



STUDENT DOCUMENTS

Sign and return to Hackbright Admissions:
Student Agreement, Ethics Requirements,
Code of Conduct, Alcohol & Guest Policy,
Personal Property Policy

STUDENT AGREEMENT:

Software Engineering Program - June 2018 (South Bay)

This **Student Agreement** is made between **Hackbright Academy, Inc. (Hackbright Academy)**, hereinafter called the **School**, and Shirley Chan, hereinafter called **Student**. This agreement is legally binding upon the signing of this agreement by Student and acceptance by Hackbright Academy. Student requests enrollment in the *Software Engineering Program* consisting of **12 weeks** or **480** clock hours of training beginning on **June 4, 2018** and scheduled to complete on **August 24, 2018**.

COURSE SCHEDULE AND PROGRAM:

Hackbright Academy is committed to providing hands-on training in their classroom located at 3120 De La Cruz Blvd., Building 3120, Suite 200, Room #255, Santa Clara, CA 95054 to Student Monday through Friday from 10 a.m. to 6 p.m. during the training period. Training will be a combination of lectures, curated content, exercises, challenges, and code reviews. Training is student driven and instructor led. There is no requirement for after-hours work, but it is expected that because of the intense nature of the training, Student may need to work evenings and weekends. Successful graduates of the course will receive a Certificate of Completion in *Software Engineering Program*.

Administrative Offices and the Main Campus are located at: **683 Sutter Street, San Francisco, CA 94102**

TUITION FEES AND POLICIES:

Tuition for the program is **\$16,895**. Student understands that they will be submitting a **\$250** non-refundable registration fee that is due **upon enrollment**. Finance will be confirming the due date in a follow up email once the student agreement has been received. The remaining tuition balance of **\$16,645** is due in the following weeks unless other arrangements are made.

ITEMIZATION OF TOTAL TUITION AND FEES

Registration Fee (non-refundable):

Student Tuition Recovery Fund (STRF) Fee (non-refundable):	\$250.00
Tuition Fee:	\$0.00
SCHOOL HAS RECEIVED:	\$16,645.00
BALANCE OWED:	\$0.00
	\$16,895.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$16,895.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAMS: \$16,895.00

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

The following additional fees (if applicable) apply to all students:

- \$25.00 returned check fee

Late fee (30 days after a payment is missed):

- 1% of the amount outstanding



STUDENT TUITION RECOVERY FUND (STRF) (non-refundable charge)

Students must pay the non-refundable 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 of 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 program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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. This agreement is a legally binding instrument when signed by the student and accepted by the school.

Shirley Chan

Student Signature

5/17/2018 10:34:27 AM PDT

Date

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements of the California Education Act of 2009.

Dori E. Grant

School's Admission's Officer

3/20/18

Date

Director of Admissions

School Title



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STUDENT'S RIGHT TO CANCEL

The Student has the right to cancel this enrollment agreement, without any penalty or obligation, through attendance at the first class session or seven days after enrollment whichever comes later. Cancellation is effective when the student provides a written notice of cancellation. 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. 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. If the Enrollment Agreement is canceled the school will refund the student any money she paid, less the \$250 nonrefundable registration, within 30 days after the notice of cancellation is received. Cancellation requests must be submitted in writing to Dori Grant, Director of Admissions, **Hackbright Academy, 683 Sutter Street, San Francisco, CA 94102**, admissions@hackbrightacademy.com.

WITHDRAWAL

You may withdraw from the school 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 of instruction when any of the following occurs:

- The student notifies the institution in writing of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The notification is effective when Hackbright Academy receives notice, or the date the notice is mailed, whichever is sooner. The failure of a student to immediately notify the school in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to state laws.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 4 class meetings without prior approval.

The official termination date of enrollment shall be the student's last day in class. Students who withdraw due to an emergency, such as personal or family illness or national service, may be reenrolled into another Hackbright Academy course following approval by the Program Director.

REFUND

All refunds will be paid within 30 days of withdrawal. Refunds will be less a \$250 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. Hackbright Academy does not participate in federal or state financial aid programs. 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.

If a student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state 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 garnishing an income tax refund; and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

TERMINATION OF THIS AGREEMENT

Hackbright Academy reserves the right to terminate Student's training at any point and remit a prorated refund as described above.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hackbright Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Software Engineering Program 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 Hackbright Academy to determine if your certificate will transfer.

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: SC

REPORTING REQUIREMENTS

For internal performance metrics, Hackbright Academy tracks the job placement rate and average salary of our graduates. As such, the Student agrees to provide to Hackbright Academy a signed copy of the employment offer letter for Student's first job after completing the program. Hackbright Academy will not publish the Student's personal individual information without his or her consent.

MEDIA AUTHORIZATION

I authorize Hackbright Academy to record me via video tape, video camera, film, photograph or any other medium now or hereafter existing, and to record my voice, conversation and sounds, including any acts, performances and quotes by me (collectively, the "Recordings") during my training, and I grant Hackbright Academy the irrevocable right and license to use, and to license others to use, my name and biographical material concerning me, and all rights in and to the Recordings, without additional compensation to me, in any manner or medium, whether now known or hereafter developed, throughout the universe and for an unlimited number of times in perpetuity, in connection with the promotion, advertising, sale, publicizing and exploitation of any products, services or programs of Hackbright Academy or for any other commercial purposes in furtherance of Hackbright Academy's business. I waive any right of inspection or approval of the Recording or the uses to which such Recordings may be put. I acknowledge that Hackbright Academy will rely on this permission and may incur substantial costs thereby, and I hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the rights and permissions granted hereunder.

RETURN SIGNED AGREEMENT

To accept admission into the Software Engineering Program, please sign and send back this agreement to admissions@hackbrightacademy.com.

QUESTIONS

For general questions about our program and admissions, contact Dori Grant, Director of Admissions at dori@hackbrightacademy.com.

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 Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov; toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education (BPPE) 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 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.

Shirley Chan

Student Signature

5/17/2018 10:34:27 AM PDT

Date



HACKBRIGHT
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The Engineering School for Women

Revised 4/11/2018

ETHICS REQUIREMENTS

These expectations span the entire Hackbright Academy Software Engineering Program, and apply to any code that a student writes during the program. The violation procedure described below will take effect should any student fail to meet these expectations.

GENERAL ETHICS

Students at Hackbright Academy are expected to be truthful when representing code as their own. Students must not attempt to access solutions to challenges or assessments prior to completing them. Students also must not work collaboratively unless expressly instructed to do so (i.e., pair programming). Students must not present code written by someone else as their own. Wherever resources other than Hackbright lectures or exercises are used in completing an assignment, students must cite any resources referenced as thoroughly as possible, either as a code comment or in an email to the education staff.

ETHICS FOR SKILLS ASSESSMENTS

Rationale: In order to assess student progress in the program, all students are required to complete a series of weekend skills assessments. These skills assessments consist of coding problems designed to help students review and practice the material covered throughout each week of the program. Completing skills assessments will help each student check in on her understanding of the material, and enable the education staff to be aware of students' learning needs.

Students are welcome to use lecture notes, lab exercises, and any other course materials to complete these skills assessments. Additionally, Hackbright Academy highly encourages students to use the official documentation for the technologies taught (e.g., Python docs and Flask docs). Students are also allowed to use other publicly-available information and materials to help them complete the skills assessments.

However, regardless of the resources used to complete the skills assessments, each student must be the primary author of all code that she submits. This means that each student must be able to explain each line of code if asked to do so, and should be able to outline how and why her solution works (or does not work). Students may not submit solutions that they do not understand, or that were written by someone else.

ETHICS REQUIREMENTS (CONT.)

Resources used to help complete skills assessments must be cited as a comment in the submitting-student's code. It is not, however, necessary to cite anything from the Hackbright Academy Software Engineering Program curriculum.

Lastly, skills assessments are independent assignments. Students must not complete skills assessments in a group setting with peers or other software engineers.

ETHICS FOR HACKBRIGHT PROJECTS

Rationale: Hackbright Academy structures the latter half of its program to focus heavily on an independent, meaningful software development project, in the belief that a great deal of learning comes from working deeply on a solo project. These projects encourage each student to branch into technologies and algorithms that are interesting to her, and helps prepare her to manage the process of a multi-week software project.

Students are encouraged to work with others—including Hackbright mentors and Hackbright staff, but also casual mentors, friends, and family members—to develop ideas and solutions for their projects.

However, the work each student presents must be fundamentally her own. Accordingly, Hackbright Academy enforces the following Demo Night/Project Season Honor Code Policy:

Students may get ideas, technology suggestions, and code snippets from other people, but the majority of the code in each student's project must be written directly by that student, and all code in the student's project must be clear to her and understood by her.

A student may get help coding from others, but must not present extensive work that is fundamentally not her own. As an example: a student may ask a mentor or friend for advice on how to structure part of her program or for help with a hard function. Likewise, a student may use example code from books and websites or to integrate libraries. However, it is unacceptable for a student to have someone else write substantial portions of her project.

Hackbright Academy education staff will talk with each student about her project, and may provide code reviews as the student's project progresses. During that time, students may be asked to explain their code and to identify those parts which they wrote and those parts on which they received help. These consultations are intended to both help deepen students'

ETHICS REQUIREMENTS (CONT.)

understanding of good programming style and practices and to ensure that students' projects are in line with Hackbright Academy's ethical standards.

If a student has concerns about whether her project work falls within these guidelines, she should talk with a member of the Education Team.

VIOLATION PROCEDURE

A student who commits an ethics violation may be declared ineligible for the program and removed. Severe violations that may merit dismissal from the program include, but are not limited to plagiarism on a skills assessment, plagiarism on an independent project, and working collaboratively on an independent skills assessment.

If a violation does not merit dismissal, an education staff member will issue a formal warning to the student stating that the violation has taken place. If the violation occurs in a skills assessment, the student will also be required to complete an alternative assignment. A student who commits multiple ethics violations may be declared ineligible for the program and removed.

THE HACKBRIGHT ETHICS PLEDGE:

I, Shirley Chan, assert that I will comply with the spirit and letter of the Hackbright Academy Ethics Requirements. The code I present as mine will be personally written by me. I will clearly identify where others have contributed to any code that I submit during the Hackbright Academy Software Engineering Program. All code that I submit during the Hackbright Academy Software Engineering Program will be clearly understood by me. I will not present as my own any code written by another person.

Shirley Chan

Signature

5/17/2018 10:34:27 AM PDT

Date



HACKBRIGHT
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CODE OF CONDUCT

Hackbright is a space for women who want to learn more about software engineering. We are a diverse community in many ways, including educational background, ages, races, ethnicities, abilities, and sexual orientations. We are also a program that is inclusive of all people who currently identify as women or for whom a female identity has been important in their life. As such, we also welcome transgender, agender, and genderqueer/nonbinary-gender students in our programs. Our staff include other gender identities, as do our speakers, mentors, and guests in our evening and weekend programs. We strive to make this space welcoming for everyone in our audience. We have a set of community guidelines which cover our expectations for making this space safe. If you have concerns about our guidelines or would like to report a violation, please talk with any member of our education team or confidentially email conduct@hackbrightacademy.com.

Hackbright Academy is a community which encourages learning, collaboration, and engagement in the developer community. We value the participation of each member of the community and want everyone involved to have an enjoyable and fulfilling experience. Accordingly, all members are expected to show respect and courtesy to others at all times.

To make clear what is expected, all Hackbright team and community members are required to adhere to the following Community Guidelines. Organizers will enforce the guidelines in Hackbright Academy's physical and online spaces.

Like the technical community as a whole, the Hackbright team and community is made up of a mixture of professionals and volunteers from all over the world, working on every aspect of the mission – including mentorship, teaching, and connecting people.

Diversity is one of our huge strengths, but it can also lead to communication challenges and unhappiness. To that end, we have a few ground rules that we ask people to adhere to. This code applies equally to founders, mentors, and those seeking help and guidance.

This isn't an exhaustive list of things that you can't do. Rather, take it in the spirit in which it's intended – a guide to make it easier to enrich all of us and the technical communities in which we participate.

This code of conduct applies to all spaces managed by Hackbright Academy. This includes the mailing list, events, and any other forums created by the Hackbright team which the community uses for communication. In addition, violations of this code outside these spaces may affect a person's ability to participate within them.

If you believe someone is violating the code of conduct, we ask that you report it by emailing conduct@hackbrightacademy.com.

CODE OF CONDUCT (CONT.)

BE FRIENDLY AND PATIENT. BE WELCOMING.

We strive to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability.

BE CONSIDERATE.

Your work will be used by other people, and you in turn will depend on the work of others. Any decision you take will affect users and colleagues, and you should take those consequences into account when making decisions. Remember that we're a world-wide community, so you might not be communicating in someone else's primary language.

BE RESPECTFUL.

Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. Members of the Hackbright community should be respectful when dealing with other members as well as with people outside the Hackbright community.

BE CAREFUL IN THE WORDS THAT YOU CHOOSE.

Discriminatory jokes and language.
Posting sexually explicit or violent material.
Posting (or threatening to post) other people's personally identifying information ("doxing").
Personal insults, especially those using racist or sexist terms.
Violent threats or language directed against another person.
Unwelcome sexual attention.
Advocating for, or encouraging, any of the above behavior.
Repeated harassment of others. In general, if someone asks you to stop, then stop.

CODE OF CONDUCT (CONT.)

WHEN WE DISAGREE, TRY TO UNDERSTAND WHY.

Disagreements, both social and technical, happen all the time and Hackbright is no exception. It is important that we resolve disagreements and differing views constructively. Remember that we're different. The strength of the Hackbright community comes from its varied community, people from a wide range of backgrounds. Different people have different perspectives on issues. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that it is human to err and blaming each other doesn't get us anywhere. Instead, focus on helping to resolve issues and learning from mistakes.

Thank you for helping make this a welcoming, friendly place for all.

Original text courtesy of [Django Project's Code of Conduct](#).

The Hackbright Code of Conduct:

Shirley Chan

I, _____, assert that I will comply with the spirit and
(Printed Name)
letter of the Hackbright Code of Conduct.

Shirley Chan

5/17/2018 10:34:27 AM PDT

Signature

Date



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ALCOHOL & GUEST POLICY

FOR HACKBRIGHT SOCIAL EVENTS (ON & OFF CAMPUS)

The purpose of this policy is to provide guidelines for the responsible use of alcohol during Hackbright Academy on-site events and at events associated with Hackbright Academy.

STATEMENT OF PHILOSOPHY

Hackbright Academy is committed to creating a safe and healthy learning environment for our students and staff. We disapprove of alcohol abuse, intoxication, under age drinking, and any resulting unacceptable conduct.

While the moderate consumption of alcohol may be an acceptable part of certain social activities, we have a two drink maximum for Hackbright related events, and all individuals consuming alcohol must be 21+. Underage drinking will not be permitted. These guidelines are applicable to all students, staff, and guests. If a guest is brought on-site, you are responsible for your guest while they are on-site. Thank you for helping us ensure that we stay true to our commitment of creating a safe and healthy learning environment at Hackbright Academy.

Please sign and date your acceptance of the Alcohol and Guest Policy.

Shirley Chan

5/17/2018 10:34:27 AM PDT

Signature

Date

shirley chan

Printed Name



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PERSONAL PROPERTY POLICY

FOR HACKBRIGHT EVENTS & CLASS (ON & OFF CAMPUS)

Hackbright Academy is not responsible for the loss or damage of any personal belongings while students are on campus. While we strive to maintain a safe and secure learning environment at all times, it is still advisable to keep any valuables on or near you for purposes of assurance while on campus. While you're welcome to leave a small amount of food or non-valuable belongings (i.e. water bottle, sweatshirt, books) on campus, do not leave laptops, phones, jewelry or any other valuables in the building overnight or over the weekend.

Please sign below acknowledging you have received and read the above statement.

Shirley Chan

5/17/2018 10:34:27 AM PDT

Signature

Date

Shirley Chan

Printed Name



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