



## Hello + Welcome

Dear Student,

Congratulations on your acceptance, and welcome to General Assembly! You should have already received an official acceptance email from your Admissions Producer, but there are a few more steps to take to solidify your enrollment and reserve your seat in the class.

As you may have heard, GA is a licensed school in the state of California. California law requires us to share some documents with you as a part of the admissions process. We have enclosed them here for your review/signature, and described them in more detail below.

These documents are intended to provide you with important information about enrolling in a GA program, which is an investment that we take very seriously. We're generally not a fan of legalese but these forms are required to contain specific language. Where possible, we've tried our best to make them clear and easy to understand.

After these documents are signed, you will hear from a member of our student services team about your onboarding experience.

## Next Steps

### REVIEW THE GA CATALOG

You should have received a link to a copy of GA's Catalog in your acceptance email. You can also view the relevant Catalog here: <https://generalassemb.ly/regulatory-information>. The Catalog is a comprehensive repository of GA policies and course information. We encourage you to read this carefully before you sign the Enrollment Agreement.

### REVIEW AND SIGN THE ENROLLMENT AGREEMENT

The Enrollment Agreement is a contract between you and GA. It includes important information about your course, including all applicable fees, and our policies for refunds, cancellation, and withdrawal.

The Enrollment Agreement also asks for certain personal information from you. GA is required by law to collect this information from all of our students and we protect your information in accordance with relevant policies related to student records. Only regulatory staff, authorized individuals, and relevant state regulatory bodies, which oversee our licensure, will have access to this data to assess if our programs meet the relevant performance thresholds.

### REVIEW AND SIGN THE SCHOOL PERFORMANCE FACT SHEET

Review and sign the School Performance Fact Sheet. This document is intended to give you data on student outcomes, including course completion and job placement rates, where applicable. If you'd like more current data on this program, we're happy to discuss it with you.

Please don't hesitate to reach out to your Admissions Producer if you have any questions about the above. We hope to see you in class soon!

Cheers,

The GA Admissions Team



# Enrollment Agreement

## PERSONAL INFORMATION

**Applicant Legal Name** (First, Middle, Last) Christopher K Hamilton

**Date of Birth** (MM/DD/YYYY) 12/27/1975 **Phone Number** (###-###-####) 213-610-3121

**Social Security Number** (###-##-####) or **Alien Registration Number** (on Permanent Resident Card) 559-89-3126

**Email Address** chris\_hamilton11@yahoo.com

**Address** 710 S. Broadway Apt. 515

**City/Town/District** Los Angeles

**State/Province/County/Region** California **Zip/Postal Code** 90014

## COURSE

**Course or Program Name:** User Experience Design Remote (Online)

**Total Clock Hours:** 40 **Number of Weeks:** 10 **Type of Hours:** Online

**Course or Program Start Date:** 2017-11-07 **Course or Program Scheduled Completion Date:** 2018-01-23

**Hours are from** 08:00PM-10:00PM **On the following days:** T Th

**Address where course will take place:** N/A (Online Course)



# Enrollment Agreement

## ITEMIZATION & TOTAL TUITION AND FEES

### Total Cost for the Entire Program

Registration Fee Due Upon Enrollment	\$ 100.00	Non-refundable
Student Tuition Reovery Fund Fee	\$ 00.00	Non-refundable (\$0.00 for every \$1,000 rounded to the nearest \$1,000.)
Course Materials	\$ .00	Non-refundable upon receipt
Tuition	\$ 3,850.00	Prorated upon withdrawal, per refund policy within this Agreement.

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ 3950

### Total Due for the Entire Program

Discount(s) \$ 0

Scholarship \$ 0

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM \$ 3,950.00

You are responsible for this amount. If you get a student loan or other approved financing, you are responsible for the repaying the loan amount plus any interest, less the amount of any refund.

### Total Due Upon Enrollment

Registration Fee Due Upon Enrollment (Non-refundable) \$ 100

Deposit Due Upon \$ 150

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ 250.00

### Remaining Balance

Remaining Balance Due Once Enrolled \$ 3,700.00

Method of Payment Credit Card

Funding Source 1 Student/self

Funding Source 2 \_\_\_\_\_

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I certify that I have received a high school diploma or equivalent or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education. I further certify that I have received a copy of the most current school [catalog](#), Volume/Version 3/9, dated 9/18/2017. This enrollment agreement is legally binding when signed by the student and accepted by the institution.

Chris Hamilton

### Printed Name of Student

DocuSigned by:  
Chris Hamilton  
Signature of Student

11/3/2017

Date

Brian Nelson

Admissions Producer

### Printed Name and Title of School Official Accepting Enrollment

DocuSigned by:  
Brian Nelson  
Signature of School Official Accepting Enrollment

11/3/2017

Date

Be sure to read all pages of this agreement—it is part of your contract with the school.



## Enrollment Agreement

### PAYMENT POLICY

Unless otherwise agreed to in a private lending or financing agreement and as approved by General Assembly, all students pay an upfront payment of \$250 upon 24 hours of enrollment. Students are required to pay the remaining full balance at least 7 days prior to the course start date or upon enrollment, whichever is later.

Students are allowed to request a payment plan unless a student is enrolled in a one-week course. These payment plans must be approved by General Assembly during enrollment and will be documented in the attached Payment Schedule. If a student is partially paying for a course and a third-party is paying the remainder of the course, students can request to participate in a payment plan for their portion of course costs, which, if approved by General Assembly, will be documented in the Payment Schedule.

Payment in full is a graduation requirement and certificates of completion will be withheld until full balance is paid. If a student holds an outstanding balance after the course end date, a one-time \$75 late fee will be applied and a 1.5% interest charge on the total due will be applied each month thereafter. Students will incur a \$25 fee for declined transactions or returned checks.

General Assembly may, in its sole discretion, refer a student's account to a collection agency without further notice to the student in the event the student is in default in any payment due. To the extent permitted by applicable law, the student agrees to pay all costs incurred by General Assembly in collecting the balance due.

### THIRD-PARTY SPONSOR PAYMENT POLICY

A Third-Party Sponsor Payment Form must be completed to provide authorization for General Assembly to bill a student's third-party for all or part of their educational expenses.

The following terms and conditions apply to the student for third-party sponsor payment:

Third-party sponsor payments are not conditional on student performance in or completion of a course. It is the student's responsibility to provide their third-party sponsor the correct information concerning tuition and fees and any other information needed by the third-party sponsor. This is especially true if there are any changes to any charges after the original authorization form is submitted.

Third-party sponsorship does not relieve a student from any financial responsibility. The student is ultimately responsible for their educational costs. If a third-party sponsorship amount is changed or cancelled, for any reason, the student is responsible for unpaid amounts due to General Assembly. Future sponsorships are not allowed until current sponsorships are paid in full. A student cannot enroll in future courses or receive a certificate of completion until all charges on their account are paid in full.

Students will be assessed a late-fee (as outlined above) if they fail to make timely payments for all charges not covered by their third-party.



# Enrollment Agreement

## Cancellation, Withdrawal, Refund

### GENERAL ASSEMBLY'S RIGHT TO CANCEL

1. General Assembly reserves the right to cancel or postpone a course date or to change a course location at any time. If this happens you will be entitled, at your discretion, to attend the course at the proposed later date, or to receive a full refund of any course fees you have already paid to attend the course on the original date and/or location.
2. General Assembly reserves the right to cancel an enrollment based on conduct violations prior to course start date. If you display threatening, abusive or dangerous behavior towards us or any of our staff or personnel, then we reserve the right to refuse to allow you to continue taking the course. In such circumstances you will not be entitled to a refund of any fees paid except as mandated by your state's refund policy and we reserve the right to prevent you from taking any course in the future if we feel that is necessary for the protection of our staff or personnel.
3. General Assembly reserves to cancel an enrollment if a student has failed to complete the pre-work required for course participation.

### STUDENT'S RIGHT TO CANCEL

1. Cancellation occurs when the student provides a written notice of cancellation at the address of attendance stated on the enrollment agreement. This can be done by email or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
2. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
3. You have the right to cancel your course of instruction, without any penalty or obligation, through attendance at the first class session (the Course Start Date on p. 1 of this Enrollment Agreement) or seven days after enrollment (the execution date of this agreement), whichever comes later.
4. If the Enrollment Agreement is canceled, the school will refund the student any money he/she paid, less the registration and course materials received by the student within 30 days after the notice of cancellation is received.

### WITHDRAWAL FROM THE COURSE

Students may withdraw from the course at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course when any of the following occurs:

- » The student notifies General Assembly in writing of the student's withdrawal or as of the last date of attendance, whichever is later. The failure of a student to immediately notify General Assembly in writing of the student's intent to withdraw may delay any applicable refund of tuition to the student.
- » General Assembly terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; absences in excess of maximum set forth by General Assembly; and/or failure to meet financial obligations to General Assembly. In these cases, the official termination date of enrollment shall be the student's last day in class. If a student has been withdrawn for failure to maintain satisfactory progress or for violations of General Assembly's attendance policy, the student can only be readmitted with the approval of the Regional Director into a future instance of the course after final grades have been issued for the original course.
- » The student has failed to attend class for 3 class meetings without prior approval. Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another General Assembly course following approval by the Regional Director.



# Enrollment Agreement

## REFUND

All refunds will be paid within 30 days of withdrawal. Refunds will be less a registration fee.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if applicable, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If you withdraw, you will receive a pro rata refund if you have completed 60% or less of your course through the last day of attendance. You will be responsible for 100% of the tuition for your course if you complete more than 60% of the course, even if you do not complete the entire course.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the course (total institutional charge, minus non-refundable fees, divided by the number of days in the course), multiplied by the number of days scheduled to attend, prior to withdrawal.

## UNDERSTANDINGS:

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at General Assembly is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the above listed course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending General Assembly to determine if your certificate will transfer.

## QUESTIONS

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## COMPLAINTS

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## ADDITIONAL FEES, AS APPLICABLE:

\$25.00 returned check fee.

## FINANCING

The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

## LOAN

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
3. General Assembly does not participate in federal financial aid programs. However, if a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Be sure to read all pages of this agreement—it is part of your contract with the school.



## Enrollment Agreement

### STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### DISTANCE EDUCATION DISCLOSURES

For online courses, General Assembly will transmit all lessons and materials to students on the first day of class. General Assembly will ensure that students who have fully paid for the program receive all lessons and materials. Students have the right to request all lessons and materials after the first class. Because students receive all lessons and materials on the first day of an online class, they have the right to cancel the enrollment agreement and receive a full refund before the first class. Cancellation is effective on the date written notice of cancellation is sent. After the cancellation period, refunds will be provided in accordance with the refund policy stated above. Course materials must be returned upon cancellation of the course and refunds may be delayed for up to 45 days after the student's return of the materials.





## Enrollment Agreement

### CERTIFICATION OF RECEIPT OF SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initials 





## PAYMENT SCHEDULE

General Assembly has granted student's request for the following payment plan:

1/4 Payment Plan

DS  
CA

Payment Plan	Upfront Payment (Registration Fee + Deposit)	Payment Installments & Schedule
1/2 Payment Option	All students pay an upfront payment of \$250 within 24 hours of enrollment.	1/2 due 7 days before course start date 1/2 due a month after previous invoice date
1/3 Payment Option (not available to students enrolled in courses less than 10 weeks in length)	All students pay an upfront payment of \$250 within 24 hours of enrollment.	1/3 due 7 days before course start date 1/3 due a month after previous invoice date 1/3 due a month after previous invoice date
1/4 Payment Option (not available to students enrolled in courses less than 10 weeks in length)	All students pay 1/4 of the total tuition (which includes the \$250 due upon enrollment charge) within 24 hours of enrollment.	1/4 due 7 days after course start date 1/4 due a month after previous invoice date 1/4 due a month after previous invoice date

Students enrolled in one-week courses are not eligible for any payment plans.

Enrolling after the initial installment due date will require payment of any payments due at the time of enrollment.

If student holds an outstanding balance after the course end date, a one-time \$75 late fee will be applied and a 1.5% interest charge on the total due will be applied each month thereafter. Student will incur a \$25 fee for declined transactions or returned checks. There are no additional charges or fees associated with these payment plans.

Be sure to read all pages of this agreement—it is part of your contract with the school.



## General Assembly - Payment Authorization Form

Sign this form to authorize General Assembly to make charges to your credit card or bank deductions for any *outstanding balances* that you owe pursuant to the payment terms outlined in your Enrollment Agreement. Completion of this form will not automatically charge a payment method. To pay for tuition and fees you may owe, you will receive a digital invoice with the amount owed.

Name (First, Middle, Last) Christopher K Hamilton

Phone Number 213-610-3121  
(###-###-####)

Email Address chris\_hamilton11@yahoo.com

Billing Address 568 Charles Drive

Billing City/Town/District Oceanside

Billing State/Province/County/Region California

Billing Zip/Postal Code 92057

Checking / Savings Account - not yet available	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Name on Account: _____	
Bank Name: _____	
Account Number: _____	
Bank Routing Number: _____	
Bank City/State: _____	

Credit Card	
<input checked="" type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
Cardholder Name: <u>Christopher K Hamilton</u>	
Account Number <u>7074</u> (last 4 digits): _____	
Expiration Date: <u>0618</u>	

**I authorize General Assembly to charge my credit card or checking/savings account as indicated above for any outstanding balances that I owe pursuant to the payment terms outlined in my Enrollment Agreement.**

DocuSigned by:  
Chris Hamilton  
E5492413963E495

Signature of Student

11/3/2017

Date

I authorize the above named business to charge the credit card or deduct funds from my bank account indicated in this authorization form according to the terms outlined above or in my Enrollment Agreement. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify General Assembly in writing of any changes in my account information or termination of this authorization by contacting my General Assembly admissions producer in writing. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account until my balance is paid in full or I cancel it in writing. In the case of a transaction being rejected for Non Sufficient Funds (NSF) I understand that General Assembly may, at its discretion, attempt to process the charge again within 30 days, and I agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized payment. I acknowledge that the origination of ACH transactions to my account must comply with the provision of U.S. law. I certify that I am an authorized user of this credit card/bank account and I will not dispute the payment with my credit card company, provided the transaction corresponds to the terms indicated in this authorization form or my Enrollment Agreement. I understand and agree that General Assembly may, in its sole discretion, refer my account to a collection agency without further notice to me in the event I am in default in any payment due. To the extent permitted by applicable law, I agree to pay all costs incurred by General Assembly in collecting the balance due.



# Los Angeles School Performance Fact Sheet (2015-2016)

## User Experience Design (40 hours)

Rev. Date: 08/23/2017  
Page 1 of 3

### Cost of Educational Program

Total Charges for the program for students completing on-time in year of 2016: \$3,950  
Total Charges may be higher for students that do not complete on-time.

Student's Initials DS  
CA Date 11/3/2017 Initial only after you have had sufficient time to read and understand the information.

### Federal Aid

Students at General Assembly are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal aid programs.

Student's Initials DS  
CA Date 11/3/2017 Initial only after you have had sufficient time to read and understand the information.

### On-time Completion Rates (Graduation rates)

(includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-time Completion Rate <sup>4</sup>
2015	95	95	80	84%
2016	92	92	80	87%

Student's Initials DS  
CA Date 11/3/2017 Initial only after you have had sufficient time to read and understand the information.

### Job Placement Rates / License Examination Passage Rates / Salary and Wage Information

Not applicable

If you have any questions about how the data reflected on the above charts was gathered, please speak with an Admissions Producer.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Be sure to read all pages of this agreement—it is part of your contract with the school.



Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Chris Hamilton

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Printed Name of Student

DocuSigned by:  
*Chris Hamilton*  
E5432413963E495...

11/3/2017

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Signature of Student

Date

DocuSigned by:  
*Brian Nelson*  
337275B038E04ED...

Admissions Producer 11/3/2017

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Signature and Title of School Official

Date

Be sure to read all pages of this agreement—it is part of your contract with the school.



## Definitions

### <sup>1</sup> **Number of Students Who Began the Program**

The number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period

### <sup>2</sup> **Students Available for Graduation**

The number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty

### <sup>3</sup> **Number of On-Time Graduates**

The number of students who completed the program within 100% of the published program length within the reporting calendar year

### <sup>4</sup> **On-time Completion Rate**

The number of on-time graduates divided by the number of students available for graduation



## STUDENT'S RIGHT TO CANCEL

1. Cancellation occurs when the student provides a written notice of cancellation at the address of attendance stated on the enrollment agreement. This can be done by email or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
2. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
3. You have the right to cancel your course of instruction, without any penalty or obligation, through attendance at the first class session (the Course Start Date on p. 1 of this Enrollment Agreement) or seven days after enrollment (the execution date of this agreement), whichever comes later.
4. If the Enrollment Agreement is canceled, the school will refund the student any money he/she paid, less the registration and course materials received by the student within 30 days after the notice of cancellation is received

Student's Initials CA Date 11/3/2017