

# DigitalCrafts

## Institutional Catalog

State of Georgia

Catalogue Volume #3

Effective August 1, 2017 – July 31, 2018

Refer to the institutional catalogue for company policies and procedures. All questions or concerns should be sent directly to [hello@digitalcrafts.com](mailto:hello@digitalcrafts.com).

### DigitalCrafts

3423 Piedmont Road NE

Atlanta, Georgia 30305

ATTN: DigitalCrafts

(833) 327-2387

[hello@digitalcrafts.com](mailto:hello@digitalcrafts.com)

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## Meet DigitalCrafts

### History

Founded in 2015, DigitalCrafts is a top-reviewed accelerated software training company with campuses in Atlanta, GA, and Houston, TX. DigitalCrafts provides full stack coding bootcamp programs as well as custom corporate training solutions. DigitalCrafts' full stack coding bootcamp program is designed to transform aspiring developers into full-stack software engineers with cutting edge skill sets, and their corporate training solutions are custom designed to meet the needs of their clients.

### Mission

DigitalCrafts exists to create a community of builders, each equipped with the skills and tools necessary to breathe life into ideas, whether as entrepreneurs or software engineers. The company's core values are:

### Core Values

- Work Happy
- Default to Transparency
- Mop the Floors
- Follow Through

### Culture

Work hard, play hard. DigitalCrafts stands out amongst the competition because of two simple reasons: students always come first, and our people are exceptional. In many cases, students quit their jobs to achieve a life-changing career transition and this is not something to be taken lightly. DigitalCrafts' staff will always support students like they're a friend in need and never run from the challenge.

## Courses Offered

### Full Stack Immersive Program (full-time)

Full-time program, 16-week duration, in-person training

#### Course Overview:

Throughout the Full Stack Immersive Program students learn full-stack web development covering front-end and back-end web development. Students who are accepted into the Full Stack Immersive Program are expected to be in-class from 9:00AM – 4:00PM throughout the 16-week period excluding lunch breaks from 12:00PM – 1:00PM each day. In addition to the learning the necessary skills to obtain a job as an entry-level developer, each student will have the option to enroll into our student services to complete a series of career training exercises including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts growing Employer Network.

#### Course Objectives:

The immersive program is designed to train and equip each student with the necessary skills to obtain an entry-level development job after graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each and every

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student. Depending on the student's career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work. Students who graduate from the immersive program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

### Course Schedule:

Students are expected to be on-site at DigitalCrafts from 9:00AM – 4:00PM throughout the 16-week course expect for lunch breaks from 12:00PM – 1:00PM. Class may break daily for 10 minutes in the morning and afternoon depending on the pace of class. Information on course start dates, holidays, and dates where the office will not be accessible can be found on the company website at <http://www.digitalcrafts.com/immersive-web.html>.

### Course Curriculum:

Curriculum for the course can include the following. In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

- Programming Fundamentals
- Front End Development
- Back End Development
- Programming Best Practices
- Git / GitHub

### Student Evaluation:

Throughout the 16-week program, students will be evaluated on their progression and career readiness. Evaluation may take the form of graded assignments, homework, in-class participation, project work, and/or quizzes. Students will undergo 3 performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses.

In order to receive a certificate of completion, students must meet the follow criteria by the end of their cohort.

- Miss no more than 7 days of class – Students who miss more than 7 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 10 consecutive days will be removed from the program.
- Demonstrate an understanding of key concepts – Students must demonstrate their understanding of the key concepts covered throughout the program in their final project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Programming Best Practices, and Git/ GitHub.
- Develop key assets needed for the job search – Students must develop a resume and portfolio before completion of their cohort.
- Students who accept a development-related job offer prior to the completion of class will automatically meet all the graduation criteria and receive a certificate of completion. Students will also be included in State Reporting job metrics.

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**Tuition & Related-Costs:**

Students are required to purchase a Mac laptop and pre-requisite materials prior to class. The tuition for the course \$12,950 and the tuition for the option evening elective is an additional \$1,000 totaling to \$13,950.

Cost Breakdown by Item

13-inch MacBook Air: \$1,199.00\*

Pre-requisite Materials: \$40.00

Course Tuition: \$12,950.00

Elective Tuition: \$1,000.00

Total Maximum Cost: \$15,189.00\*

*\*Students are required to use a Mac computer while in class but any model running the latest operating system is acceptable. Cost breakdown does not include tax or interest if financing.*

**Course Outline:**

Subject #	Subject Title	Course Time Hours
		Lec / Lab / Total
SBJ 1	Programming Fundamentals	27.5 / 27.5 / 55.0
SBJ 2	Basic Front-End Development	55.0 / 55.0 / 110.0
SBJ 3	Back-End Development	68.8 / 68.8 / 137.5
SBJ 4	Advanced Front-End Development	68.8 / 68.8 / 137.5
Total Hours for Program Completion		220.0 / 220.0 / 440.0

*\*Hours are split between lecture and lab time and accounts for two 15 minute breaks and a 1 hour lunch break.*

**Full Stack Flex Program (part-time)**

Part-time program, 24-week duration, in-person training

**Course Overview:**

Throughout the Full Stack Flex Program students learn full-stack web development covering front-end and back-end web development. Students who are accepted into the Full Stack Flex Program are expected to be in-class two nights a week and on designated weekends. Class takes place either on Tuesday & Thursday or Monday & Wednesday from 6:30PM – 9:30PM and every Saturday from 10:00AM – 2:00PM throughout the 24-week period excluding lunch breaks on Saturday from 12:00PM – 1:00PM. In addition to the learning the necessary skills to obtain a job as an entry-level developer, each student will have the option to enroll into our student services to complete a series of career training exercises including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts growing Employer Network.

### Course Objectives:

The flex program is designed to train and equip each student with the necessary skills to obtain an entry-level development job after graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each and every student. Depending on the student's career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work. Students who graduate from the immersive program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

### Course Schedule:

Students are expected to be on-site at DigitalCrafts from 6:30PM – 9:30PM two nights per week and every Saturday from 10:00AM – 2:00PM throughout the 24-week period excluding lunch breaks on Saturday from 12:00PM – 1:00PM. Class may break for 15 minutes depending on the pace of class. Information on course start dates, holidays, and dates where the office will not be accessible can be found on the company website at <http://www.digitalcrafts.com/flex-web.html>.

### Course Curriculum:

Curriculum for the course can include the following. In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

- Programming Fundamentals
- Front End Development
- Back End Development
- Programming Best Practices
- Git / GitHub

### Student Evaluation:

Throughout the 24-week program, students will be evaluated on their progression and career readiness. Evaluation may take the form of graded assignments, homework, in-class participation, project work, and/or quizzes. Students will undergo 3 performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses.

In order to receive a certificate of completion, students must meet the follow criteria by the end of their cohort.

- Miss no more than 7 days of class – Students who miss more than 7 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 10 consecutive days will be removed from the program. If a student is absent from class, he or she can watch a recording of the class online and provide a brief synopsis to their instructor to be counted present.
- Demonstrate an understanding of key concepts – Students must demonstrate their understanding of the key concepts covered throughout the program in their final project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Programming Best Practices, and Git/ GitHub.
- Develop key assets needed for the job search – Students must develop a resume and portfolio before completion of their cohort.

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- *Students who accept a development-related job offer prior to the completion of class will automatically meet all the graduation criteria and receive a certificate of completion.*

**Tuition & Related-Costs:**

Students are required to provide a laptop and pre-requisite materials prior to class. The tuition for the course \$9,500.

Cost Breakdown by Item

13-inch MacBook Air: \$1,199.00\*

Pre-requisite Materials: \$40.00

Course Tuition: \$9,500.00

Elective Tuition: \$1,000.00\*

Total Maximum Cost: \$11,739.00\*

*\*Students are required to provide their own laptop for this course. The example above uses a Mac computer which we strongly recommend. Cost breakdown does not include tax or interest if financing. Flex students are allowed to enroll in the elective course upon completion of the flex program-*

**Course Outline:**

Subject #	Subject Title	Course Time Hours Lec / Lab / Total
SBJ 1	Programming Fundamentals	8.1 / 8.1 / 16.2
SBJ 2	Basic Front-End Development	16.2 / 16.2 / 32.4
SBJ 3	Back-End Development	36.5 / 36.5 / 72.9
SBJ 4	Advanced Front-End Development	36.5 / 36.5 / 72.9
	Total Hours for Program Completion	97.2 / 97.2 / 194.4

*\*Hours are split between lecture and lab time and accounts for one 15-minute break and a 1 hour lunch break on Saturday.*

**Career Services:**

Students who graduate successfully from the Full Stack Flex Bootcamp and opt-in to student services will receive job support, including but not limited to:

- Resume Guidance – Students will receive guidance and feedback on how to develop a professional resume applicable to the job they are seeking.
- Interview Training – Students will learn from an expert on interview best practices and types of interviews (i.e. Whiteboarding, Code Challenge, Technical Questioning, etc.).
- Portfolio – Students will build an online portfolio featuring the work completed throughout the course. The online portfolio is the single most important placement aspect in the field of web and mobile development.
- Online Presence – Students will learn how to leverage GitHub, a popular website used by employers to gauge a developer's skillset.

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- Access to DigitalCrafts Employer Network – Students will be introduced to DigitalCrafts employer network based on their skillset, career goals, and the hiring needs of the employer. The employer network consists of companies in the local area who have agreed to partner with DigitalCrafts with the goal of hiring graduates.
- Demo Day – Students will have the opportunity to present their work in front of DigitalCrafts employer network, friends and family.

## Entrance Requirements

<u>Requirements</u>	<u>Full Stack Immersive Program</u>	<u>Full Stack Flex Program</u>
• Online Application	Required	Required
• Video or In-Person Interview	Required	Required
• Coding Challenge	Required (95% accuracy)	Required (95% accuracy)
• Receive Acceptance Letter	Required	Required
• Provide Proof of External Financing (if applicable)	Required	Required
• Submit Deposit	Required	Required
• Execute Student Agreement	Required	Required

## Payment & Refund

### Tuition & Payment Schedule:

Students have the option to pay tuition in full prior to class starting or finance the tuition through a DigitalCrafts financing partner. If a student is financing tuition, proof of an approved financing partner will need to be delivered to DigitalCrafts before the student's seat can be reserved in class. If a student plans to pay the full tuition directly to DigitalCrafts, refer to the payment schedule below.

Course	Tuition	Due Date
Full Stack Immersive Bootcamp	\$12,950	Due 10 business days prior to start date
Full Stack Flex Bootcamp	\$9,500	Due 10 business days prior to start date

### Refund Policy:

DigitalCrafts refund policy adheres to the Georgia Non-Public Post-Secondary Education Commission guidelines. The refund policy is as follows:

- Refunds are made in full to the student within forty-five (45) days of the date of withdrawal;
- Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.



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- If a student withdraws after completing 50% of the program, no refund of tuition is required.

## **Student Conduct, Complaint Policy, & Enrollment Agreement**

### **Student Conduct:**

- Students are expected to use his/her best efforts to attend all classes, to participate in the class in accordance with the instructor's directions, and to perform all assignments, which are part of the curriculum.
- Students shall comply with and adhere in all respects to the rules and regulations of Atlanta Tech Village where DigitalCrafts classes are held.
- DigitalCrafts reserves the right to terminate the participation of a student in any course in the event that there is reasonable cause to believe that the Student is involved in any illegal activity while in a class or on the premises where any class is being conducted (in such case the student will be removed from the course with no future job support). DigitalCrafts likewise reserves the right in its sole discretion to terminate or suspend a student's participation in the event the instructor determines that the student is being disruptive and/or interfering with the presentation of the instructor or the participation of other students or if the student is holding up the educational progression of the entire class (in which case the student will likewise be removed from the course with no future job support), and/or not performing up to expected standards.

### **Complaints Policy:**

DigitalCrafts views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person who has made the complaint.

Our policy is:

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- To make sure everyone at DigitalCrafts knows what to do if a complaint is received
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired in a timely manner

### **3 Steps to File a Complaint**

1. A complaint must be filed by email or in writing to a Campus Director. Complaints can be filed at any point while enrolled and for a 52-week period after leaving the program.
2. Once a complaint has been received, a DigitalCrafts Campus Director will provide a response within 48 hours to the complainant detailing next steps to resolve the complaint at hand.
3. If a resolution is agreed upon the matter will be closed accordingly. If a response is not received or the resolution does not meet expectations, all complaints can be appealed to the State of Georgia's Nonpublic Postsecondary Education Commission.

**DigitalCrafts, LLC**  
3423 Piedmont Road NE Suite 567  
Atlanta, GA 30305  
ATTN DigitalCrafts  
(833) 327-2387  
hello@digitalcrafts.com

**Nonpublic Postsecondary Education  
Commission**  
2082 East Exchange Place Suite 220  
Tucker, Georgia 30084-5305  
(770) 414-3300  
<http://gnpec.org/>

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**Responsibility**

Overall responsibility for this policy and its implementation lies with DigitalCrafts Managing Members.

Adopted on:.....October 20, 2015

Last reviewed:.....December 22, 2017

**Enrollment Agreement:**

DIGITALCRAFTS STUDENT AGREEMENT

This Student Agreement (this "Agreement") is made by and between the student named below (the "Student") and DIGITALCRAFTS, LLC, a Georgia limited liability company whose place of business is 3423 Piedmont Road NE, Atlanta, Georgia 30305 ("DigitalCrafts"), as of the date set forth immediately above the signatures set out below.

Student Information Table 1.0

Information Requested	Enter Response Below
Full Name:	
Mailing Address:	
Residence Address:	
Email:	
Telephone:	
*DigitalCrafts Admin Only*	
Course Name:	
Class Start Date:	
Total Tuition Amount (including deposit):	

WHEREAS, DigitalCrafts has agreed, subject to Student's full compliance with the terms of this Agreement and payment of the tuition described herein in accordance with the terms of this Agreement, to provide student with an immersive or flex boot camp training experience; and

WHEREAS, Student desires to participate in such training as Student has designated in Section 1 below;

NOW THEREFORE, for and in consideration of the premises and the mutual promises, covenants and agreements hereinafter set forth, DigitalCrafts and Student agree as follows:

1. *Undertaking of DigitalCrafts; Course Selection.*

(a) Subject to Student's compliance with the terms and conditions hereof, DigitalCrafts agrees to provide Student with an immersive or flex boot camp course (the "Course"), as selected by Student.

(b) Student hereby selects the date for following course [insert start date for the immersive or flex program for which you have been accepted (dd/mm/yy)]: The Course starting on \_\_\_\_\_.

2. *Student's Obligation to Pay Tuition.* Student agrees to pay the entire tuition amount for the selected Course. Student understands that completing the online application or receiving an acceptance letter does not guarantee

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Student a seat in class nor entitle Student to receive instruction unless the tuition is timely paid in accordance with the terms of this Agreement. For the avoidance of doubt, Student acknowledges and agrees that the obligations of DigitalCrafts are expressly conditioned upon Student's compliance with the provisions of this Agreement governing the payment of tuition. Provided, however, that notwithstanding anything contained in this Agreement, DigitalCrafts reserves the right to vary any tuition payment schedule from time to time for any student and also to enter into different payment arrangements for different students. Tuition amounts to equate to \$12,950 for the Full Stack Immersive Program, \$9,500 for the Full Stack Flex Program, and \$1,000 for the elective program unless otherwise noted in the Student Information Table 1.0 above.

(a) *For the Course.* Unless DigitalCrafts expressly and in writing agrees otherwise, in order to reserve a seat in the Course and be entitled to receive the training of the Course, Student agrees to submit a deposit of \$1,000 at any time after acceptance letter has been received but before the below stated deadline for payment of tuition. Student understands and agrees that he/she shall not be guaranteed a seat in the Course until the deposit is received. The Student shall pay the tuition for the Course, in full, to DigitalCrafts no later than fourteen (14) days prior to the class start date specified above (the "Class Start Date"). Tuition can be paid online, mailed to DigitalCrafts directly, financed internally or through an independent financing company approved by DigitalCrafts.

(b) Student understands and agrees that no time price differential amount is being charged to Student by DigitalCrafts by reason of any installment payments.

(c) *Acceptance.* Acceptance shall be deemed to have occurred upon issuance to Student by DigitalCrafts of a letter expressly confirming such acceptance.

3. *REFUND POLICY.* In order to obtain a refund on any Course, Student must comply with the following provisions. DigitalCrafts refund policy adheres to Georgia's Nonpublic Postsecondary Education Commission guidelines.

(a) *For the Course.* Student must send a written or email notification to DigitalCrafts expressly stating that he/she will no longer be attending the Course. Students are eligible for a prorated refund if he/she leaves or is removed from the Course prior to completing 50% of the Course's instructional hours. Students who complete more than 50% of the Course's instructional hours are not eligible for a refund of any amount.

(b) IN ANY CASE, AND NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, STUDENT SHALL HAVE SEVENTY-TWO (72) HOURS FROM THE DATE OF THIS AGREEMENT TO CANCEL OR RESCIND THIS AGREEMENT AND THAT IN THE EVENT OF ANY SUCH CANCELLATION OR RESCISSION, THE STUDENT SHALL RECEIVE A REFUND OF THE TOTAL TUITION AND FEES, IF ANY, PAID TO DIGITALCRAFTS AT THE TIME OF OR IN CONNECTION WITH THE EXECUTION OF THIS AGREEMENT.

4. *Use of Facilities.* If Student is enrolled in the Course, then, for as long as such enrollment continues, he/she shall have the privilege of using DigitalCrafts' facilities located at 3423 Piedmont Road NE Suite 565 and Suite 515, Atlanta, Georgia 30305, during regular class hours. DigitalCrafts' facilities may not be accessible on the weekends, holidays, or outside of the stated course hours. If Student is enrolled in the Course, then, for as long as such enrollment continues, he/she shall have the privilege of using Atlanta Tech Village's facilities located at 3423 Piedmont Road NE, Atlanta, Georgia 30305, accessible through key card access twenty-four hours per day seven days per week.

5. *Other Obligations of Student.*

(a) Student agrees to use his/her best efforts to attend all classes, to participate in the class in accordance with the instructor's directions, perform all assignments which are part of the curriculum, and adhere to all policies outlined in the State of Georgia Catalog.

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(b) Student shall comply with and adhere in all respects to the rules and regulations of Atlanta Tech Village where DigitalCrafts classes will be held.

6. *Termination of Student's Participation.* DigitalCrafts reserves the right to terminate the participation of Student in the Course in the event that there is reasonable cause to believe that the Student is involved in any illegal activity while in a class or on the premises where any class is being conducted (in such case Student will be reported and removed from the course with no future job support). DigitalCrafts likewise reserves the right in its sole discretion to terminate or suspend Student's participation in the event the instructor determines that Student is being disruptive and/or interfering with the presentation of the instructor or the participation of other students or if the Student is holding up the educational progression of the entire class (in which case Student will likewise be reported and removed from the course with no future job support), and/or not performing up to expected standards. Without limitation of the foregoing, any default by Student in Student's obligations under this Agreement may result in termination of Student's participation in the Course.

7. *Certificates.* Upon Student's successful completion of the Course, DigitalCrafts will provide Student with an official DigitalCrafts certificate for Student's permanent records and for use with future prospective employers.

8. *Attendance.* Students who miss more than 7 days of class will not be eligible to receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20 percent of the program or 10 days consecutively will be removed from the program and refunded according to the refund policy outlined in section 3.

9. *Proprietary Materials of DigitalCrafts.* Student acknowledges that all course materials, whether in tangible (hard copy) or electronic form, are the proprietary property of DigitalCrafts and are licensed to Student solely for use in the Course and for Student's own personal reference following successful completion of the Course. Therefore, Student agrees not to sell, distribute, redistribute, publish, republish, repurpose, or use such materials for any other purposes, or to allow any other person or entity to directly or indirectly use any such materials.

10. *Certain Disclaimers.* STUDENT ACKNOWLEDGES AND AGREES THAT: (I) HE/SHE HAS BEEN MADE AWARE THAT DIGITALCRAFTS DOES NOT GUARANTEE JOB PLACEMENT UPON GRADUATION OF ANY CLASS AND DIGITALCRAFTS SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR PAST OR FUTURE LOSS OF INCOME OR FAILURE TO OBTAIN OR RETAIN ANY EMPLOYMENT; (II) NO TUITION WILL BE REFUNDED TO STUDENT IF HE/SHE IS NOT ABLE TO SECURE OR RETAIN EMPLOYMENT AFTER GRADUATION. DIGITALCRAFTS CURRICULUM IS NOT ACCREDITED BY ANY GOVERNMENTAL BODY OR AGENCY AND MAY CHANGE FROM TIME TO TIME DURING ANY COURSE IN ORDER TO REMAIN RELEVANT IN TODAY'S WORLD OF RAPIDLY CHANGING TECHNOLOGY. DIGITALCRAFTS' WEBSITE ATTEMPTS TO DISPLAY ALL TECHNOLOGIES, FRAMEWORKS, AND TOPICS COVERED IN THE CURRICULUM, BUT THERE MAY BE INSTANCES WHERE ADDITIONAL TOPICS ARE COVERED OR FEWER TOPICS ARE COVERED DEPENDING ON EXTERNAL FACTORS AS WELL AS THE PACE OF ANY PARTICULAR CLASS; (III) DIGITALCRAFTS SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR LOSS OF INCOME DUE TO A CLASS START DATE BEING CANCELLED OR POSTPONED.

11. *Notices.* Any notice permitted or required hereunder to DigitalCrafts shall be made (i) by email to [hello@digitalcrafts.com](mailto:hello@digitalcrafts.com) or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to DigitalCrafts, Suite 560, 3423 Piedmont Road NE, Atlanta, GA 30305. Any notice to Student permitted or required hereunder shall be made (i) by email to Student's email address set out above or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to Student's mailing address set out above.

12. *Miscellaneous.* If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. This agreement shall be governed by, and construed in accordance with, the laws of Georgia, without reference to its conflict of laws principles. Student may not assign this Agreement or

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Student's interest in or rights under this Agreement unless with the prior written consent of DigitalCrafts. DigitalCrafts may assign its rights and privileges and delegate its obligations under this Agreement at any time. The obligations and rights and privileges contained herein shall be binding upon and inure to the benefit of the heirs, permitted assigns, and successors of the parties hereto. Should Student be in default in any manner under the terms of this Agreement, Student agrees to pay the reasonable attorney fees of DigitalCrafts actually incurred in enforcing this Agreement. This Agreement shall not be binding on DigitalCrafts until executed by its manager in the space set out below.

13. *Student Representations.* Student has read this Agreement and hereby agrees to its terms (including, without limitation, the Refund Policy as stated above). STUDENT ACKNOWLEDGES THAT THIS IS A LEGALLY BINDING AGREEMENT; STUDENT MAY WISH TO CONSULT WITH HIS/HER LEGAL COUNSEL BEFORE SIGNING THIS AGREEMENT.

NOTICE TO STUDENT:

DO NOT SIGN THIS BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE PAPER YOU SIGN. YOU HAVE THE RIGHT TO PAY IN ADVANCE THE FULL AMOUNT DUE AND UNDER CERTAIN CONDITIONS OBTAIN A PARTIAL REFUND OF ANY TIME PRICE DIFFERENTIAL.

Executed at Atlanta, Georgia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STUDENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT.

STUDENT:

\_\_\_\_\_

Print Name: \_\_\_\_\_

DIGITALCRAFTS:  
DIGITALCRAFTS, LLC

\_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**GNPEC Student Disclosure Form**

Name of School:

Address of School:

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

\_\_\_\_\_ Student's Initials

2. School Outcomes

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I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

\_\_\_\_\_ Student's Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

\_\_\_\_\_ Student's Initials

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid.

Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

\_\_\_\_\_ Student's Initials

Student's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

School Representative's Signature: -

\_\_\_\_\_ Date: \_\_\_\_\_

\*Student must receive a copy of this form, and a copy must be kept in the student's file.

Updated: October 2017

## Facility & Record Keeping

### Facilities Overview:

DigitalCrafts office provides students with all the necessary tools and resources to successfully graduate from the program. Our office is located in the Buckhead area of Atlanta, Georgia, in the Atlanta Tech Village. The Atlanta Tech Village provides its tenant's security services, parking services, engineering services, and cleaning services. Students have access to a desk, an external monitor, unlimited free coffee, kitchen, unlimited free snacks, break rooms, game rooms, and books for continued learning outside of class.

## Record Keeping:

DigitalCrafts will archive all student's records for future reference. Records include the following:

- Application & Entrance Requirements
- Student Enrollment Agreement
- Attendance
- Student Evaluation
- Graduation Certificate
- Job Offer Letter (if applicable)

Records can be obtained by emailing DigitalCrafts at [hello@digitalcrafts.com](mailto:hello@digitalcrafts.com)

## Company Personnel

### Atlanta Team:

*Jake Hadden, Co-Founder & Director of Student Services*

- Jake is a co-founder of DigitalCrafts and leads the Students Services program on a day-to-day basis. Prior to DigitalCrafts, Jake worked as a management consultant focusing on company innovation, business processes, and mergers and acquisitions.

*Max McChesney, Co-Founder & Director of Operations*

- Max is a co-founder of DigitalCrafts and leads the company-wide operations on a day-to-day basis. Prior to DigitalCrafts, Max worked for several telecom start-ups responsible for all accounting and finance procedures.

*Rob Bunch, Partner & Chief Instructor*

- Rob is the head instructor for DigitalCrafts. On a day-to-day basis, Rob leads the Full Stack Immersive Program. Outside of teaching, Rob is responsible for maintaining and enhancing the course's curriculum. Prior to DigitalCrafts, Rob gained his undergraduate degree in Computer Science from Northern Iowa, and he has been a fullstack web developer for over 10 years.

*Liz Obermeyer, Operations Manager, Atlanta*

- Liz manages the day-to-day campus operations in Atlanta. Prior to DigitalCrafts, Liz graduated from Appalachian State University and worked for a technical recruiting firm as a Client Solutions Manager in Atlanta.

*Rachel Moldovan, Operations Assistant, Atlanta*

- Rachel manages the day-to-day operations for the Full Stack Flex program in Atlanta. Outside of DigitalCrafts, Rachel is a freelance web developer and instructor. Rachel is also a key member of the Girl Develop It Atlanta Chapter.

*Zakia Whiteside, Admissions Director*

- Zakia manages the end-to-end admissions process for DigitalCrafts. Prior to DigitalCrafts, Zakia graduated from the State University of New York College and led a team of foreclosure experts at an Atlanta-based law firm.

*Chris Aquino, Immersive Instructor, Atlanta*

DigitalCrafts Institutional Catalogue  
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- Chris is a lead instructor for DigitalCrafts. On a day-to-day basis, Chris leads the Full Stack Immersive Program. Prior to DigitalCrafts, Chris served as the Director of Web Engineer at Big Nerd Ranch where he taught numerous bootcamp courses and co-authored the book, Front-End Web Development Guide.

*Jonathan Martin, Immersive Instructor, Atlanta*

- Jonathan is a lead instructor for DigitalCrafts. On a day-to-day basis, Jonathan leads the Full Stack Immersive Program. Prior to DigitalCrafts, Jonathan served as a Lead Instructor and Software Engineer at Big Nerd Ranch where he taught numerous bootcamp courses and became an international speaker.

*Jeremy Duvall, Flex Instructor, Atlanta*

- Jeremy is a lead instructor for DigitalCrafts. On a day-to-day basis, Jeremy leads the Full Stack Flex Program. Outside of DigitalCrafts, Jeremy is the Founder of 7factor.io a custom software development firm. Prior to 7factor, Jeremy graduated from Georgia Tech with a Masters in Computer Science and also worked for companies like Microsoft, Slalom Consulting and Deloitte.

*Adam Szaruga, Flex Instructor, Atlanta*

- Adam is a lead instructor for DigitalCrafts. On a day-to-day basis, Adam leads the Full Stack Flex Program. Outside of DigitalCrafts, Adam is the Co-Founder of Equip a music collaboration platform. Prior to EQUIP, Adam graduated from Georgia Tech with a degree in Computer Science and served as a software engineer for a local fintech company.

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