

# What to do during your course

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What to do...	Where to find it...	What else...
Review your weekly <b>lesson materials</b> .	In <a href="#">Git</a>	Your Instructor will update this folder weekly with their lesson decks that they went through during class.
Complete your weekly <b>homework</b> .		Your instructor will let you know of any homework to complete each week. If you're unsure what homework to complete, please ask your Instructor.
Communicate on <b>Slack</b>	You'll have received the invitation to join your team prior to your course starting.	If you have questions that your instructional team and/or classmates could help with; share on your Slack channel.
Attend <b>office hours</b> (optional)	Your Teaching Assistant	Your TA may schedule 1 hour per week throughout the course for you to ask them questions. These will typically be held a day outside of class or weekends, and are optional.

# Important information

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Any questions?	If you have any questions, or are unsure where to find something, don't hesitate to contact <b>Olivia</b> on <a href="mailto:olivia.basheer@ga.co">olivia.basheer@ga.co</a> or 0409 700 235; or shoot a message on your <b>class Slack channel</b> .
Where to find us	GA is located at <b>Level 2, The Podium Building, 1 Market St Sydney</b> . The Podium Building is the red brick building adjacent the main corner building, accessible via Kent St. Look for the neon GA sign :)
Campus	Campus is open from 8:45 am to 9:00 pm on weekdays and 9 am to 4 pm on Saturdays. You are welcome to come to campus outside your class time to do coursework in a welcoming environment! <b>Lifts:</b> Take the lift to Level 2 each time you come to campus. <b>Wifi:</b> The wifi username is GA-GUEST and the password is yellowpencil. <b>Kitchens:</b> There is a kitchen on each level with a fridge, coffee, tea, water, and a microwave. <b>Bathrooms:</b> There are bathrooms at the back of each level on campus.



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Graduation	<p>In order to receive a letter of completion, we require that you:</p> <ul style="list-style-type: none"><li>• attend at least 80% of class;</li><li>• complete at least 80% of mandatory homework; and</li><li>• present a satisfactory final project that fulfils all project requirements in class.</li></ul>
Missing class	<p>While we hope that you will attend every class, we know that sometimes things come up. If you absolutely must miss a class, please reach out to your instructional team to let them know and to figure out the best way for you to stay on top of the material. We are committed to making this a great educational experience for you, and want to make sure a couple bumps along the way don't stop you from reaching your goal.</p>
Payment	<p><b>Submitting Payment:</b> Log into your student account at <a href="https://generalassemb.ly/account/orders">generalassemb.ly/account/orders</a> to find your payment information and submit payment. Please adhere to the scheduled payment plan so your course participation remains in good standing. If you have questions about your payments or due dates, please contact your course producer.</p> <p><b>Payment Policy:</b> Tuition must be paid in full to receive a Letter of Completion. You can find more information in your Student Contract.</p>

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## Transfers and withdrawals

**Before you start your course**, you will be able to cancel your enrolment and receive a refund of all money you have paid minus a \$250 deposit.

**After the first class of your course, but before 5:00 pm of the first Saturday of your course**, you are entitled to one of two options:

- withdraw your enrolment and receive a refund of all money you have paid minus 25% of the tuition fee. You are liable for payment of 25% of the tuition fee after the first class.
- transfer your enrolment once to a future cohort (pending class numbers), upon payment of an additional \$250 transfer fee.

**After 5:00 pm of the first Saturday of your course**, you are not entitled to any refund or transfer, and will be liable for full payment of your course tuition.

