



Catalogue

Australia

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Our Story

General Assembly is a pioneer in education and career transformation, specialising in today's most in-demand skills: data science, digital marketing, software engineering, design, and product management. The leading source for training, staffing, and career transitions, we foster a flourishing community of professionals pursuing careers they love.

Through innovative training and hiring programs, GA helps companies — including more than 40 of the Fortune 100 — source talent, train teams, and assess skills to identify growth opportunities. Our assessments in digital marketing, data science, and web development enable companies to benchmark their teams' competencies to identify gaps and guide investments in skill development.

Mission and Objectives

Our mission is to foster a global community of individuals empowered to pursue the work they love. Our vision is to become a company recognised around the world for building transparent pathways to industry's most transformational work. We do so by:

- Delivering best-in-class, practical education in technology, business, data, and design.
- Providing access to opportunities that build skills, confidence, and freedom in one's career.
- Growing a worldwide network of entrepreneurs, practitioners, and participants who are invested in each other's' success.

Programs

Bootcamp Courses

- Software Engineering Bootcamp
- Data Analytics Bootcamp Online
- Information Technology Bootcamp Online
- Software Engineering Bootcamp Online
- User Experience Design Bootcamp Online

Short Courses

- Data Analytics Short Course Online
- Data Science Short Course Online
- Digital Marketing Short Course Online
- Front-End Web Development Short Course Online
- Java Short Course Online
- Product Management Short Course Online
- Python Programming Short Course Online
- React Development Short Course Online
- User Experience Design Short Course Online
- Visual Design Short Course Online

Admissions Policy and Procedure

Entrance Requirements

Admission into any General Assembly course requires that the student be 18 years or older. In addition, prospective students in the following bootcamps will be required to take a course-specific admissions assessment as part of the admissions process

- Data Analytics Bootcamp Online
- Data Science Bootcamp Online
- Software Engineering Bootcamp Online
- User Experience Design Bootcamp Online

Enrolment Period & Admission Deadline

Courses are offered on a rolling basis and enrolment is open. For all courses, the admissions deadline is 24 hours prior to the first class. The only exception is in the case of re-enrolment. If an admitted student requests to enrol in a different session before the course begins, approval may be granted pending availability.

International Students and English Language Services

General Assembly does not offer visa services to prospective students from other countries or English language services. General Assembly also does not provide enrolment verifications or vouch for student status or for any associated charges. General Assembly does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by the admissions interview, receipt of prior education documentation, as stated in the Admissions Policy and/or receipt of Test of English as a Foreign Language (TOEFL) examination score of an 80 or higher for the Internet-based test, and 550 or higher for the paper-based test.

Recommended Experience

The following table outlines the level and/or type of experience recommended for maximizing success in many of GA's courses. While this experience is not required, Admissions will discuss the student background and learning goals during the admissions process to help determine if the course is a good fit.

| Course | Course-Specific Admissions Requirements |
|--|--|
| Data Science Short Course Online | Basic statistics experience and familiarity with programming fundamentals and Python programming language. |
| Data Science Bootcamp Online | Basic computer literacy, basic statistics experience, familiarity with programming fundamentals and python programming, |
| Java Short Course Online | Intermediate-level course; Recommended 1-2 years of object-oriented programming experience (e.g. Java, Ruby, Python, JavaScript) and familiarity with loops, conditional logic, control flow, data structures, functions, and variables. |
| JavaScript Development Short Course Online | Exposure to HTML, CSS, and JavaScript. |
| React Development Short Course Online | Familiarity with HTML, Document Object Model (DOM), and JavaScript. |
| Software Engineering Bootcamp Online | Basic HTML, CSS, and JavaScript experience |

General Assembly staff are online and available throughout the day and commit to responding to queries from students, instructors, and staff in a timely manner. For online students, all class sessions are recorded and can be viewed later if anything was missed as a result of a faulty internet connection.

Other College or University Transfer Agreements

General Assembly has not entered into transfer or articulation agreements with any other college or university. GA does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution.

Transfer of Previous Credit and Prior Credit Policy

General Assembly courses are not credit-bearing. While GA will review prior hours, credit, and experience, we do not typically accept hours or credits from other institutions through transfer of credit, challenge examinations, achievement tests, or experiential learning. Courses taken at General Assembly are unlikely to count as transfer credits at another institution.

Academic Policies

Homework

Students in some courses may be required to spend up to 20 hours outside of class per week working on homework/projects.

Hours

Course length is measured in contact hours. One hour of instructional time is defined as a 60-minute period.

Standards of Progress

General Assembly measures student progress through frequent homework assignments and assessments. Students are graded on a pass/fail basis. To make satisfactory academic progress, a student must:

- Receive an average of passing on all assignments at the point of evaluation as outlined in the Grading System. Homework is graded based on completion. To receive a passing grade on a homework assignment, students must complete 100% of the minimum tasks specified in that assignment.
- Receive a passing grade on all assigned course assessments as outlined in the Grading System.
- Maintain consistent attendance as outlined in the Attendance policy.

Students are formally evaluated for progress toward completion at the following point, at which they will receive a written progress report:

| Course Length | Evaluation Point |
|----------------------|---------------------|
| 32 hours / 1 week | 16 hours / .5 week |
| 32 hours / 8 weeks | 16 hours / 4 weeks |
| 40 hours / 1 week | 20 hours / .5 weeks |
| 40 hours / 10 weeks | 20 hours / 5 weeks |
| 60 hours / 10 weeks | 30 hours / 5 weeks |
| 240 hours / 12 weeks | 120 hours / 6 weeks |
| 420 hours / 12 weeks | 210 hours / 6 weeks |

| | |
|----------------------|---|
| 420 hours / 32 weeks | 105 hours / 8 weeks 210 hours / 16 weeks 315 hours / 24 weeks |
| 480 hours / 12 weeks | 240 hours / 6 weeks |
| 480 hours / 32 weeks | 120 hours / 8 weeks 240 hours / 16 weeks 360 hours / 24 weeks |

General Assembly does not have a cumulative final test or examination required for the completion of any of the courses. A statement will be furnished to students regarding satisfactory or unsatisfactory progress. To receive a Certificate of Completion from General Assembly, all standards of progress must be met.

Academic Probation and Failure

General Assembly places a student on probation that does not meet progress standards at the evaluation point. For programs less than 16 weeks, a student must make satisfactory academic progress by the next evaluation period or be dismissed. In courses over 16 weeks, students who fail to meet progress standards at the first evaluation point will be placed on probation and receive an academic plan. Students who meet their academic plan but fail to meet satisfactory academic status due to attendance or have not met the threshold of passing assignments will remain on probation and have one additional evaluation point to meet progress standards. Students who fail to meet progress standards for a course or who fail to follow steps outlined in their academic plans will be dismissed from their course.

Grading System

Course Final Grading All courses are pass/fail. Assignments are averaged to determine the final grade. Anything that meets expectations (3.0 or higher) is passing. All grades are final.

| Final Grade | Definition |
|-------------|--|
| Pass | Meets Expectations |
| Fail | Did Not Meet Expectations |
| Audit | Course participation without intention of seeking a Certificate of Completion. |
| W | Student-initiated withdrawal from a course without academic penalty |

Assignment/Assessment Grading Rubric: While all final course grades are pass/fail, the rubric is typically on a 4.0 scale to determine whether any individual assignment or assessment is passing. Specific course expectations will be included in each course syllabus. However, the general rubric guidelines for assignments and assessments are included in the table below.

| Grade | Definition | Assignment or Assessment Output |
|-------|---|---|
| 4.0 | Exceeds Expectations / Advanced | <p>The work meets all requirements at a mastery level.</p> <p>The overall work is ready to be shared as an exemplar of the ability to apply conceptual knowledge at the level of the industry standard.</p> <p>Errors are minor and don't detract from the overall quality of the work.</p> |
| 3.0 | Meeting Expectations / Proficient | <p>The work meets all requirements at a satisfactory and functional level.</p> <p>The overall work demonstrates the core conceptual understanding and application necessary to apply feedback to bring the work forward to industry standard.</p> <p>Errors are minor and don't detract from the overall quality of the work.</p> |
| 2.0 | Does Not Meet Expectations / Developing | <p>The work meets only some requirements at a satisfactory and functional level.</p> <p>Some requirements may be missing or below satisfactory in demonstrating conceptual understanding and application.</p> <p>The overall work needs development to reach industry standard.</p> |

| | | |
|-----|--------------------------|--|
| | | Errors are blocking functionality and the overall quality of the work. |
| 1.0 | Incomplete / Beginning | <p>The work meets few or none of requirements at a satisfactory and functional level.</p> <p>Many requirements may be missing or far below satisfactory in demonstrating conceptual understanding and application.</p> <p>The overall work needs major development to reach industry standard.</p> <p>Errors are blocking functionality and the overall quality of the work.</p> |
| 0.0 | Missing / Not Acceptable | Did not submit by deadline or work is incomplete at the level at which it cannot be evaluated |

Attendance

Attendance is a crucial element of the courses and is mandatory at General Assembly. The curriculum structure for each course builds on the learning and hands-on experience of prior sessions. We expect that students will arrange their personal and work schedules to give proper priority to their coursework.

Students are expected to participate in all scheduled classes or instructional activities to signify their attendance in class. For distance (remote) education courses, participation in academic instructional activities includes assignments, quizzes, labs, projects, videos, and live sessions.

Short Course Attendance Policy: With prior approval from General Assembly, students in part-time, non-accelerated courses are permitted to miss up to three excused class meetings. Students in weekend classes are permitted to miss one excused class meeting. Students in accelerated, one-week courses must attend every class.

Bootcamp Attendance Policy: Attendance will be monitored for both percentage of scheduled hours missed, and consecutive days missed. Last day of attendance for course records is updated based on attendance taken in live lectures or date of completion for academic instructional activities.

Live lectures

For live sessions, attendance is taken by instructors fifteen minutes after class begins and fifteen minutes prior to class ending.

A student is considered present if they are in the assigned classroom for the scheduled amount of time, for example, neither late for class (tardy) nor leaving before the end of class (leave early). Three late arrivals and/or early departures will constitute one absence.

However, an instructor may consider a student present who does not attend the entire class session if the amount of time missed does not exceed 50% of the class session.

A student is also considered present when they complete an attendance-bearing academic instructional activity as assigned within the classroom space.

Attendance Measurement: Percentage of Scheduled Time

Students must attend 80% or more of their scheduled hours in their course. Students must attend all live lecture sessions or make other arrangements with their instructor.

Students who fall below 80% course attendance (as defined above) may be placed on attendance probation until attendance percentages reach or exceed 80%. Only attendance hours associated with assignments, quizzes, labs, and videos can be made up. Live sessions are not recoverable.

If, at any point, it is impossible to complete 80% of the scheduled hours, the student may be dismissed from the course. Students who do not achieve satisfactory attendance in any course may earn a failing grade on their transcripts and may be dismissed from General Assembly.

Attendance Measurement: Consecutive absences

Students who have been absent from their scheduled course for more than 5 consecutive school days, not including scheduled holidays or breaks, may be administratively withdrawn from the school unless an exception is made in writing by student services.

Attendance is taken by instructors fifteen minutes after class begins and fifteen minutes prior to class ending. Any student who arrives to class more than fifteen minutes late will be marked tardy, and any student who is not present fifteen minutes prior to class ending will be marked early departure.

A class meeting is defined as the instructional hours provided on one calendar day. Students who miss more than the excused absence policies outlined below may be withdrawn.

Excused Absences

Examples of excused absences include but are not limited to student illness, death/critical illness of a family member or a significant other, critical life emergency, and religious observance. General Assembly may allow a greater number of excused absences in exceptional circumstances.

Unexcused absences are not permitted except in exceptional circumstances. Examples of mitigating circumstances are:

- An illness or death in the student's immediate family
- An unavoidable change in the student's conditions of employment
- An unavoidable geographical transfer resulting from the student's employment
- Immediate family or financial obligations beyond the control of the student that require him or her to suspend pursuit of the program of education to obtain employment
- Unanticipated active military service, including active duty for training
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes

General Assembly does not provide an interruption option.

Religious Accommodation Policy

General Assembly will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course session or requirement. Students requesting a religious accommodation should make the request, in writing, to their instructor and student services team with as much advance notice as possible. As a student, you are responsible for making up any work that you miss but you will be allowed to do so without penalty, provided you do so within the terms of your arrangement with your instructor.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's study. For bootcamp programs, a leave of absence is only granted in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative. Short course programs are not long enough to make a LOA practical. The Program Operations Manager is expected to review the student's request with the student requesting the leave. All leaves of absence must be requested and approved in writing. If the student fails to return on the agreed upon date, the student will be dismissed, and a refund calculation performed. Experience has shown that most students do not return from a leave of absence. No additional costs are accrued in the enrolled course during an approved LOA.

Transfer Policy

Admission to a General Assembly program is non-transferable. Students who wish to change programs must elect to withdraw from their current program and then reapply for and enroll in the course of their choosing. Should a student elect to withdraw and then reapply for enrollment in

another course more than one time, Program Operations Manager approval is required for acceptance.

Make-Up Work

Students who miss coursework because of an absence that was approved prior to its occurrence are responsible for making up missed coursework by the last scheduled day of their course in order to receive a passing grade. Students are encouraged to attend weekly office hours and schedule timely one-on-one meetings with instructors to review missed content.

Assessment/Project & Assignment Extensions

Assessments

Under extenuating circumstances, instructors may grant a single extension on an assessment or allow a student a single resubmission of one project for the duration of the course. Any resubmissions or extensions for assessments required must be made in writing between the student and an instructional team member with an agreed deadline to be graded prior to the final course date. Any exception to this policy must be approved in writing by instructional leadership.

Assignments

Assignments (Labs/Homework/Quizzes) not submitted on time (submitted late) will not be accepted unless previously coordinated in writing with your instructional team. Instructors may allow assignment resubmission up to the agreed upon deadline. Any resubmission request must be coordinated between the student and an instructional team member in writing with an agreed deadline to be graded prior to the final course date.

Class Archiving

Each session of an online course will be archived. Instructor presentations and all the subsequent comments and feedback will be saved so that students can go back and revisit past lessons. Instructors will also be hash tagging concepts throughout the class so a student can use the search functionality to revisit specific content. To supplement the lesson history, we will also record the session's audio. At the end of each lesson, students will be provided with a link to the recording.

Information Exchange, Privacy, and Safety

All information provided to GA is stored on secure servers. All information provided or transactions conducted will be encrypted using SSL technology. You can find more about our [Privacy Policy](https://generalassemb.ly/privacy_policy) at https://generalassemb.ly/privacy_policy.

Certificates of Completion

General Assembly cannot release your academic records without your written consent. Before we can process any requests for student records or Certificate of Completion copies, all outstanding obligations (academic and/or administrative) due to General Assembly must be cleared. Your family or friends are not permitted to access your academic records without your written consent. We will issue academic records and/or Certificate of Completion copies within two weeks of a request. There is no additional fee for these documents.

Student Rights

1. Students have the right to equal opportunity education and an educational experience free from discrimination or harassment based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or other categories protected by law of the states in which we operate.
2. Students have the right to view their own academic records.
3. Students have the right to cancel or withdraw from their course, per General Assembly's Cancellation, Withdrawal, and Refund Policy.
4. Students have the right to file a grievance, per General Assembly's Grievance Procedure.

Student Conduct and Dismissal

General Assembly is a community of learners that exists based on shared values and principles. All General Assembly community members are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. General Assembly reserves the right to impose a variety of disciplinary actions, including expulsion, on any student whose behavior violates the Code of Conduct as set forth in the Appendix. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated, regardless of whether that conduct also involves an alleged or proven violation of law.

Tuition and Fees

Payments

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 enrolment. Students are required to pay the remaining full balance at least seven days prior to the course start date or upon enrolment, whichever is later.

Students are allowed to request a payment plan unless a student is enrolled in a one-week course or shorter. These payment plans must be approved by General Assembly during enrolment process. 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. These plans are a form of self-payment and don't have any associated fees or interest when paid off prior to the end of the course.

Payment in full is a graduation requirement and certificates of completion may be withheld if there are any payment balances overdue at the time of the course completion.

If a student holds an outstanding overdue 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. If after the issuance of a completion certificate subsequent payments fall overdue, General Assembly reserves the right to revoke your qualification in our system records.

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.

The student is liable for all payments in their payment plan unless otherwise specified.

The student may be offered financing through a partner of General Assembly. The student is responsible for organising this financing and are liable for any payments not received from this financing partner.

General Assembly reserves the right to make exceptions to the payment schedule for extraordinary circumstances, in its sole discretion.

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.

Third Party Sponsor Payment Policy

A Third-Party Sponsor Payment Form must be completed to provide authorisation for General Assembly to bill a student's third-party for all or part of their educational expenses. Third-party sponsor payment forms can be obtained upon request from an applicant's Admissions Specialist.

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 authorisation 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 enrol in future courses until all charges on their account are paid in full.

- Students may be assessed a late fee if they fail to make timely payments for all charges not covered by their third-party.

Cancellation, Withdrawal, and Refund Policy

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 students will be entitled, at their discretion, to attend the course at the proposed later date or to receive a full refund of any course fees they have already paid to attend the course on the original date and/or location.
2. General Assembly reserves the right to cancel an enrolment based on conduct violations prior to course start date. If a student displays threatening, abusive, or dangerous behaviour toward any of our staff or personnel, then General Assembly reserves the right to refuse to allow the student to continue taking the course. In such circumstances, a student will not be entitled to a refund of any fees paid except as mandated by government refund policies, and General Assembly reserves the right to prevent the student 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 the right to cancel an enrolment if a student has failed to complete the pre-work required for course participation.
4. General Assembly reserves the right to cancel an enrollment or disenroll a student for delinquent past-due balances.

Student's Right to Cancel

1. Students have the right to cancel their course of instruction, without penalty or obligation, prior to the first day of class. Cancellation is effective when the student provides a written notice of cancellation in writing to the Student Success team via studentsupport@generalassemb.ly. The notification is effective when General Assembly receives notice. Students who attend class after they have submitted a notification of intent to cancel or withdraw will be liable for further tuition costs.
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 attend the course.
3. If the Enrolment Agreement is cancelled, the school will refund the student any money they paid, less the deposit.

Withdrawal

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. The failure of a student to immediately notify General Assembly in writing to the Student Success team via

studentsupport@generalassemb.ly of the student's intent to withdraw may delay any applicable refund of tuition to the student.

- General Assembly terminates the student's enrolment 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 enrolment 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 more than the approved class meetings without prior approval of the course producer. 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.

Refund

All refunds will be paid within 30 days of withdrawal. Refunds will be less the non-refundable deposit.

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 or third party. 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 50% 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 50% 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 date on which the student gives written notice to General Assembly or the last date of recorded attendance, whichever is later. The amount owed equals the daily charge for the course (total institutional charge, minus non-refundable deposit, divided by the number of days in the course), multiplied by the number of days scheduled to attend, prior to withdrawal.

Employment Assistance

The General Assembly Career Services team is dedicated to seeing bootcamp students take control of their career aspirations and goals. Our Career Services team helps students communicate their skills, make valuable connections, and identify ideal career opportunities. Designed to teach job-search strategies, Career Services programming is an add-on experience via asynchronous career learning content, coaching, and exclusive job search resources in which students can choose to participate from the start of their bootcamp through six months post-bootcamp.

To access Career Services support, a student must:

- Meet all course attendance, academic progress, and financial and graduation requirements.
- Be in good academic standing with the Instructional team.
- Elect to participate in an active job search in your field of study.

- Commit to taking part in a full-time or part-time (no less than 25 hours/week) job search immediately post-course and searching for a job within your field of study.

Becoming a job-seeker grants initial support from the Career Services team, but graduates should plan to spend at least twenty-five (25) hours a week on their job search.

General Assembly cannot and does not guarantee employment or salary.

Grievance Procedure

Internal Grievances Procedure

General Assembly has a complaint mechanism to address concerns promptly, fairly, and constructively in order to achieve the highest level of quality. This process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the student conduct process or the administrative rules of General Assembly. No student will be subject to unfair action and/or treatment by any General Assembly official as a result of the initiation of a complaint.

Students can make a formal grievance by submitting a written complaint to our Student Success team via studentsupport@generalassemb.ly. General Assembly will begin a conversation with the student within seven business days of receipt of the written complaint. If the concern cannot be resolved, students can request that the matter be assigned to the Regional Director or supporting management, who will attempt to resolve all complaints within 30 days. The Regional Director's decision is final.

Exceptions

GA reserves the right to make exceptions to the above under special circumstances.

Scheduling and Services

General Assembly in Australia reserves the right to offer courses in collaboration with General Assembly in the United Kingdom, United States, or other affiliated General Assembly entities worldwide for the purposes of course scheduling and delivery. Consequently, certain courses and services may be delivered in accordance with United Kingdom time zones (GMT or BST) or United States (EST or PST). Instruction may be provided by educators based outside Australia, and course schedules and content may align with the region delivering the course. All instruction is in English and maintains consistent academic standards across General Assembly's global offerings. Any participation by other General Assembly entities is strictly limited to the facilitation of service delivery and is conducted under the direction and authority of General Assembly in Australia.

Term of Service & Privacy Policy

Please find our Terms of Service at https://generalassemb.ly/terms_of_service and Privacy Policy at https://generalassemb.ly/privacy_policy, which describes how we process your data.

Appendix A: Approved Payment Plans

| Payment Plan | Upfront Payment (Registration and Fee) | Payment Installments and Schedule |
|---|--|--|
| 1/2 Payment Option | All students pay an upfront payment of \$250 upon 24 hours of enrollment. | 1/2 due seven 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 upon 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 three weeks after previous invoice date 1/4 due three weeks after previous invoice date |

Students enrolled in 1-week courses are not eligible for any payment plans. Enrolling after the initial installment due date will require payment of any tuition due at the time of enrollment.

Appendix B: Student Code of Conduct & Prohibited Behaviour

General Assembly is a community of learners that exists on the basis of shared values and principles. All General Assembly community members are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct.

The philosophy and approach to student conduct is educational, focusing on student learning through individual growth and personal responsibility. The Student Code of Conduct applies to all individual students and all General Assembly-recognized student organizations.

For the purpose of applying the Code of Conduct, an individual is considered a student when an offer of admission has been extended. Therefore, if a student violates the Code of Conduct before a course begins, General Assembly reserves the right to apply the Code of Conduct to that behaviour. If a student is still an active member of the community and participating in Career Services programming, General Assembly also reserves the right to apply the Code of Conduct to active alumni behaviour. Additionally, a student who has permanently withdrawn or graduated may still be held accountable to the Code of Conduct for behaviour that occurred before the withdrawal or graduation, even if the information was not brought to the General Assembly's attention before the withdrawal or graduation occurred.

The Code of Conduct may also apply to behaviour that occurs online, via email, Slack, Zoom, or by other electronic means. Although General Assembly does not routinely search for policy violations online, if electronically shared information comes to General Assembly's attention, that information may be evaluated as to whether it violates the Code of Conduct and/or warrants further investigation.

Visitors are expected to abide by the Code of Conduct while on property owned or operated by General Assembly or at General Assembly-sponsored or -affiliated programs and events, both in person and online.

As a General Assembly student, if your activities result in violations of law, you are responsible for your actions and any consequences imposed by authorities outside of General Assembly. When student behaviour violates the law and the Code of Conduct simultaneously, General Assembly reserves the right to invoke the conduct process independent of, and in addition to, any action by civil or governmental agencies. Students who do not support the academic and ethical goals of General Assembly for themselves and their fellow students may be subject to penalties, up to and including expulsion. In general, General Assembly will attempt to resolve a situation without expulsion. Verbal warnings and written warnings may precede this final and most serious of actions. Where General Assembly deems the integrity, safety or well-being of the school, students, staff, clients, visitors, and other guests is in danger then expulsion may be applied at General Assembly's discretion at any point in the process.

The Code of Conduct articulates behaviours that are prohibited or unacceptable because they do not align with the value of respect central to our community.

Prohibited behaviours include:

- **Bullying:** Repeated and/or severe behaviour that is likely to intimidate or intentionally harm or control another person physically or emotionally, and which is not protected by freedom of expression. This includes behaviour that may occur online (also known as cyberbullying), in person, by telephone, mail, or any other action, device, or method.

- Hazing: Method of initiation into or conduct of any student organization or group, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person.
- Stalking: Stalking is repetitive acts and/or communications targeted at an individual that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, or any other action, device, or method. Incidents where stalking may be sex-based are subject to the definitions and procedures outlined in the Sexual Misconduct policy and Equal Opportunity, Harassment, and Non-Discrimination policy.
- Physical Harm: Intentionally or recklessly (by action or inaction) causing physical harm or endangering the health or safety of any person or group of people.
- Threatening Behaviours: Written, verbal, or physical conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- Hindering Freedom of Expression or Movement: Hindering freedom of expression or of movement of any person or group of people.
- Disruptive Behaviour: Verbal, written, or physical actions that cause a disruption to the orderly operation of General Assembly, other institutions or communities, or the lives of any person or group. This includes, but is not limited to, obstruction of teaching, administration, General Assembly events and activities, and interference with student staff, law enforcement, or emergency personnel.
- Hazardous Materials: Possessing, using, or distributing explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item covered under this section in a vehicle parked on General Assembly-owned or -operated property.
- Hazardous Behaviour: Intentionally or recklessly engaging in behaviour that may endanger the health, wellbeing, or safety of any person or group of people. This includes, but is not limited to, violating public health guidelines, dangerous pranks, tampering with electrical equipment, hanging out of, or climbing from, to, or on windows, balconies, roofs, etc.
- Inappropriate Public Conduct: Deliberately and publicly exposing one's intimate body parts, urinating, or defecating in public, or engaging in public sexual activity. This includes, but is not limited to, sexual activity in any campus area and/or online.
- Interfering With the Rights of Others: Interfering with the rights of others to enter, use, or leave any facility, service, or activity to which they have been accorded access.
- Retaliation: Any intentional adverse action taken against an individual who is participating, attempting to participate, or is perceived to be participating in some way in the conduct process including, but not limited to, by making a report or participating in an investigation. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation. In addition, isolation may constitute retaliation under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.
- Copyright Infringement: Downloading, sharing, using, or misusing copyrighted materials, including, but not limited to, General Assembly or organizational names and images, without authorization. This includes, but is not limited to, unauthorized distribution or public posting of an instructor's original assignments or course materials.
- Destruction or Damage: Destruction, damage, or defacing of General Assembly property or the individual property of another, regardless of intention.

- **Unauthorized Possession of Property:** Knowingly maintaining possession of property belonging to another person or entity without authorization or permission from the owner. This includes General Assembly owned furniture or equipment.
- **Unauthorized Use of Credentials:** Possessing or using an account, access code, or credentials assigned to another.
- **Unauthorized Entry:** Trespassing or making unauthorized entry into buildings, rooms, or property, both in person and in the online environment.
- **Gambling:** Gambling for money or other valuables on General Assembly property or in any General Assembly-owned or -operated building except as part of an authorized fundraising activity. Regardless of location, any gambling not permitted by law is a violation of this policy.
- **Failure to Comply:** Failing to comply with reasonable requests of General Assembly staff or of public health officials, law enforcement, or emergency personnel.
- **Failure to Evacuate:** Failing to exit immediately any building when an alarm has been activated or as directed by General Assembly or emergency personnel.
- **Tampering With Safety Equipment:** Tampering with, obstructing, displacing, or damaging of any fire or safety equipment including, but not limited to, alarms, alarm protectors, fire safety devices (such as smoke detectors, sprinklers, or carbon monoxide detectors), fire extinguishers, security cameras, emergency-exit signage, red window safety tabs, card-access devices, or any door-locking mechanism.
- **Violation of Law:** Any behaviour that violates local laws that is not otherwise a violation of General Assembly policy