



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 District of Columbia. Washington DC 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 & OTHER APPLICABLE ATTACHMENT PAGES

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.

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) Nathan Yi Ougene Kelmers

Date of Birth (MM/DD/YYYY) 10/25/1989 **Phone Number** (###-###-####) 703-731-7805

Social Security Number (###-##-####) or **Alien Registration Number** (on Permanent Resident Card) 229-65-0811

Email Address natekelmers@gmail.com

Address 6532 27th St N

City/Town/District Arlington

State/Province/County/Region VA **Zip/Postal Code** 22213

COURSE

Course or Program Name: Data Science

Total Clock Hours: 60 **Number of Weeks:** 10 **Type of Hours:** In-Person

Course or Program Start Date: 2018-01-16 **Course or Program Scheduled Completion Date:** 2018-03-22

Hours are from 06:30PM-09:30PM **On the following days:** T Th

Address where course will take place: 1133 15th St NW, Washington, DC



Enrollment Agreement

ITEMIZATION & TOTAL TUITION AND FEES

Total Cost for the Entire Program

Registration Fee Due Upon Enrollment	\$ 100.00	Non-refundable
Course Materials	\$.00	Non-refundable upon receipt
Tuition	\$ 3,850.00	Prorated upon withdrawal, per refund policy within this Agreement.
Total Cost for the Entire Program	\$ 3950	

Total Due for the Entire Program

Discount(s)	\$ 0	
Scholarship	\$ 0	
Total Due for the Entire 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	\$ 100	Non-refundable
Deposit Due Upon Enrollment	\$ 150	
Total Due Upon Enrollment	\$ 250.00	

Remaining Balance

Remaining Balance Due After Course Start Date	\$ 3,700.00	Funding Source 1	Student/self
Method of Payment	Credit Card	Funding Source 2	

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 7 days after the course start date.

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 balances are 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 or seven days after enrollment, 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

If a student begins instruction and withdraws or is discontinued for any reason after instruction begins prior to completion of sixty percent (60%) of the scheduled program, the school shall refund to the student a sum which is the exact pro rata portion of tuition unexpended by the student, rounded to the nearest ten percent (10%), less any unpaid non-tuition charges owed by the student for the period of enrollment for which the student has been charged, and less the registration fee.

The prorated amount shall be determined by the ratio of the number of weeks or lessons in series of instruction completed by the student to the total number of weeks or lessons of instruction offered. Any portion of a week's attendance by a student shall be considered a full week's 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.

The amount of the refund shall be calculated based on the date the student notifies General Assembly in writing of the student's withdrawal or as of the last date of attendance, whichever is later.


All refunds will be paid within 30 days of withdrawal. For the purposes of determining the date of withdrawal, the date shall be the earliest of (i) the date on which the student gives written notice to General Assembly or (ii) the date on which the student is deemed to have withdrawn.

Attestation

I understand that this is a legally binding contract and its terms and conditions are not subject to modification by oral agreement. My signature below certifies that I have read, understood, and agreed to the terms and conditions of this contract, 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.

Nathan Y Kelmers

Printed Name of Student

DocuSigned by:

 0F8F9E7F89614F6
 Signature of Student

1/10/2018

Date

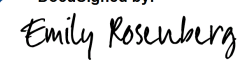
Authorized School Representative:

As the authorized representative of this school, I hereby agree to the conditions set forth herein.

Emily Rosenberg

Admissions Producer

Printed Name and Title of School Official

DocuSigned by:

 2D497D92B4974D4
 Signature of School Official

1/4/2018

Date



PAYMENT SCHEDULE FOR D.C. STUDENTS

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

1/4 Payment Plan

DS
NIK

Payment Plan	Upfront Payment (Registration Fee + Deposit)	Payment Schedule
1/2 Payment Option	All students pay an upfront payment of \$250 within 24 hours of enrollment.	1/2 due 7 days after course start date 1/2 due a month after previous payment
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 after course start date 1/3 due a month after previous payment 1/3 due a month after previous payment
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 payment 1/4 due a month after previous payment

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

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) Nathan Yi Ougene Kelmers

Phone Number 703-731-7805
(###-###-####)

Email Address natekelmers@gmail.com

Billing Address 6532 27th St N

Billing City/Town/District Arlington

Billing State/Province/County/Region VA

Billing Zip/Postal Code 22213

Checking / Savings Account - not yet available

☐ Checking ☐ Savings

Name on Account: _____

Bank Name: _____

Account Number: _____

Bank Routing Number: _____

Bank City/State: _____

Credit Card

☐ Visa ☐ MasterCard
☐ Amex ☐ Discover

Cardholder Name: Nathan Y Kelmers

Account Number 4302
(last 4 digits): _____

Expiration Date: 10/21

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:

0F8E9E7F80614F6
Signature of Student

1/10/2018

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.