



Code Fellows Registration Form and Student Enrollment Contract

Code Fellows Headquarters

[2901 3rd Ave #300](#)

Seattle, WA 98121

[206-681-9318](#)

This Contract (the "Contract") is made by and between (the "Student") as per the name and contact details below, and Code Fellows Holdings, Inc., subsequently referred to as ("Code Fellows", and the "School") and applies to all courses the student enrolls in at Code Fellows whether in-person or online.

Student's Full Legal Name: Branden Ge

Date of Birth: 09/25/1985

Email Address: brandenge@protonmail.com

Cell Phone #: 517-438-6709

Street: 10365 Monarch Rd Unit 2

City: Roscoe

State: IL

Zip: 61073

Emergency Contact Name: Wencheng Ge

Emergency Contact Phone #: 734-548-0528

Reserve Your Spot with a Deposit

To reserve your spot, Code Fellows must receive your deposit of \$500, with the exception of a 102 or 500 level course(s), where the listed tuition must be paid in full to have a reserved spot.

After you electronically sign this contract, an invoice will be generated within your account and sent via email soon thereafter.

Please note that payments via credit card are subject to an additional 3.4% convenience charge.



Please see Appendix A below for individual state licensing agency information. For any inquiries or complaints regarding this private vocational school, please contact the appropriate state agency.

Payment for the Remaining Fees

Below are the total fee(s) per course. You will only be invoiced for courses you enroll in.

Course Code	Deposit	Remaining Tuition
102	\$0	\$1,000
201	\$500	\$4,500
301	\$500	\$4,500
401	\$500	\$11,500
501*	\$0	\$500 - \$6,000
Intro to Advanced	\$500	\$22,500

*Price may vary, please refer to the price listed on <https://www.codefellows.org/course-calendar/>

You are required to supply your own laptop and cover the cost of any textbooks and/or subscriptions.

Your remaining tuition balance is due three business days in advance of your course start date.

Again, please note that payments via credit card are subject to an additional 3.4% convenience charge.

Failure to make timely payment is a material breach of this contract, for which you agree that (1) your outstanding tuition balance may be sent to a collections agency and (2) Code Fellows may consider your failure to pay a cancellation, which is subject to the Code Fellows Cancellation Policy (described below), in addition to other available remedies. You agree to reimburse Code Fellows for reasonable costs (including attorney fees) relating to collection of past due amounts. If for any reason your credit card charge or bank withdrawal authorization is invalid or fails to process as authorized at any time prior to your full payment of tuition, it will be deemed a failure to timely payment hereunder. Further, if you are funding your tuition via interest free loan(s), Code Fellows reserves the right to not allow you to enroll into any continuing or future courses, if you fall behind on timely payments or become delinquent on your current course tuition payments.



If you are utilizing your Veteran Benefits and/or a third party lender, you are required to confirm with our Finance Department (finance@codefellows.com) that all necessary paperwork has been received, and there are no expected delays of payment within your control. If your tuition is funded by a third party, Code Fellows reserves the right to share: (1) your current employer and, if known, your future employer after graduation or other cessation of enrollment, and (2) your address, telephone number, e-mail, and course performance data with that third party.

Contract Notice

This Contract will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes to Contract Notice

Any changes to the Contract will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student.

Code Fellows Cancellation Policy

The school's cancellation and refund policy is in accordance with the appropriate state's administrative code listed in Appendix A, and applies to all in-person and online courses.

If you have not started training, you may cancel this contract by submitting written notice (email notification is acceptable) of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the seventh day following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the student.

Code Fellows will refund all monies paid if you cancel this Contract in writing within seven (7) days after the day the contract is signed or an initial payment is made, as long as you have not begun training. Code Fellows may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if you cancel this Contract in writing or for non-payment of tuition due past the seventh day after signing the contract or making any initial payment. The student will be liable only for the registration fee and any books or supplies that have been purchased, which range between \$50-\$100 for the Code sequence of courses. A registration fee is any fee charged by Code Fellows to process student applications and establish a student record system.

Any student taking Ops 102, Ops 201, Ops 301, or Ops 401 are required to make a one time, non-refundable, purchase of an Ops Lab Kit * for \$400 from the school. The Ops Lab Kit will become the student's property upon payment and is not eligible for a refund. Students are not allowed to supply their own lab kits and must make the purchase through Code Fellows. This Ops Lab Kit can be used for any of the Ops courses individually or for the full sequence.



It is important to note that VA beneficiaries are **not allowed** to use VA benefits to pay for these Ops Lab Kits and the student is fully responsible for the payment of these Kits directly to the school.

**Ops Lab Kit includes; Desktop Power PC & Monitor, Compatible peripherals, Two 32GB USB3 Flash Drives, Sysadmin toolkits, Cat5e networking supplies, Wireless Router*

If training is terminated after you begin the class, you will be liable for:

- the registration fee as mentioned above, plus
- the cost of any textbooks or other fees, plus
- tuition liability as of your official date of termination (as per below)

102 Courses

Students signed up for any 102 courses, are refundable per the following chart below:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:	30 hour program
One week or up to 10%, whichever is less	10%	Up to 3 hours
More than one week or 10% whichever is less but less than 25%	25%	Over 3 hours, up to 7.5 hours
25% through 50%	50%	Over 7.5 hours, up to 15 hours
More than 50%	100%	Over 15 hours

Courses level 201 or higher

By course duration, the school may keep the below percentage(s) of the tuition cost, by week of progress:

Week	4 Weeks	8 Weeks	10 Weeks	22 - 23 Weeks	45 Weeks
1	0%	0%	0%	0%	0%
2	25%	25%	25%	10%	10%
3	50%	50%	50%	25%	10%



4	100%	100%	50%	25%	10%
5		100%	50%	25%	25%
6		100%	100%	50%	25%
7		100%	100%	50%	25%
8		100%	100%	50%	25%
9			100%	50%	25%
10			100%	50%	25%
11				50%	25%
12 - 22				100%	50%
23 - 45				100%	100%

When calculating refunds, the student's official date of termination is:

- The date on which the school receives written notice of the student's intention to discontinue coursework, or the last day of recorded attendance, whichever occurs last. Daily attendance is recorded for both in-person and online courses.
- When the student is terminated for a violation of this Contract or a published school policy which provides for termination.
- When a student, without notice, fails to attend classes either in-person, or online for thirty calendar days.

All refunds must be paid within thirty calendar days of the student's official termination date.

Prorated Refund Policy for VA Students

Code Fellows agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:



1. **Registration Fee:** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
2. **Breakage Fee:** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
3. **Consumable Instruction Supplies:** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
4. **Books, Supplies, and Equipment:**
 1. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - The school furnishes the books, supplies, and equipment,
 - The school includes their costs in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
 2. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
5. **Tuition and Other Charges:** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
6. **Prompt Refund:** In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any Institution which fails to forward any refund within 30 days after such change shall be deemed, prima facie, to have failed to make prompt refund as required by this subparagraph.



Disclaimers and Limitations of Liability

Except as expressly set forth herein, Code Fellows makes no representations or warranties of any kind with respect to this offering or any contents therein.

CODE FELLOWS WILL NOT BE HELD LIABLE FOR ANY INDIRECT OR SPECULATIVE DAMAGES (INCLUDING, WITHOUT LIMITING THE FOREGOING, CONSEQUENTIAL, INCIDENTAL, AND SPECIAL DAMAGES) INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, BUSINESS INTERRUPTIONS, AND LOSS OF PROFITS, REGARDLESS OF WHETHER CODE FELLOWS HAD ADVANCE NOTICE OF THE POSSIBILITY OF ANY SUCH DAMAGES.

The terms herein are governed in all respects by the laws of the state in which this school is located. Any such controversy or claim will be arbitrated on an individual basis, and will be conducted in the county in which the school is located, and judgment on the arbitration award may be entered into any court having jurisdiction thereof. Notwithstanding the foregoing, either party may seek any interim or preliminary injunctive relief from any court of competent jurisdiction, as necessary to protect the party's rights or property pending the completion of arbitration. By registering, you consent and submit to the exclusive jurisdiction and venue of the state and federal courts located in the appropriate county listed in Appendix A below.

While placement service may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.

Notice to the Buyer

Do not sign this contract unless you have read it in its entirety or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of this contract, school catalog, and any other documents you may sign, and are required to sign a statement acknowledging receipt of those.

Cancellation of Contract

If you have not started training, you may cancel this contract by submitting a written notice of cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the seventh day following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the student.


Unfair Business Practices

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student, and a written statement notifying all parties that the cancellation and refund policy continues to apply.



Student Certification

I certify that; I read and understand the cancellation and refund policy, including any state-specific requirements as outlined in Appendix A; I received a copy of the school catalog and I am entitled to an exact copy of this enrollment contract and any other document(s) I signed.

Student's eSignature (full name): 680D123720AD468...

Signed on Date: 7/28/2022

How to File a Complaint in Washington State

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form, you acknowledge that this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

Discussion About WA State's Complaint Policy Required

First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

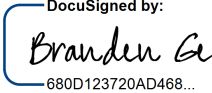
Acknowledgement of WA State's Complaint Process by Student

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Washington Workforce Board at [360-709-4600](tel:360-709-4600) at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.



8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at:

http://wtb.wa.gov/PCS_Complaints.asp

Student's eSignature (full name): 680D123720AD468...

Signed on Date: 7/28/2022

Acknowledgment by Student

I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.

I understand and accept that repayment obligations will be placed upon me for any loans or other financing arrangements I enter into as a means to pay for my training.

I understand that any enrollment contract I enter into will not be binding or take effect for at least seven (7) days following the last date such a contract is signed by the school and me, provided that I have not begun training.

I understand that while I'm a student, I'm required to remain opted-in to electronic communication including email. After graduating, remaining opted-in to electronic communication, responding to all Code Fellows employment status surveys and inquiries from staff, and substantiating a rigorous job search is required to remain in the Career Accelerator Program, and that not doing so may disqualify me from participating in the program and other related programs.

With my signature below, I acknowledge that I have read, understood, and agree to all terms and conditions as set forth in this document, including any state-specific information detailed in Appendix A below.

I understand and agree that, except as set forth in the Code Fellows Cancellation Policy herein, I am responsible to pay and will pay the full tuition fees as described above, and that if I fail to make full payment of the tuition fees on the agreed payment schedule option, Code Fellows may terminate or suspend my participation in the offering, and that my account may be referred to a collection agency.

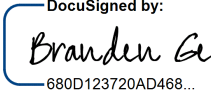
I understand and agree that this contract will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.



Any changes to the contract will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student.


I agree that, except as set forth in the Cancellation Policy herein, I will owe the total fees for the offering even if I drop out, no matter what the reason.

I further understand that Code Fellows likes to share the hard work of their students and promote school culture by posting photos and videos of presentations, the coworking space, students in class, etc. on social media and occasionally in advertising. If at any point a staff member asks to take my photo and I prefer not to have my picture/video taken at that time, I understand that I have the option to decline and move to another area to not be in the photo/video.

Student's eSignature (full name): 
Signed on Date: 7/28/2022

Acknowledgement by School


Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training, and has been made aware of the school's complaint policy.

eSignature: 
Title: Code Fellows CEO
Signed on Date: 7/28/2022



State Required Survey Questions

The State of Washington Workforce Training and Education Coordinating Board (the state agency that oversees Code Fellows) requires this information by law (RCW 28C.10.050). The information you provide, including social security number, is used for research purposes only and to plan for Washington's workforce training needs. The Workforce Board uses extensive security measures to keep your information confidential. If you have questions about data security, please contact Dave Wallace at 360-709-4613 or dave.wallace@wtb.wa.gov.

Student's eSignature (full name):  Signed on Date: 7/28/2022

Social Security Number: 327-84-1896

Gender: Male

Race: White/Caucasian

Are you Hispanic in origin? Not Hispanic

Are you a military veteran? ☒

Are you disabled? No

Highest grade completed: Bachelor's Degree

Additional information, requested by Code Fellows:

Pronoun: He/him

Marital status: Married


Current individual income: Less than \$25,000

Current industry: Other

If you've earned a degree, area
of study: Business



Course Catalog Student E- Signature*: I acknowledge receipt of the Course Catalog (access and read the full course catalog here: www.codefellows.org/catalog). I also understand that it is my responsibility to comply with the policies contained in this Catalog, and any communicated revisions made to it.

Student's eSignature (full name): 
Signed on Date: 7/28/2022

Honor Code E-Signature: I have read and agree to adhere to the Code Fellows Code of Conduct, listed in Appendix B of the Course Catalog.



Student's eSignature (full name): 
Signed on Date: 7/28/2022

Photo Release E-Signature: I understand that Code Fellows might aid me in the job search by sharing videos of my presentations or photos of my class. I understand that from time to time Code Fellows Holdings Inc will feature student work on its website, blog, or other media for promotional or informational purposes. Code Fellows Holdings Inc will notify me in advance of any publication or promotion of my work, and I will retain the right to have my name and likeness not associated with the work. By signing below, I give permission to Code Fellows Holdings Inc to record my image and voice, and to use photos, videos, and audio recordings in any medium for educational, promotional, advertising, or other purposes without limitation or compensation. I voluntarily waive the right to inspect or approve any usage prior to publication. I understand that any images and recordings are the property of Code Fellows Holdings Inc.

Student's eSignature (full name): 
Signed on Date: 7/28/2022



Appendix A - State Specific Statements

Washington:

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 - 10th Avenue Southwest

[Olympia, Washington 98504](#)

[360-709-4600](#)

pvsa@wtb.wa.gov

This school's cancellation and refund policy is in accordance with WAC 490-105-130.

Disclaimers and Limitations of Liability: Any controversy or claim will be arbitrated on an individual basis, and will be conducted in King County, Washington, and judgment on the arbitration award may be entered into any court having jurisdiction thereof.

Code Fellows Notice of Financial Obligation: Washington law requires the above financial information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW.