments during a course. If a student needs to reschedule an assessment or project due date, he/she must have permission from the Academic Director **prior** to the due date. A student who misses the assessment or final project will receive a zero unless he/she provides documentation of an emergency or circumstance that made it not possible for the student to be present. The student must meet with the Academic Director to discuss his/her circumstances and, if permitted, arrange for an alternate time.

### **Attendance Probation**

Attendance is tracked for the full course session and final attendance is recorded in the student's file. If a student is approaching the 95% attendance threshold for the course, he/she will be required to meet with the Academic Director and will be placed on Probation for the next week. The Academic Director will explain the terms of the probation notice, including possible termination if the minimum standard is not met. The student will be provided 3 warnings before being terminated.

Instructors and the Academic Director will be made aware that a student is on probation during the following one-week period. The Academic Director will monitor the student's attendance carefully for improvement and send attendance notifications as described above. The student on probation must maintain a minimum of 95% attendance. If the student fails to improve attendance to meet the minimum standard by the end of the one-week period, he/she will be required to meet with the Academic Director for a review of the student's performance and the terms of probation. At that time, the Director will terminate the student's enrollment and the student will be dismissed **unless** it is determined that there was an extenuating factor preventing the student from maintaining the 95% minimum. In this case, the dismissal may be appealed, and the student may be re-enrolled on continued attendance probation for the next session. During this time, the student must meet the 95% minimum attendance standard and make up the missed coursework or otherwise be dismissed from the Academy.

### **Appeal of Dismissal**

After being notified of dismissal, a student has the opportunity to submit a written appeal to the Academy Director within five (5) business days. In the written appeal, the student must explain mitigating circumstances regarding his/her attendance problems, and provide evidence that those circumstances have changed and will no longer negatively affect the student's attendance. The Director will review the appeal and notify the student of the appeal decision in writing within two (2) business days.

---

## Student Advising

---

Fullstack Academy is dedicated to matching its student's interest with employers. Fullstack's Career Success team works closely with students and alumni to hone their technical interviewing process and professional development through the Fullstack Flight Program. The Flight Program consists of continued career assistance and professional development. The goal of Flight is to ensure students maintain a high standard of preparedness in showcasing their skills to hiring employers.

Fullstack encourages students to attend New York-based technology related meet-ups and hackathons. Additionally, Fullstack hosts several hackathons and hiring events dedicated to bringing together employers and students in an environment that encourages discussion, invites thoughtful dialog, and expands the students' network.

---

## Grievance Procedure

---

Any student complaint must be directed to the Director of Fullstack Academy. This complaint must be in writing. Upon receiving written notice, the Director will reach out to the student and set up a meeting within 48 hours. After meeting with the School Director, the Student with a complaint can expect a decision from the Director within thirty days. A written decision will be sent to the student's address on file. Students have a right to submit complaints to NYSED, BPSS without using the school's policy.

---

## Disclosure Statement

---

The student should be aware that information in the catalog is subject to change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, this catalog contains information on Fullstack Academy's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

---

## College Credit Policy

---

Licensed private career schools, such as Fullstack Academy, offer curricula measured in clock hours, not credit hours. Certificates of Completion are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution that the student may opt to subsequently attend.

---

## Student Conduct

---

### **Equal Opportunity and Non-Discrimination Policy**

Fullstack Academy is committed to maintaining a safe, accountable, and inclusive community. Acts of discrimination, harassment, and/or any prejudicial misconduct will not be tolerated and will be grounds for immediate dismissal.

### **Accommodations**

Students requiring accommodations should notify their program director as soon as such needs arise. It is the student's responsibility to make their needs known in writing to the director and seek assistance where required. Reasonable accommodations will be made on an individual basis where possible. Upon receipt of an accommodation request form from the student detailing their specific requests, a Program Director will determine whether the request is reasonable, with respect to the program's ability to provide.

Information supplied by a student seeking accommodations regarding his/her disability is voluntary and confidential. Any information shared will be communicated internally amongst staff to reasonably accommodate a student's disability.

### **Student Responsibilities**

Students are expected to attend each class for which they are registered, arrive on time, and complete all assigned work and evaluations related to those courses. When students miss class, they miss the valuable daily practice and instruction that supports their career goals. Students who are absent are responsible for all missed class work. All course requirements must be fulfilled, and students are responsible for the entire content of the course.

Every Fullstack student is expected to maintain high standards of academic integrity in completing assigned work and problems, taking examinations, conducting experiments, using hardware and software, and interacting with fellow students. Violations of academic integrity standards, including cheating, plagiarizing, copying another student's work and violating copyrights on printed material or software, are subject to disciplinary actions up to and



including dismissal.

Furthermore, students are expected to conduct themselves in a manner appropriate for a healthy learning environment. Student behavior deemed unruly, disruptive or non-conductive to a positive learning environment, by Fullstack staff will be subject to administrative sanctions or immediate dismissal.

### **Animal Policy**

Animals are prohibited on campus, with the following exceptions:

- 1. Emotional Support Animals:** In order for a student to bring an Emotional Support Animal on campus, they are required to submit an Emotional Support Animal prescription, filled out by a licensed medical practitioner and dated within the past one (1) year. Upon submission of all required materials, a determination of approval or denial will be made within 1 business week and communicated, in writing, to the student
- 2. Service Animals:** In order for a student to bring a Service Animal on campus, they must proactively notify Fullstack Staff prior to starting their course of study on campus. Upon disclosure of the medical need for a service animal, Fullstack Staff reserves the right to ask what service animal is trained to perform.

### **Student Records, Licenses, and Media Rights**

Fullstack guarantees that students have the right to access their records, and that Fullstack's policy for releasing information about an individual student is in accordance with the Family Education Rights and Privacy Act (FERPA). Fullstack ensures the confidentiality of students' records.

Students grant the school and its subsidiaries, associated companies and licenses, permission to photograph and videotape students while attending the school or at activities conducted by the school. Fullstack Academy will own the still photographs and/or video footage in which students appear, and have the unrestricted right to publish such images in any school sales literature, on the school's web site and in any other school marketing materials. Students understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.

---

## Financial Assistance

---

Fullstack does not participate in state or federal financial aid programs.

### **Private Loans**

If a student receives a private loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Fullstack does not offer institutional loans to its students.

---

## Student Disclosure Information

---

*The following text was taken from the Student Disclosure Pamphlet provided by the New York State Education Department (NYSED).*

### **Student Rights**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights regarding filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision (BPSS) are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's BPSS wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York, and you believe that the school or anyone representing the school has acted

unlawfully, you have the right to file a complaint with the New York State Education Department.

### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed, and the school fails to take satisfactory and appropriate action, the Department may then proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior

to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and that there was a violation of the Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included above.

### **What should students know about "grants and guaranteed student loans?"**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours; the school cannot require

that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:  
New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you unedited by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

---

## Appendix A: Ownership, Management and Teachers

---

### **Board of Directors**

Nimit Maru  
David Yang

### **Ownership**

The following entities own 10% or more of Fullstack Academy:  
Nimit Maru and David Yang

### **Management**

David Yang, *co-Chief Executive Officer*  
Nimit Maru, *co-Chief Executive Officer*  
Mogan Subramaniam, *Chief Operating Officer*

### **School Director**

Nimit Maru

### **Agents**

Cang Truong  
Huntly Mayo-Malasky  
Nicholaus Tucker  
Nimit Maru  
Malcolm Evans  
Rachel Hezel  
Michele Cantos

## Instructors

Fullstack Academy employs both full-time and part-time faculty. Up-to-date biographies for all instructional staff are available at <http://fullstackacademy.com/instructors/>.

### Matthew Short

Originally from upstate New York, Matt holds degrees in both Theater and Math, with graduate work in the latter. Overall, he's accumulated about a dozen years of teaching experience, focusing on Math and Programming. He stepped away from the classroom for a few years to be a software engineer at Google, but has since returned--because though he loves being a practitioner, his true calling is mentorship.

### Dakota Blair

Dakota first learned how to program on a graphing calculator, the effects of which linger to this day. Although trained as a mathematician, software engineering comprises most of his professional experience. His passion for diversity in education fueled his interest in the Grace Hopper program which drew him to the Fullstack team. He is excited to be a part of the solution to the problem of a lack of diversity in the industry.

### Jess Bracht

Jess began her programming journey in high school, where she took her first courses in Visual Basic and Java. She spent her college days studying Computer Science, as well as teaching anything she could get her hands on, from programming and engineering to English and piano. After graduating, she pursued a career as a software developer in the finance industry before landing at Fullstack to fulfill her passion for teaching.

### Scott D'Alessandro

Scott has had a life-long passion for teaching and technology and previously founded a technology training company. After selling his company, Scott further pursued his interest in tech as a student in Fullstack's very first cohort. Upon graduating at the top of his class, he was recruited as Fullstack's first teaching fellow, and then as an instructor. Scott brings deep teaching and mentoring experience to Fullstack, and he currently runs the Foundations pre-course in addition to developing for Fullstack's educational software.

### Karen Macpherson

Karen's first love was biological systems and right out of college studied stem cells in fat tissue. She originally used code to analyze and simulate her lab data and automate her workflow, but ended up enjoying tinkering with her scripts more than her lab work! Following this revelation, Karen moved to NYC and enrolled in Fullstack Academy as a student. She later was accepted into Fullstack's Fellowship program where she discovered a love of teaching, leading her to her current instructor position.

### Gabriel Lebec

Gabriel is primarily a self taught programmer, writing his first line of code in QBasic at age 12. From there, he taught himself the fundamentals of C and studied C++ while studying at Georgetown. After college, Gabriel explored more modern programming languages as a freelance developer, and after a stint in the medical research industry, returned to his programming roots by attending Fullstack Academy. Gabriel became a Teaching Fellow after graduating Fullstack, and then an Instructor. In addition to his long-standing coding background, Gabriel has teaching experience as a trainer of medical technicians and as a teaching assistant in upper-level life science classes.

#### Nimit Maru

Nimit has programmed throughout his life, as a student majoring in CS & EE, as an entrepreneur, and as a professional developer. Nimit's teaching experience includes mentoring junior developers while at Yahoo!, leading the engineering team at Bloomspot, and teaching business school students to code at The Wharton School, his alma mater, among others.

#### Daniel Sohval

Dan got his first taste of web development while editing his band's Myspace page in high school. After graduating from Vassar College, Dan taught English in South Korea via a Fulbright Teaching Fellowship. He continued his journey working as a developer at a virtual-reality start-up before joining the Fullstack academic team. Dan loves empowering students with JavaScript, almost as much as he loves writing short biographical blurbs!

#### David Yang

David has an undergraduate degree with a double major in computer science and electrical engineering. He's been programming since age 7, when he wrote his first line of C, and hasn't stopped throughout his educational and professional career. Beyond his extensive coding experience, David mentored developers while working in senior engineering roles at Gilt, BrightWire, and RecycleBank. He is also an adjunct professor at Columbia University and has taught programming to hundreds more students through his startup venture, MBA Code School.

---

## Appendix B: Gainful Employment Disclosure

---

Reporting Period: July 1, 2016 - June 30, 2017		Full-Time WDI	Part-Time Flex A/B	Full-Time GHP	Total
Employed in:	Related Field	189	18	105	312
	Slightly Related Field	16	3	13	32
	Unrelated Field	2	2	0	4

	Military	0	0	0	0
	Seeking Employment	12	0	6	18
	Pursuing Additional Education	15	1	0	16
	Other, Unavailable for Employment	3	1	1	4
	Status Unknown	19	3	0	22
	Total Graduates July 1, 2016 - June 30, 2017	256	28	125	409

---

## Student Signature

---

I understand that by signing my name below that I have read and understood the entire contents of this document. I understand that the terms and conditions of my continued admittance require me to continually abide by the code of conduct and condition described herein.

Shawn Wichman

Student Name

05/09/2019

*Shawn Wichman*

Student Signature

Date (mm/dd/yyyy)

---

## Reference: Operating Systems

---

Our curriculum consists of many instructions and software packages that work seamlessly with OS X and Linux, but not (directly) with Windows.

Both OS X (the Mac OS) & Linux conform to a specification known as POSIX which dictates a specific interface for the operating system (compatible with Unix). This not only affects the formatting and syntax of terminal commands but also the way that programs interact with the OS. As much of the web industry hosts its servers on Linux or other POSIX operating systems, it is a key skill for full-stack web app developers. Consumer-available hardware with Linux preinstalled is uncommon, but OS X is stable, reliable, and preinstalled on millions of Apple laptops.



The Fullstack Academy curriculum was developed primarily on Mac operating systems and both in theory & practice we see the fewest technical difficulties on that platform. As OS X and Linux are both POSIX compliant, almost everything works exactly the same on Linux. However, students using Linux almost inevitably encounter a few extra technical challenges and hurdles, often specific to their configuration and machine. Still, both platforms have worked sufficiently well in general.

If you choose to use Linux, be aware that you may occasionally need to do a little more debugging, though it won't affect your ultimate learning potential. In fact, what is lost in minor intermittent frustrations is arguably gained in knowledge of the most widespread server OS.

Windows, on the other hand, often requires the student to research and learn equivalent/similar commands for many of our workshop steps — sometimes seriously delaying the start of a workshop. Historically, we have seen a large number of technical difficulties when attempting to follow our curriculum on non-POSIX systems. Those technical difficulties are also quite different from the typical bugs encountered by our OS X and Linux-using students, meaning you have a smaller support system by nature. In practice, it is not entirely impossible to follow the Fullstack curriculum on Windows, but it may frustrate and slow down students. As our curriculum also iterates very rapidly, it is difficult to ensure that everything remains compatible with Windows.

It is highly recommended that if you cannot use a Mac laptop, you install and learn to use Linux on your hardware of choice.

---

## Reference: Laptop Specs

---

### Recommended Specs for Laptops:

- Processor (CPU): Intel i5-6xxx or equivalent
- Operating System (OS): MAC OSX
- Memory: 8 GB RAM
- Storage: 256 GB SSD internal drive
- Monitor/Display: 12 - 15 inch (Fullstack Provides 24 inch Monitors for students on campus)
- LCD, resolution of 1600 x 900 or better
- Connections/Ports
  - 2 USB
  - 1 HDMI / Thunderbolt
  - 1 Audio Out (or a bluetooth headphone connection)

### Minimum Specs for Laptops:

- Processor (CPU): Intel Core i3-3xxx or equivalent
- Operating System: MAC OSX or a Linux distro (we suggest Ubuntu)
- Memory: 4 GB RAM
- Storage: 256 GB HDD internal drive
- Monitor/Display: 12 - 15 inch LCD (Fullstack Provides 24 inch Monitors for students on campus)
- Connections/Ports

- 1 USB
- 1 HDMI / Thunderbolt
- 1 Audio Out (or a bluetooth headphone connection)

**Other:**

- Personal Headphones
- External Keyboard / Mouse (if this is your preference)
- Webcam (Remote Immersive)
- Microphone (Remote Immersive)

**Operating Systems:**

- Primary: macOS
- If needed: Linux distro (preferably Ubuntu)