

Hello, new Launchie!

Get ready - this will be like nothing you've ever experienced before! You're starting a REAL company this summer. That means a full-time commitment. You'll also need to be fully engaged and fully present in class and in meetings. We've got lots in store for you, so get excited! We'll start with some initial logistics in this document:

[Important Dates](#)

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[Code of Conduct](#)

[Acceptance Agreement](#)

Both student and parent/guardian are required to sign and submit an agreement form at the end of this document stating you have read these materials and agree to abide by all rules and policies and accept the consequences of violating the LaunchX policies.

We take the safety of our students very seriously, so please make sure you review all policies including the Confidentiality portion. We'll send some reminders about it from time to time as well since we want to make sure this is being upheld.

After we've received this signed document and your non-refundable deposit, you'll start onboarding soon! You'll receive a "welcome packet" through email of pre-work materials a little later in the process, so stay tuned. This starts the fun stuff - joining our course platform, getting to know your classmates, and doing some opportunity identification. Teaming will happen a little bit closer to the program (all of this will be explained further once you start onboarding).

We're excited to have you as part of the LaunchX program and global community!

Best,

The LaunchX Team



Important Dates

LaunchX's Online Entrepreneurship will be five (5) weeks in duration this year from Monday, June 17th - Friday, July 19th, 2024.

Please keep the following dates in mind as you plan for your summer with LaunchX.

Date	Time	Items	Invitee(s)
See acceptance email for the deadline	Deadline: 5 pm EST	• Deposit of \$3,000	Students and parents sign
		• Signed acceptance (this document)	
May 1	Deadline: 5 pm EST	• Remaining payment	
May 8 (International students)	Deadline: 5 pm EST	Additional forms will be due (stay tuned! These will be sent as part of onboarding per the welcome packet)	Students and parents sign Some onboarding pre-work will be students only
May 15 (Domestic students)	Deadline: 5 pm EST	Additional forms will be due (stay tuned! These will be sent as part of onboarding per the welcome packet)	Students and parents sign Some onboarding pre-work will be students only
Monday, June 17	Times Vary	First day of classes	Students only
Friday, July 19	TBA	Demo Day	Families and students



More information on the class structure and demo day will be provided in the [Welcome packet](#) that will be sent in April. As a brief overview:

- You can think of your classes similar to that of signing up for classes in college. There will be some “required curriculum” and some “elective curriculum”. Your required curriculum goes through the entrepreneurial process and will be with the same cohort of students to account for time zones. The elective curriculum allows you to tailor the summer program experience a bit more to your interests and schedule. You will receive a list of the options of classes, where you will need to make note of the time zones of classes, plus can filter based on the specialty of speakers, to then prioritize the sessions that you want to attend. You will then get assigned primarily your preferences of sessions. Stay tuned for more detailed information on how this process will work in the [Welcome Packet](#) to come soon.
- There will be multiple demo days, with specialties based on startup type, so that we can invite awesome guests and panelists. Stay tuned for the announcement on the times of these!



Payments

Both the student and parent will receive an invoice via email from QuickBooks that will outline your fees and how to send payment. You must send your non-refundable deposit and subsequent payments to arrive by the dates invoiced using one of these two methods (Note: we do not offer the option to pay by check):

- ACH/Bank Payments (1.01% fee): This option allows you to pay the invoice directly from your checking or savings account. Please allow one to three (1-3) business days for processing as ACH transfers are not instantaneous. Since it takes several processing days to be received in the LaunchX bank account, please plan accordingly. With the deposit amount of \$3,000, you will pay \$3,030.30 total with fee included.
- Credit/Debit Card Payments (3.09% fee): Payments made via credit/debit card are subject to an additional 3.09% fee. With the deposit amount of \$3,000, you will pay \$3,092.70 total with fee included.

It is your responsibility to ensure that payment is received by LaunchX by the payment deadline, regardless of the payment method.

Once we have received this signed document and your non-refundable deposit by the deadline specified in your acceptance, you will begin onboarding with the classroom pre-work in early April.



Payments - Frequently Asked Questions (FAQ)'s:

- **Is there flexibility in the payment deadlines?** Extensions to the timeline of the deposit due date are not permissible. If a student cannot pay the deposit per the timeline in his/her acceptance letter, the student will be removed from admission and moved to the waitlist.
- **Is the deposit refundable if we later find that we are unable to attend?** Unfortunately, the deposit is non-refundable no matter the circumstances.
- **Is the remaining fee refundable?** Yes. If a student decides that he or she is unable to attend the program, the remaining program fee will be refundable up to one month before the program start date. Within one (1) month of the program start date, the remaining fee becomes non-refundable.
- **Can we pay the full amount upfront?** Yes! Only the deposit portion will be considered non-refundable should your plans change. We would be happy with the simplicity of receiving your full payment altogether.
- **What does the program fee cover?** At \$6,500, the program is heavily discounted from our in-person experience. This fee covers:
 - 1) the full five (5) weeks of multiple interactive classes pertaining to entrepreneurship,
 - 2) a customizable conference-like element of speakers based on your skills and interests, plus
 - 3) the accelerator/incubator aspect of starting a company with your peers with an immense amount of support from our instructors, TAs, and mentors.

Where the in-person program fee incurs additional residential costs, the program fee is \$9,970 for a 4-week program (shorter duration). We've removed the costs of room and board, but have the added costs of the robust course platform and the overhead of building out this program to ensure it really optimizes online learning!



Rules and Policies

All students need to be respectful of each other and the learning environment at LaunchX. This isn't just in the classroom, but in any arena in which they represent themselves, their LaunchX startup, their team, or the LaunchX entity leading up to or throughout the program. This includes but is not limited to students treating one another with respect, ensuring the safety of the learning atmosphere, and representing themselves with integrity and honesty.

Please read through the following sections of rules regarding behavior and policy expectations. Additional details will be provided in later LaunchX onboarding.

Behavior

LaunchX has a zero-tolerance policy with regard to the safety and respect of others, where a student may be dismissed from the program immediately without any probationary period or recourse if safety and respect standards are not met.

LaunchX also has a zero-tolerance policy for any actions deemed illegal by relevant local, state, or federal laws, which will result in immediate dismissal of the student.

Bullying Policy

LaunchX is committed to providing a safe and civil environment for students and staff, free of harassment, bullying, or intimidation. This includes, but is not limited to, intentional engagement in verbal, written, or cyber communication that:

- Creates a threatening and/or otherwise intimidating environment for one or more students/staff members; or
- Substantially disrupts the orderly operations of the program.

If a student has difficulty meeting these expectations, parents may be called upon to assist in addressing this behavior, though depending on the extent of the infraction, parents may not be consulted prior to a notice of removal. Further information on these policies is outlined in the Code of Conduct and Violation Procedures below.

Prohibited Behavior Examples

Examples of prohibited behaviors include, but are not limited to, the following:

- Unexcused absence from class
- Unexcused absence from a team meeting or mentor meeting
- Tardiness to class



Prohibited Behavior Examples (Continued)

- Tardiness to class
- Not turning on video during class
- Not being fully engaged and attentive in class
- Disengaged or unresponsive when called upon
- General disruption
- Violation of classroom rules as outlined by staff
- Violation of the Confidentiality clause (outlined and highlighted in yellow below, parent and the student asked to initial this section)
- Rudeness or ridicule towards or of anyone
- Verbal or written intimidation

Reminder that this list is not exhaustive of prohibited behaviors that may result in warnings, probation, or dismissal.

Exceptions to this policy include the zero-tolerance policy with regard to the safety and respect of others, where a student will be asked to leave immediately without any probationary period. This includes any actions deemed illegal by relevant local, state, or federal laws and will result in immediate dismissal of the student.

Dismissal Policies

Decisions regarding student discipline are the purview of LaunchX. The steps for disciplinary concerns will be as follows:

- **Warning:** Typically, upon a first offense, students will be issued a warning. This may include issues of absences, rule-breaking, or not meeting behavioral expectations. Warnings may result in loss of privileges.
- **Probation:** An additional offense will place the student on probation, or a more severe offense may result in a student being placed immediately on probation without the first step of a warning. The Program Director will call the parent to provide notification of the student's status, including the consequence that any additional infraction will result in removal from the program. The student will be notified both via email and will meet with their Lead Instructor.
- **Dismissal:** If the behavior does not improve or an additional offense is committed, the student will be asked to leave the program and will not receive a full or partial refund.



In the rare situation that a student is dismissed from the program, there will not be a full or partial refund of program fees. This policy extends to illness-related dismissals as well.

Violation Procedures

If a student has reasonable grounds to believe that a policy violation has been committed, this should be reported to LaunchX staff immediately. LaunchX staff will acknowledge receipt of the report with the student who reported it and use discretion to investigate possible violations. LaunchX staff will protect the privacy of the student who reported the violation and any potential students directly affected by the violation, except in the following scenarios required by law:

1. Harm to Self. If there is reason to believe a student is in imminent danger of harming themselves and/or is unwilling to cooperate, LaunchX may legally break confidentiality and contact the police or a crisis team.
2. Harm to Others. If there is reason to believe the student is threatening physical violence against another person and/or there is reason to believe the student is a threat to the safety of another person, LaunchX may be required to take some action (such as contacting the police, notifying the potential victim, securing hospitalization, or some combination of these actions) to ensure the other person is protected.
3. Courts. LaunchX may be ordered to testify in legal proceedings and/or turn over records if lawfully issued by subpoenas and court orders.

Any LaunchX staff that has reasonable grounds to believe that a policy violation has been committed should privately inform and engage in discussion with the accused student as soon as possible. The procedure is then as follows:

- If upon discussion, the staff member concludes that no policy violation has been committed, the student will be informed and no further action will be taken unless new evidence is revealed.
- If upon discussion, the staff member believes that a policy violation has been committed, *or if the student neglects to respond to or engage in discussion*, the staff member will document the incident and either:
 - Implement a warning or probation status, or
 - Escalate the issue to the Program Director with probation or dismissal.



Note: Depending on the severity of the infraction, the majority of behavioral policy violations result in an initial warning, though some may result in probationary status or dismissal as outlined in the Code of Conduct.

Absences

Students are not permitted to miss class sessions or meetings during the program. In the event of missing class sessions or meetings, the following applies:

- A maximum of three (3) unexcused class/meeting absences is allowable. You will have to review the missed materials with a classmate and submit a form that would be emailed to you. Note that submitting this form is required within 48 hours of a missed class and there is not any method by which absences can be removed from one's record.
 - It is the responsibility of the student to check their calendar to ensure attendance at classroom sessions and meetings. It is the responsibility of teams to coordinate their meeting times to ensure that all members may attend and for students to ensure full-time availability throughout the duration of the program. Significant time conflicts throughout the program are not permitted (see Conflicting Commitments below)
 - It is the responsibility of the student/household to ensure working Internet access and working webcam/video.
- The only allowable excused absence is in the event of illness. A student's total maximum absences may increase by up to an additional four (4) classroom sessions/meetings in the event of illness. If the illness is more than one (1) consecutive day, a doctor's note will be required. Regardless of the length of illness, the absence is only excused by way of the parent/guardian emailing info@launchx.com in advance of the classroom/meeting session.

Upon reaching the maximum allowable number of absences, the student will be removed from the program. In advance of removal, the student and parent will be emailed with a probation notice and list of absences and any behavioral concerns, if relevant. Please note: excessive absences and/or behavioral violations in a short window of time (within 48 hours) may result in immediate probationary status or dismissal without first receiving written warning or probationary status.

The program's success requires a high level of engagement in classroom sessions as well as with their teams. We want to set students up for success by ensuring that



every team is able to meet consistently with their teammates and that their teammates have been fully engaged in the materials to have thoughtful discussions on how to apply those lessons to their startup.

Conflicting Commitments

LaunchX requires your full-time commitment to the program. While we understand that you may have a few chores or hobbies to handle from home, the expectation is that you are fully available for the entire Monday to Friday work day for the entirety of the program duration. This means that you cannot have other commitments in excess of 10 hours per week, which may include but are not limited to, part-time or full-time jobs, other summer programs, school, or demanding sports programs.

You may note that upon receiving your class schedule that it will not take the full work day. The rest of the day will include instructor or mentor meetings, team meetings, and startup work. You are not to schedule anything during the work day so that you may allow for all of these other commitments of meetings that will need to be scheduled, in addition to the daily work of your startup that will occur during the program.

Performance Standards

In order to remain on track, LaunchX students must maintain the following:

- Completion of course materials
- Attendance
- Participation
- Completion of startup assignments

Failure to engage meaningfully in academics can contribute to behavioral warnings, probation, or dismissal.



Confidentiality and Non-Disclosure

The safety and security of our students, speakers, and community are of utmost importance as we offer this online experience. This includes ensuring only those who are intended to have access are given access. This means that you agree to several things in connection with your participation in the program.

You agree, in connection with all of the materials related to the LaunchX Program, that you will not share any information whatsoever, including, but not limited to, the following:

- 1) You will not take any unauthorized pictures or other recordings, still or moving, of any course materials shared during the program. Please note that this means that you may not screen capture or record any LaunchX materials or guest speaker materials for personal use, school use, or any purpose. These materials are to be used solely for this program.
- 2) You will use discretion and uphold the LaunchX Code of Conduct regarding any communication, including images and likenesses, relating to LaunchX, your peers, and any LaunchX affiliates including, but not limited to any press, on blogs, Twitter, Facebook, YouTube, Snapchat, Instagram or any other social networks, static websites or the internet.
- 3) You acknowledge that there may be topics discussed during the program that is not intended to be shared outside of the LaunchX community and that these discussions are confidential. You understand and agree that in being given access to this content, you will uphold its confidentiality and that the dissemination of any such information shall constitute a breach of this confidentiality and non-disclosure agreement.

We take the safety of our students very seriously and thank you for your part in ensuring that we can continue to have such a robust community.

Maher Atia **Youanes Atia**
 _____ Parent/Guardian initial _____ Student initial



Code of Conduct

LaunchX and its staff and students have a responsibility to foster and preserve a culture of academic integrity. Activity or behavior that encourages or includes dishonesty, fraud, misrepresentation, or otherwise denigrating others through disruptive behavior is unacceptable, and staff and students are prohibited from knowingly engaging in such behavior. These policies hold for students both in and out of the LaunchX course platform, classroom sessions, or facilitated sessions, and must be upheld throughout the entirety of the time both prior and throughout the duration of the time as a LaunchX student. The goal of LaunchX is to create an engaging, fun, and safe learning environment for everyone. We expect students to cooperate by behaving in a mature, responsible way and respecting the rights and dignity of others to help create a positive environment for all.

Our Code of Conduct reflects the following core values:

Honesty

- **Academics:** Dishonesty or misrepresentation of a student's academic work in or out of the learning environment is strictly prohibited. This includes plagiarism (i.e. representing the partial or full work of another as one's own), and misrepresentation or falsification of information (i.e. citing interviews that never took place).
- **Student Life:** To promote an environment of trust and open communication, students are expected to be honest with each other and with staff. Staff are ready to listen and help when problems arise, but can only do so when students are willing to share their concerns.
- **Relationship with LaunchX:** Students may refer to the status of their relationship with LaunchX as a "LaunchX Student." Any representations or use of the LaunchX name or any of its partners, aside from listing oneself as a LaunchX student, requires prior written consent from LaunchX.

Offenses are deemed to have been committed if the offender should reasonably have known of their participation in academic misconduct including, but not limited to:

- Forging, altering, or otherwise falsifying any information or evidence required by LaunchX whether in print or electronic form;
- Circulating or otherwise making use of any forged, altered, or otherwise falsified information for one's own benefit or to benefit another;



- Facilitating or engaging in plagiarism of any kind, defined as representing another person's or organization's idea(s), expression of idea(s), and/or work as one's own.

Respect

Students are to be respectful to others, to surrounding property, and to the learning environment. Acts including, but not limited to, bullying, vandalism, stealing, and disruptive conduct are prohibited.

In a learning environment, being respectful also means being considerate of how others might interpret the meaning of your words. We ask that you be considerate in communicating with your peers: err on the side of caution and try to avoid potential misinterpretations or confusion, especially anything that could be seen as offensive or hurtful. Similarly, when reading things from your peers or hearing them over a virtual platform, give them the benefit of the doubt first, and clarify what they say before assuming something hurtful if it could have been interpreted otherwise.

Responsibility

Students are responsible for their actions and attitudes. You are expected to come into the program with a positive and open attitude, and be sensitive to how your actions and attitudes can affect others. We encourage you to look for every opportunity to grow as a leader, entrepreneur, and innovator.

Safety

Students may not provide access to any LaunchX platforms or materials including, but not limited to, the course platform, classroom sessions, or any other LaunchX meetings, forums, or any other materials, to anyone.

This is for the safety and security of all LaunchX students.

Please note that LaunchX does not actively monitor nor participate in all conversations among students before and throughout the program. It is up to the students to uphold the integrity and safety of the community and to proactively let any LaunchX staff member know if this is ever in violation.



Policies

Indemnification

Students and their parent/guardian shall indemnify and hold LaunchX harmless from any loss or liability that arises as a result of student participation at LaunchX or any act or omission by LaunchX. Student/Parent hereby releases, acquits, and discharges LaunchX and its agents and employees from any liability arising from any circumstance including the negligence of LaunchX, its personnel, or any third party. Student/Parent agrees to hold LaunchX harmless from all claims, losses, expenses, and liabilities of every kind arising out of breach of any part of this agreement and any notices of infringement concerning presentation or materials included in the presentation. Student/Parent shall release LaunchX from any and all claims arising out of the use of the material.

Jurisdiction and Arbitration

This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Administration and Staff

All students must adhere to any rules and instructions set by LaunchX administration and/or staff.

Parent / Guardian Policies

Parents / Guardians are prohibited from contacting any students (besides their own child) of the program without express consent from LaunchX. This is for the protection of both the parent/guardian as well as students. If there are any concerns relating to student behavior, the procedure is to contact LaunchX staff for intervention, and LaunchX staff will investigate the concern and respond accordingly.

Social Networking

LaunchX policy is that staff and administration are not permitted to "friend" LaunchX students on Facebook or other social media outlets. This is for the good of both students and staff to respect these professional boundaries. We ask that you refrain from sending "friend" requests to LaunchX personnel.



Acceptance Agreement

By signing below, you are accepting your/your child's spot in LaunchX Online Entrepreneurship from June 17th - July 19th, 2024. You understand and agree that:

- Program fees are due on the dates specified in the acceptance document. Failure to submit payments on time will result in your/your child's spot being forfeited.
- The program fee deposit is non-refundable. If you/your child is no longer able to attend LaunchX, any fees paid beyond the initial non-refundable deposit will be refunded, but the initial deposit amount will not.
- Students must exhibit acceptable conduct throughout the course of the program that is safe, legal, and respectful of the learning environment.
- LaunchX expressly reserves the right to change policies at any time without notice to protect the integrity of the Program and the safety of all parties involved. You agree that any policy change does not result in any fee refund.

By signing, you agree that you have read and agree to the dates, rules, and policies of LaunchX. Students and the parent/guardian expressly acknowledge these terms and agree to be bound by these terms and policies.

Youanes Atia

Student Name (Print)

Youanes Atia

Student Signature

Apr 8, 2024

Date

Maher Atia

Parent/Guardian Name (Print)

Maher Atia

Parent/Guardian Signature

Apr 8, 2024

Date