



# PER SCHOLAS

## 2025 Per Scholas Enrollment Agreement

### Course Overview

This course provides learners with the necessary technical and career development skills, as well as job attainment assistance, to launch a career in tech. Every effort will be made to assist each graduate with an opportunity for employment in the tech sector. While job attainment assistance may be provided, it is understood that Per Scholas cannot promise or guarantee employment to any learner or graduate. Learners are required to commit for the full length of the course, and if applicable, sit for the appropriate certification exam(s) to be considered a Per Scholas graduate. All learners will receive a detailed syllabus for their specific training course that outlines learning objectives and provides a content-based calendar.

### Learner Expectations

- All onboarding documentation must be completed and submitted by the specified deadline. Failure to do so may result in your removal from the course.
- Adhere to the class hours set forth by your instructor for the duration of the training.
- Class participation is mandatory and is averaged into your final grade; stay engaged in class discussions, assignments, and projects.
- The instructor will monitor learner activity and presence throughout the day, so it is extremely important that you participate in class discussions, assignments, and projects.
- Work schedules and/or any other activity that conflicts with class time or class participation will not be permitted.
- Maintain integrity: All submitted assignments, quizzes, and tests must be the learner's own work, so it is imperative to adhere to the Per Scholas Plagiarism Policy.
- Plagiarism is taken very seriously at Per Scholas, and any identified instances will not be tolerated. Depending on the severity and frequency of the plagiarism, the consequences may include one or more of the following - warning, academic penalty, and expulsion.
- Any Artificial Intelligence (AI) tools i.e. ChatGPT, Gemini, Copilot, etc. must be authorized/approved by the instructor. Learners using AI tools that are not approved on assignments will get a "zero" on the assignment and possible dismissal from the course.
- Maintain professional and appropriate behavior at all times.
- Be respectful of instructors and peers at all times.
- Proactively communicate any issues with your instructor or campus staff immediately (*including but not limited to connectivity, technology, or personal issues that might impact punctual attendance*).
- Dress according to the Per Scholas dress code for all courses, whether on-premise, remote, and/or hybrid courses.
- Complete coursework by or before the assignment due date listed on the syllabus and/or Canvas.
- Limit extraneous computer activity (text/chat, etc.) regardless of whether on-premise, remote, or hybrid.
- Submit all required enrollment documentation by the specified due date. Failure to do so may result in dismissal from the course.
- Seat offer acceptances are contingent upon learners meeting **all** minimum requirements, including residence. Learners must reside within eligible distance from the campus or within eligible National Remote areas. If your residence changes at any time during your matriculation at Per Scholas, you agree to inform staff and acknowledge that such a change may affect your eligibility to continue participating in our training program.

### If in a Remote Learning Space:

- Have a clean space, clear of clutter, and distractions, before logging in.
- Proactively communicate any connectivity, technology, and personal challenges with your instructor(s) immediately.

- Log in using a headset or headphones with a microphone.
- Log in with your name, not an avatar or nickname. Your preferred pronouns can be in the parenthesis for your zoom display. If your preferred name differs from the legal name used on the application, please inform Per Scholas staff so we can ensure we are respecting your name preference. If you have had a name change since applying to Per Scholas, it is recommended that you advise your Recruitment & Admissions Specialist as well as your instructor(s) of this information, so that our records can be updated accordingly.
- Remain on camera the *entire* time for all classroom instruction, labs assessments, and group work. Failure to be on camera could result in being marked tardy or absent.
- Ensure that no items that could be considered offensive be visible in the background of the workplace.
- Connect from a location with little to no background noise.
- Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.
- Learners should keep themselves on mute during the class unless called upon by the instructor, to reduce distractions from any background noise.
- Learners are expected to keep their phones silent at all times and should not engage in other devices during class time.

## Typical Class Schedule:

### Full-Time

- Classes are held every day, Monday - Friday.
- Each day consists of a 7-hour day, with 5.5 hours dedicated to class time.
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.

Per Scholas instruction is a mixture of technical and professional development. The exact schedule varies per course. Outside of the class time, learners are expected to dedicate up to 2 hours daily for homework and review.

- Additional academic support is available on an as-needed basis and will be detailed in the course syllabus. (See *Mandatory Tutoring Policy*.)

### Part-Time

- Classes are held on several days throughout the week and can take place during the mornings, afternoons, evenings, and/or weekends.
- Each class day consists of a specified block of hours, which includes instruction, assigned breaks, and tutoring.
- There will be days/hours dedicated to technical instruction as well as professional development.
- Additional academic support is available on an as-needed basis and will be detailed in the course syllabus. (See *Mandatory Tutoring Policy*.)

Outside of the class time, learners are expected to dedicate up to 2 hours daily for homework and review.

- Lunch breaks are generally scheduled, and the time allotted may vary depending on the length of class. Additional breaks may be given throughout the day.

## Per Scholas Guidelines and Policies

All learners are expected to adhere to the following guidelines and policies:

### Attendance Policy [In-Person/Hybrid/Remote]

Attendance is imperative in order to maintain academic requirements and successfully complete this course.

- Learners are expected to arrive on time and be ready to begin class promptly. This applies to all types of courses, whether on-premise, remote, and/or hybrid.
- Learners are expected to attend class for the full day whether on-premise, remote, and/or hybrid courses.
- If a learner foresees challenges with arriving to class before the start of training, they must email or call a site staff member if they are going to be late or absent.
- Anyone entering the classroom *after the designated start time or leaving class early* will be recorded as late. Individuals will also be recorded as late if they return from breaks and/or lunches after the return time designated by the instructor.
- Individuals will be recorded as tardy or absent if they do not arrive to class as scheduled.
- Communicating to a site staff member that you will be tardy or absent **does not excuse the tardy or absence**. This is what the allotted tardies and absences are for.
- Learners should not be working, driving, or otherwise distracted and unable to fully participate in the class.
- The below chart outlines the allotted absences and/or tardies for classes that follow our typical schedules, and is based on the length of the class:
- **Missing 50% or more of the scheduled daily class time will result in an absence. Missing less than 50% of the scheduled daily class time will result in tardiness.**

Class Duration	Allotted Absences	Allotted Tardies
18+ weeks	4 days	5 tardies
15 - 17 weeks	3 days	4 tardies
12 - 14 weeks	2 days	3 tardies
Less than 12 weeks	1 day	2 tardies

Learner's time and attendance will be monitored by the Instructor and Professional Development Coach. Once a learner has one remaining late or absence, the learner will be issued a written warning via email that outlines their current attendance status based on the above chart. Additionally, once they've accumulated the allotted number of tardies or absences, they will be placed on probation for attendance and reminded that if they are absent or tardy again they may be dismissed from training.

### Attendance Policy Exceptions [In-Person/Hybrid/Remote]

While the attendance policy is designed to ensure learners have intentional access to instruction and hands on learning opportunities, there are four exceptions to the attendance policy. Learners will be provided bereavement, civic time, immigration or public benefit appointment, and military service time off; this missed time will not count against the allocated absence/tardy for the course. It is imperative for learners to be proactive in communicating known absences as soon as possible to their instructor and coordinate with instructional staff to determine a suitable plan that ensures the completion of any necessary coursework. Learners are not absolved to complete their coursework should any request be made and approved.

- **Bereavement Leave:** Learners are permitted bereavement leave for the death of an immediate family member. Learners will receive up to 3 days without attendance penalty. Members of immediate family include: spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners. Learners must inform their instructor if they will be absent, and complete all missed work within 1 week of returning to the classroom. If a learner's leave extends more than the allotted days, they may be asked to withdraw and will have the opportunity to re-apply for consideration in a future class.
- **Civic Time Off:** Learners will receive a ½ day to participate in any municipal, county, state or federal election, general primary or special primary without an attendance penalty. Learners must inform their instructor they will be absent, provide documentation, and complete any missed work by the close of the instructional week. In addition, if a learner is summoned for jury duty, they will receive time off to participate in the jury selection process without attendance penalty. Learners must inform their instructor of the summons, provide documentation and complete any missed work by the close of the instructional week. If a learner is selected for a jury, they will be asked to withdraw and will have the opportunity to reapply for consideration in a future class.
- **Immigration and Public Benefit Required Appointments:** Learners can receive a ½ day excused tardy per month to attend a required immigration or public benefit related appointments without an attendance penalty. To facilitate this process, learners must notify their instructors in writing at least 48 hours in advance of the anticipated meeting date.. Instructors will provide access to missed instruction and all assignments during the time of excused absences. Learners are required to complete all missed work within 48 hours.
- **Military Service Requirements:** Guard and reserve obligations may impact attendance. Learners are granted excused absences, allowing 1 day a month to fulfill weekend guard and reserve obligations. Additionally, any supplementary time required to meet these obligations will be assessed case-by-case. To facilitate this process, learners must notify their instructors in writing at least 48 hours in advance of any anticipated absences. Instructors will provide access to missed instruction and all assignments during the time of excused absences.

### Military Service

Members of the Armed Forces enrolled at Per Scholas may be readmitted under conditions where they are temporarily unavailable or need to suspend enrollment due to their service commitments. If a learner has to withdraw prior to successfully completing their course, they will have the opportunity to re-apply for consideration in a future class.

- Note: Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.

## General Rules

- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, may result in immediate dismissal from the course. At no time will learners use their computer or one provided to them for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Under no circumstances should learners solicit funds, request donations and/or favors from other Per Scholas learners or Per Scholas staff.
- Learners are prohibited from recording cohorts by any means without explicit authorization. Unauthorized recording may result in civil and/or criminal liability.
- Loaner Laptop MUST be returned upon withdrawal, dismissal, or at the end of the cohort.
- Learners certify that the information provided on their application is true. Any intentional falsification of information may result in immediate dismissal or removal from the course. This includes but is not limited to, any and all enrollment documentation, such as Proof of Address, Proof of Education, etc.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate dismissal from the course.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who are visibly under the influence of drugs or alcohol may result in immediate dismissal from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; learners should be aware that decisions regarding drug use during the course period may affect their future employability. No possession of alcohol or illegal drugs is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site, building, or remote learning environment. Smoking is allowed in designated places only with the appropriate disposal of smoking-related trash, i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy may result in dismissal from the course.
- Possession of any dangerous weapon while in the building or classroom setting will result in immediate dismissal from the course. Threatening, intimidating, or physically harming any staff, affiliate, or fellow learner will result in immediate dismissal from the course.
- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Learners that are deemed disruptive, argumentative, or unprofessional may be removed from the training.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional and not permitted. This applies to the entire building, any areas surrounding the building, and at any corporate engagement events provided as part of the training at any corporate provided facilities, and on all digital communication channels used for Per Scholas purposes. Inappropriate comments and conversations are not allowed at any time. Any discriminating or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, gender identity, sexual orientation, disability or other identity markers are grounds for immediate dismissal from the course.
- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff in danger will result in immediate dismissal from the course.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.
- Learners participating in onsite activities or learning are required to comply with building and office rules, including participation in fire drills, temperature screenings, and mask mandates.
- Seat offer acceptances are contingent upon learners meeting **all** minimum requirements, including residence. Learners must reside within eligible distance from the campus or within eligible National Remote areas. If your residence changes at any time during your matriculation at Per Scholas, you agree to inform staff and acknowledge that such a change may affect your eligibility to continue participating in our training program.

## Professional Dress Code

When attending class you are expected to dress in business casual attire (see examples below). Some professional development days will require business professional attire (see examples below).

### Business Casual Attire:

**Examples:** Collared shirts, polo shirts, sweaters, blouses, dress shirts, dress pants, slacks, khakis, skirts (knee-length or longer), flats, low-heeled shoes, dress shoes.

### Business Professional Attire

**Examples:** Suits, dress shirts, ties, professional dresses, blouses with blazers, dress shoes.

**Casual Days:** Your instructor may occasionally designate "casual" days. On these days, you may wear business appropriate casual attire. clothing must be clean, in good condition, and appropriate for a casual work environment. Athletic attire, shorts, or leggings are not permitted.

If you are dressed outside of the guidelines listed above, a staff member will provide a coaching session to support you in adhering to the dress code. Ongoing failure to adhere to these guidelines (more than 3 coaching conversations) will result in the learner being reviewed for possible

dismissal from the cohort.

## Professional Behavior

- Discriminating or derogatory remarks or behavior against another learner or staff based on age, religion, culture, disability, race, gender identity, sexual orientation, or other identity markers are grounds for immediate dismissal from the course. Offenders will also be barred from accessing job attainment support, alumni programming, Learner Support Team support and will be ineligible for re-enrollment in future training.
- Learners who engage in non-Per Scholas-approved forums or discussion boards, such as Discord or Telegram, do so at their own risk. Per Scholas is not responsible for any situations or issues that arise from participation in these unofficial platforms.
- All enrolled learners are required to create a professional Google email address.
- While in all Per Scholas spaces, both in-person and remote, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace. Additionally, any form of sexual harassment or physical assault will not be tolerated and will result in immediate disciplinary action, up to and including dismissal from the course.
- Cell phones are to be silenced and not in sight during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Learners enrolled in training will be provided with approved study materials. Materials that are not CompTIA or Per Scholas approved may not be used before written approval. Any newly found study materials should be submitted to the instructor for approval. Anyone found cheating or using or passing around unauthorized materials may be dismissed from training.
- Supplementary materials such as a bookbinder, USB storage drive, pens, and notebooks are the responsibility of the learner. Any materials issued to the learner must be brought to class daily.
- Inappropriate use of Per Scholas technology is prohibited. Under no circumstances should a learner surf any unrelated non-IT websites. While using Per Scholas technology, learners may only access websites as directed by their instructor or staff. Entering any unauthorized website may result in immediate dismissal from the course.

## Academic Performance

Learners will be required to maintain a 70% exam average as indicated in the Course Outline, including passing the Job Readiness Assessment.

## Mandatory Tutoring Policy

If a learner is struggling with their grades, prior to dismissal from the training course, mandatory tutoring sessions will be required in order to get the learner's exam grade point average (GPA) at or above 70%.

- The same day a learner's exam GPA falls below 70%, the technical instructor will issue a probation letter requiring the learner to achieve an average score of at least 70% on their next 2 exams.
- If a learner's overall grade doesn't improve (overall grade at or above 70%) in the next two (2) assessments, it may result in dismissal from the course.
- As a condition of probation, the learner must participate in tutoring every day Monday-Friday, until the required exam GPA is obtained. Dates and times are set by the instructor and documented in the course syllabus. Learners must complete all coursework assigned as part of tutoring.
- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from training. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the training course.

## Learner Technology

### Technology Access

All learners participating in an In-Person Training course will have access to a Per Scholas laptop or desktop to be used during training hours.

All learners participating in a Remote Training Course will be expected to log in from home during regular class hours via Zoom. Learners will be required to have a Zoom account; to create a free account log onto <https://zoom.us/freesignup/>. In order for remote or hybrid learners to access all course materials, learners will need the following **as a minimum:**

- regular internet access - Speed of 20/mpbs+
- a desktop or laptop with the following:
  - **Operating Systems:**

- Windows 10 / 11 is accepted in all courses.
- Mac OS is accepted for Java and SE courses only.
  - (Mac OS version 10.15 - 11)
- **Hardware Specifications:**
  - CPU: Intel i5 quad-core
  - RAM: 8 GB
  - Storage: 250 gb HD / SSD with 50 GB free
  - 100 gb of available storage or greater (200 gb required for Cybersecurity)
  - Webcam with Microphone or Webcam+headset

\*Some courses may have additional requirements such as a greater amount of RAM and storage.

## Technology Equipment Kits

To provide an innovative, hands-on learning experience, Per Scholas has permanent tech kits available that will remain in the classroom. Tech kits are available only for certain courses. This only applies to in person classes.

### Loaner Equipment

Learners who receive loaned equipment from Per Scholas understand that they must secure any and all loaned devices when not in use. All learners with equipment will report any damage, loss, or theft immediately to a Per Scholas team member. In the case of theft or loss, Per Scholas cannot replace the item; the learner will be required to secure backup equipment or will need to withdraw from the class for the duration of the training. In the case of theft, learners must obtain a police report identifying the item or items stolen and immediately report the theft, with the associated police report, to Per Scholas.

### Loaner Equipment Return

If a learner does not have the necessary equipment specifications listed above, they may be given a loaner laptop. Once a learner completes the training, withdraws or is dismissed, the learner has 72 hours to return the equipment to Per Scholas by bringing it to the local site or by mailing it to the office with the prepaid label provided to the learner/graduate. Learners who fail to return the equipment within the allotted time frame may be subject to restitution.

## Consents & Acknowledgements

### CONSENT TO NON-FRATERNIZATION POLICY

To create an effective, safe learning environment, Per Scholas requires all learners and staff members to maintain a professional and ethical relationship at all times. Learners are prohibited, under any circumstances, to engage in any improper fraternization or personal, romantic relationships with other learners or staff members during training. Inappropriate behavior includes, but is not limited to:

- flirting
- making suggestive comments
- dating
- requests for sexual activity
- physical displays of affection
- giving inappropriate personal gifts
- engaging in sexual contact and/or sexual relations.

Any learner who believes that he/she has been subjected to inappropriate behavior as enumerated in this policy by a Per Scholas learner or staff member, or any third parties who have knowledge of or witness any possible occurrence of inappropriate fraternization, shall report the incident to the Site or Managing Director. If the incident involves the Site or Managing Director, the learner shall report to the Chief Training Officer, or the designated individual in the interim role, if applicable. In all events, such reports shall be forwarded to the Director of Human Resources for further investigation; the anonymity of the complaints will be maintained during the investigation. Per Scholas shall promptly investigate all complaints of inappropriate fraternization and take prompt corrective action to stop such conduct if it occurs. Per Scholas prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate fraternization.

You hereby consent and agree to comply with Per Scholas' Non-Fraternization Policy, which requires that all training enrollees and staff members maintain professional and ethical relationships at all times.

### CONSENT TO RECORD COURSE

You understand that the audio and video portions of the Per Scholas training course you are participating in are being recorded by Per Scholas.

You consent to the use of these recordings for 1) use by instructors and learners to refer to and review during the course of the training, and 2) for Per Scholas' own quality improvement purposes. These recordings will not be used or shared externally unless required to do so pursuant to subpoena, judicial action or national, state or local governmental regulations or requirements.

### **CONSENT FOR RELEASE OF PERSONAL INFORMATION**

As a condition of enrollment in any Per Scholas course, the undersigned hereby permits and authorizes Per Scholas, Inc. (PS) to release my personal information to other organizations in order to do one or more of: (i) obtain employment for me, (ii) satisfy requirements for information from organizations which funded in whole or in part the cost of the education I have received, or may be eligible to receive, from PS, (iii) respond to requests for information from government agencies that regulate PS, (iv) conduct research on behalf of PS for the purpose of improving PS course offerings and/or analyzing PS course success rates, (v) secure additional funds for current or future PS services or courses, (vi) enable PS to provide services to me which I have requested, and/or (vii) other business purposes as PS deems necessary. This information may include but is not limited to,, name, age, date of birth, race, social security number, my income, employment status, resume, address, and other information that may otherwise be confidential. PS will request that the recipients of any such information which is identifiable keep such information confidential, but PS cannot guarantee that such recipients will do so. Personal information does not include aggregated or de-identified information.

PS will never sell such information (if identifiable to the undersigned) to any other person or entity and will not use such personally identifiable information for marketing purposes.

The undersigned hereby instructs any credit reporting agencies selected by PS to supply to PS credit reports regarding the undersigned as and when PS so requests for the purposes of verifying my employment post program completion. In addition, the undersigned consents to PS obtaining employment and salary information and history directly from employers or other sources of such information post graduation.

It is understood that the undersigned may revoke this consent at any time after the termination of the course in which they are enrolled. Any such revocation will only apply to disclosures occurring after such revocation and may result in the termination of any future education or trainings. In addition, where a learner record at any time during a learner's participation in the program is tied to funding, such revocation will take effect at the latest of either:

- (1) learner withdraws or is dismissed from the program; or
- (2) once all disclosures required by the funder are complete

It is understood that the undersigned must inform PS via email to [admissionsadmins@perscholas.org](mailto:admissionsadmins@perscholas.org) of any corrections needed to be made to such information, in which case PS will correct its records as requested.

PS complies with all laws regulating the disclosure of personal information of others and will do its best to maintain the confidentiality of such information, subject to the above consent.

In addition, Per Scholas must comply with any lawful request by any governmental agency or Court of competent jurisdiction, and the above revocation shall not apply in such instances.

### **CONSENT TO PHOTO AND VIDEO RELEASE**

I hereby permit and authorize Per Scholas and its employees, representatives, contractors, and personnel who are acting on behalf of Per Scholas to the use and reproduction of and all photographs, digital images, video recordings, or audio recordings made of me in conjunction with my image, likeness, and/or appearance.

I permit and authorize photographs, digital images, video recording, or audio recording of me to be used in their entirety and/or edited versions as deemed necessary by Per Scholas, including the use of images, video and/or audio recordings on websites, social media, or in Per Scholas's marketing materials, advertisement, and publications and waive any right of compensation or ownership thereto.

I further agree that the use of any photographs, digital images, video recordings, or audio recordings of me confers upon me no rights of ownership whatsoever. I release and forever discharge Per Scholas and its employees, agents, representatives, contractors, and personnel who are acting on behalf of Per Scholas from liability for any and all claims, demands, actions, and causes of action, whether known or unknown, that I or any third party have now or may have in the future in connection with the use of any photographs, digital images, video recordings, or audio recordings of me.

By my signature below, I acknowledge, understand, and agree to the above release, waiver, and authorization to permit Per Scholas to use any and all photographs, digital images, video recordings, or audio recordings made of me in conjunction with my image, likeness, and/or

appearance.

#### **JOB ATTAINMENT ACKNOWLEDGEMENT (FOR PARTNERED CUSTOMIZED COURSES ONLY)**

- You confirm that you are genuinely and in good faith interested in possibly working for our employer partner and their clients, and therefore, if selected, will interview in good faith for such employment with that company.
- As a part of the employer partner's interview process, you may be asked to submit to a background check and/or drug screen and acknowledge you will in good faith follow through with the company's hiring processes.
- You acknowledge that our employer partner is the decision-maker in interview eligibility, and agree to give any interviews or job offers extended by them within 45 days of graduation primary consideration.
- At the end of the 45 day period, if not selected for a position with our employer partner but otherwise in good standing with Per Scholas, you become eligible for additional Per Scholas alumni career services assistance outside of that employer partner.

#### **ENROLLMENT AGREEMENT ACKNOWLEDGEMENT**

I have read the Enrollment Agreement and agree to follow the guidelines and policies as a learner at Per Scholas. I understand that by signing this Agreement, I agree to, and am responsible for adhering to the **entire aforementioned** course guidelines and policies.

Signed by **Deepa Ponnusamy**

**kpdeepa1980@gmail.com**

Signed on **09/16/2025 12:56:43 PM**