# GALVANIZE

COURSE CATALOG

Effective December 1, 2024 – December 31, 2025
Updated January 28, 2025

877-606-3203
www.galvanize.com

I certify that this catalog, to the best of my knowledge, is true and correct in content and policy.



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Lauren Flanigan – School Director

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## Notes

### Catalog Revisions

This Galvanize Catalog is updated at least annually, but Galvanize reserves the right to revise it more frequently at its discretion. The most recent edition of the Catalog is posted on the Regulatory Page of the Galvanize website, which can be downloaded at https://www.galvanize.com/regulatory-information. A copy of the current Catalog can be requested by sending an email to compliance@galvanize.com or by calling the school at 877-606-3203. Such changes will not negatively affect currently enrolled students.

**Ownership**

K12 Management Inc., a wholly owned subsidiary of Stride, Inc. is the sole shareholder of Galvanize, Inc. Galvanize headquarters is located at 1023 Walnut St #100, Boulder, CO 80302. Stride, Inc. is located at 11720 Plaza America Dr, Suite 900, Reston, VA 20190. Galvanize's CEO is Jaime Matyas.

The School Director of Galvanize is Lauren Flanigan.

### Program Delivery

Galvanize programs are delivered exclusively online. Galvanize does not offer on-site instruction.

### Accreditation

Galvanize is not accredited by an accrediting agency recognized by the United States Department of Education and is not eligible to participate in federal student financial assistance programs. Galvanize does not offer any programs that prepare students for any official licensure exam.

Galvanize is approved and regulated by the Colorado Department of Education, Private Occupational School Board.

Galvanize does not offer any programs that prepare students for any official licensure exam in any state.

**Note to Prospective Students**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

### Questions and Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at http://highered.colorado.gov/dpos, 303-862-3001, or 1600 Broadway, Suite 2200, Denver, CO 80202.

Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S, may be filed in writing with the Board within two years after the student discontinues his or her training at the school or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. Students must file all complaints in writing. No action regarding third party complaints (a student, enrollee, or parent or guardian of the student or enrollee claiming loss of tuition or fees) is required, except as required by § 23-64-121(4)(a), C.R.S.

## INTRODUCTION TO GALVANIZE

### Our Purpose

Ignite human potential with skills and knowledge.

### Galvanize Mission

We provide outcomes-driven education for motivated adult learners and organizations to activate and propel technology-focused careers. Galvanize is a leading educator for rapid career and organizational transformation. Our programs are designed so that anyone with motivation can succeed, regardless of education, experience, or background. Programs at Galvanize include the theoretical understanding of software engineering paired with industry-focused skills. Our primary focus is student outcomes, by providing the practical education students need to succeed in the new information economy.

### Our Values

- Learn & grow courageously
- Create belonging with intention
- Come together, build together
- Win with integrity
- Be fueled by our purpose

### Galvanize Educational Objectives

- Providing theoretical and practical learning based on industry needs and student feedback
- Cultivating an environment of student immersion and collaboration
- Employing qualified faculty who offer students personalized attention and professional expertise

## PROGRAMS OFFERED

### Hack Reactor Software Engineering Online Immersive

12 Weeks of programming delivered over 13 Weeks full-time, online program
Total Lecture: 49.5 hours, Total Lab: 526.5 hours

Total Contact Hours: 576 hours

**Program Description**
The Hack Reactor Software Engineering Online Immersive makes curriculum accessible through a video conference platform with face-to-face, paired, team, and dynamic blended learning strategies. Program content is delivered to students through a combination of instructor-led lesson delivery and recorded content available in the learning management system. All program content is explicated through instructor-led discussion sessions and hands-on work periods aimed at building confidence and practicing skills both independently and in teams. Students work in project-based-learning contexts with intimate access to instructors who are ready to answer questions, and a strong peer community, all immediately available through messaging and video chat.

**Class Schedule**
Students will attend class Monday – Friday from 9am to 8pm and Saturday from 9am to 5:30pm for 12 weeks. The 12 weeks are split by one week without instruction, called "solo week", so students can work on projects, review lessons, and take a short break before entering the second half of the program. Students take a 1-hour study hall/lunch break from 12:30pm to 1:30pm daily, a dinner break from 5:30pm to 6:30pm and may take brief breaks throughout the day as needed. Students should communicate breaks with campus staff as extended breaks may count toward their total number of attendance points. Every other day, students are given an extended lunch break. During this time, they are encouraged to exercise and overall, regain a healthy work/life balance.

**Total Tuition:** $19,480

- Upfront Deposit: $100 (due upon execution of enrollment agreement)
    - **Includes** a nonrefundable registration fee of $100.00
- Tuition Balance: $19,380.00 (payment schedule selected in enrollment agreement)

**Graduation Requirements**
In order to qualify for graduation and successfully complete the Software Engineering Immersive, students should meet the attendance requirements, meet the minimum technical competencies, meet the minimum soft skills competencies, and participate in the Career Services program.

- **Attendance:** Students must meet attendance requirements as outlined in the attendance policy.
- **Technical Competency:** Students must demonstrate minimum technical competency necessary for securing employment in a software engineering role as determined by the program's academic team.

- **Career Services Program:** Students are required to complete all relevant activities in the Career Services Program, which could include tasks such as completing a resume and online profile, and submitting job applications.
- **Delivery of Project Work:** In order to graduate, a student must successfully complete all minimum project requirements as approved by their Program Staff.

Students are also required to fulfill all financial obligations prior to graduating.

**Program Outline**
Hack Reactor Software Engineering Online Immersive

| **Junior Phase** | **Lecture Hours** | **Lab Hours** | **Total Hours** |
|---|---|---|---|
| Orientation and Review of Pre-Course Concepts | 5 | 12 | **17** |
| Computer Science Fundamentals | 12.5 | 54 | **66.5** |
| Client Application Development | 5.5 | 44 | **49.5** |
| Server-Side Development | 9.5 | 55.5 | **65** |
| Full-Stack Development Exercises | 0 | 49.5 | **49.5** |
| Comprehensive Technical Assessment | 0 | 8.5 | **8.5** |
| **Senior Phase** | | | |
| Front End Capstone Practicum | 6 | 77.5 | **83.5** |
| System Design Capstone Practicum | 4 | 77.5 | **81.5** |
| Career Services and Hiring Sprint | 3.5 | 47 | **50.5** |
| Practical Application and Minimum Viable Products | 0.5 | 23.5 | **24** |
| Comprehensive Final Developer Project | 3 | 77.5 | **80.5** |
| **Total** | **49.5** | **526.5** | **576** |

### Hack Reactor Software Engineering with JavaScript and Python

16 Weeks of Full-Time instruction, online program
Total lecture: 178 hours; Total lab: 596 hours
Total contact hours: 774 hours

**Program Description**
The Hack Reactor Software Engineering with JavaScript and Python program is based on a compelling combination of computer science and industry tools so students can thrive in the software industry. These include JavaScript, Python, one or more Python Web frameworks, React, Continuous Integration and Delivery, and cloud technologies. Students learn from instructors face-to-face over video conference software. Students program with classmates throughout the course, allowing them to solve problems individually and with others. The program is an online experience with classes taking place with no-cost video conferencing and screen-sharing software.

**Program Outcomes**
Students progress through the course material, building their understanding and practice through increasingly robust mental models. By graduation, students become autonomous engineers capable of tackling unique problems and building complex applications. We have developed an immersive program to help students achieve this end goal. There are no license requirements for general work in this career field. A graduate of this program will receive a certificate of completion.

**Class Schedule**
Our online program is delivered live online, where students are expected to be in the online classroom during all designated course hours. Students are expected to attend class from 9:00 AM – 5:00 PM Monday through Thursday and pre-scheduled Fridays for the 16-week course duration. Students take a 45-minute lunch break from 1 PM to 1:45 PM daily.

**Total Tuition:** $19,480

- Upfront Deposit: $100 (due upon execution of enrollment agreement)
    - **Includes** a nonrefundable registration fee of $100.00
- Tuition Balance: $19,380.00 (payment schedule selected in enrollment agreement)

**Graduation Requirements**
To qualify for graduation and complete the program, students should meet the attendance requirements, the minimum technical competencies, soft skills competencies, and Career Services requirements.

- Attendance: Students must meet attendance requirements as outlined in the attendance policy.
- Technical Competency: Students must demonstrate the minimum technical competency necessary for securing employment in a software engineering role as determined by the program's academic team.
- Career Services Program: Students are required to complete all relevant activities in the Career Services Program, which could include tasks such as completing a resume and online profile and submitting job applications.

- Delivery of Project Work: To graduate, a student must complete all minimum project requirements as approved by their instructional staff.

To graduate, students are also required to fulfill all financial obligations.

**Program Outline**

Hack Reactor Software Engineering with JavaScript and Python

| **Foundational Phase** | **Lecture Hours** | **Lab Hours** | **Async Lab Hours** | **Total Hours** |
|---|---|---|---|---|
| **Python Foundations** | | | | |
| Course Orientation | 5.5 | 0 | 0 | **5.5** |
| Python Foundations Core Content | 27.5 | 66.75 | 20 | **114.25** |
| Unit Assessments | 1 | 13.5 | 0 | **14.5** |
| Career Readiness | 2 | 5 | 2 | **9** |
| **Databases** | | | | |
| Databases Core Content | 10 | 27 | 8 | **45** |
| Unit Assessments | 1 | 9.5 | 0 | **10.5** |
| Career Readiness | 2 | 5 | 2 | **9** |
| **Backend Web** | | | | |
| Backend Web Core Content | 15 | 35.5 | 12 | **62.5** |
| Unit Assessments | 1 | 10.5 | 0 | **11.5** |
| Career Readiness | 2 | 5 | 2 | **9** |
| **HTML and CSS Basics** | | | | |
| HTML and CSS Core Content | 5 | 8.5 | 4 | **17.5** |
| Unit Assessments | 0 | 1 | 0 | **1** |
| **JavaScript Foundations** | | | | |
| JavaScript Core Content | 10 | 17 | 8 | **35** |
| Unit Assessments | 0 | 2.5 | 0 | **2.5** |
| Career Readiness | 2 | 5 | 2 | **9** |
| Full-Stack Fluency | 0 | 21.75 | 0 | **21.75** |
| Gating Project | .5 | 7.25 | 0 | **7.75** |
| **Advanced Phase** | **Lecture Hours** | **Lab Hours** | **Async Lab Hours** | **Total Hours** |
| **React Development** | | | | |
| React Development | 12.5 | 51.25 | 10 | **73.75** |
| Unit Assessments | 1 | 10 | 0 | **11** |
| Career Readiness | 2 | 5 | 2 | **9** |

| **Software Engineering Excellence** | | | | |
|---|---|---|---|---|
| CI/CD | 4 | 8 | 6 | **18** |
| Leveraging AI | 2 | 4 | 2 | **8** |
| **Capstone Project** | **4** | **108** | **0** | **112** |
| **Career Week / Hiring Sprint** | 6 | 15 | | **21** |
| **Total Hours** | | | | **638.25** |

## FACULTY

Galvanize instructors teach across all programs in subjects relevant to their expertise.

| Name | Education |
|---|---|
| Daniel Billotte | BS Computer Science \| Arizona State University |
| James Dorsey | University of Arkansas at Little Rock \| Arkansas Tech University |
| Jay Wilson Jr. | Front End Engineering, Web Development \| The Iron Yard Academy |
| Joshua Elder | Software Engineering Immersive \| Hack Reactor |
| Julian Yuen | BS Computer Science & Engineering \| MIT |
| Paul Nnaoji | BA Philosophy \| Saint Mary's College of California |
| Riley Dallas | BS Marketing \| Texas A&M University |
| Shahzad Khan | Software Engineering Immersive \| Hack Reactor |

## ADMISSIONS REQUIREMENTS & ENROLLMENT PROCEDURES

Each Galvanize full-time immersive program requires an admissions application, and all candidates are interviewed before an enrollment decision is made. Galvanize welcomes qualified students and employees of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation and gender identity. Galvanize strongly encourages students from backgrounds underrepresented in the technology industry to apply.

Galvanize collects evidence of a high school or equivalent degree or higher before enrollment in

a Galvanize program. Galvanize does not accept ability to benefit students.

Galvanize students must be at least 18 years of age.

Students must enroll in an entire Galvanize program, and no credits from any other institutions will transfer to satisfy successful completion of any part of our programs. Galvanize does not award credit for experiential learning towards completion of course requirements and has not entered into any transfer agreement with any other college, university, or school.

Galvanize does not allow late enrollment in an Immersive. A late enrollment is defined as an enrollment after the commencement of the first day of class.

For enrollment of those eligible to receive benefits under Title 38 and Title 10, USC., students will need to supply all college transcripts upon enrollment. College transcriptions will be reviewed for appropriate credit.

### International Students/Visa Requirements

While Galvanize accepts international students, Galvanize does not assist with visa requirements, including but not limited to: visa reporting requirements (SEVIS) or any charges associated with applying for or retaining a visa.

### Language of Instruction

Galvanize does not offer English as a Second Language (ESL) instruction.

Our programs of study, textbooks, materials, and all means of communication are delivered in English, and students are expected to be able to communicate proficiently in English or may be dismissed from the Galvanize educational program. Proficiency in this context is defined as being able to comprehensively read, write, speak and understand English in a variety of technical and non-technical contexts to achieve a shared comprehension of program materials and objectives. It is essential to the structure of Galvanize programs that students are able to *clearly* and *meaningfully* communicate with each other and their instructors both in writing and verbally. Applicants who do not demonstrate the required levels of proficiency may be required to provide the following acceptable documentation.

Acceptable documentation of proficiency is:

1. English Language Tests:
    a. TOFEL iBT Score of 80 or more
    b. Duolingo score of 105 or more
1. Coursework Completion (must provide transcripts or proof of completion):
    a. Graduate from a High School in the US with English Language coursework
    b. Graduate from a US accredited High School outside the US

c. A certificate, associate, bachelor's, master's or doctoral degree from an accredited, state licensed, or ministry of education approved college or university within the past two years from an institution whose language of instruction is English

Other forms of documentation may be accepted and will be reviewed on an individual basis, please email compliance@galvanize.com with inquiries.

## Admissions and Pre-Course Requirements

### Hack Reactor Software Engineering Programs

Galvanize offers several online Software Engineering programs. Admissions requirements include completing an online application and passing a series of non-technical skills assessments testing general aptitude and computer literacy. Additional program-specific requirements are listed below.

- Hack Reactor Software Engineering Online Immersive – 12 Week Full-Time

To be accepted to the program, applicants must also demonstrate mastery of JavaScript fundamentals in a structured Technical Admissions Assessment and pass a final Assessment after completing 60-120 hours of asynchronous, structured Pre-Course work.

- Hack Reactor Software Engineering with JavaScript and Python – 16 Week Full-Time

Applicants must also pass a non-technical admissions interview.

### DEFERMENT POLICY

Admitted students seeking to defer to a later start date before the commencement of class must seek permission from the Admissions Officer at least 3 weeks prior to the course start date. Pre-start date deferment is contingent upon availability in the desired program. On or after the start date, students must follow the withdrawal and readmission policies if they wish to be admitted to a future start date.

### READMISSIONS

Students who separate from a Galvanize immersive program that wish to reapply must satisfy all admissions requirements, which may include passing a technical assessment, completing pre-course requirements or otherwise recertifying admissions eligibility. Students dismissed for failing to meet Satisfactory Progress requirements are ineligible for readmission for one year after their dismissal date

Returning students are subject to the admissions requirements, tuition, fees, and program requirements in place at the time of their readmission. Readmission is not guaranteed and previous technical performance or progress, accountability, conduct and program-fit may be

considered. Pending review, Galvanize may request additional documentation, apply stipulations, or require completion of remedial requirements for readmission.

## ACCOMMODATIONS

Galvanize provides reasonable accommodations to qualified students to ensure equal access to educational opportunities. Accommodations are determined to be reasonable if they do not fundamentally alter the educational program or academic requirements that are essential to a program of study. A fundamental alteration is a modification that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. Reasonable accommodations may be granted in the circumstances listed below.

### Disability Accommodations

Galvanize is committed to providing students with disabilities equal access and participation in our programs as specified under applicable federal law. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), a disability is any physical, learning, medical, emotional, mental health condition that limits a "major life activity" such as walking, hearing, seeing, speaking, breathing, or learning. We understand that disabilities can be visible or non-visible.

Students who seek accommodations related to a disability should contact the Accommodations Team at accommodations@galvanize.com. Students requesting disability accommodations engage in a collaborative process with staff that includes disclosing the disability(ies) and providing appropriate documentation when necessary. Detailed information regarding the process for requesting an Academic Accommodation can be found at galvanize.com/regulatory-information.

### Religious Accommodations

Galvanize 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/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to the Galvanize Compliance Team at compliance@galvanize.com with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with their instruction team to determine a schedule for making up missed work.

## PAYMENT INFORMATION

**Payment is not required until an applicant has successfully completed the full admissions process and received acceptance into a Galvanize Immersive program.**

An accepted student shall receive his/her Enrollment Agreement from a member of the Galvanize Enrollment Team. After reviewing the Enrollment Agreement and agreeing to the terms, an accepted student shall sign the agreement.

Deposit payment is required to reserve a seat in your desired cohort. Seats are available on a first come first served basis.

## Tuition

**Hack Reactor Software Engineering Online Immersive**
**Hack Reactor Software Engineering with JavaScript and Python**

Total tuition for the above immersive programs is $19,480.

In order to enroll in any Galvanize program an accepted student must pay an upfront deposit/registration fee of $100. The $100 deposit is due at the time of signing the student enrollment agreement and is applied towards your tuition obligation. The payment schedule for the balance of your tuition is specified in your enrollment agreement. Tuition invoices are emailed from ap@galvanize.com approximately two (2) weeks prior to your start date. In order to start the program, students must satisfy all tuition payment obligations as stated in the enrollment agreement.

## Payment Methods

**Upfront / Direct Payment**
Galvanize accepts the below methods of direct payment.

- ACH Bank Transfer
- Credit Card
- Check / Wire Transfer

**Third-Party Loans**
If the student obtains a third-party loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus any finance charges in accordance with their financing agreement. Galvanize is not eligible to participate in federal student financial assistance programs. Galvanize does not provide 1098-T tax documents, and students should seek the advice of a tax professional where necessary.

**VA Educational Benefits**
Galvanize offers programs that are eligible for Veteran's education benefits in select markets. Please contact vabenefits@galvanize.com with any questions or check out our Veteran's Training section for further information.

**Other Third-Party Payment**

Galvanize may be eligible to receive funding from your state's workforce agency. Please have your agency contact us at compliance@galvanize.com for authorization of funding.

**Scholarship Partnerships**
Galvanize is committed to diversity within our classrooms and to helping our hiring partners foster an inclusive technology workforce. To that end, we are proud to partner with Represent Tech to offer scholarships to historically underrepresented groups creating greater accessibility to careers in technology. The Represent Tech Scholarship is provided periodically to a student or students who qualify. The scholarship covers the full cost of tuition to the program, and the funds are provided by Galvanize, Inc.

Eligible applicants include self-identified underrepresented persons who have an unexpired acceptance to a Hack Reactor beginner program cohort. For the Represent Tech scholarship, Galvanize defines underrepresented persons in technology as individuals identifying with, but not limited to, any of the following qualifiers: Women, LGBTQ+, Black/African-American, Hispanic/Latino, Native American/American Indian, individuals over the age of 40, veterans, and formerly incarcerated individuals. Eligible recipients must enroll in our beginner level immersive program and be eligible to work in the United States. Recipients who enroll must make satisfactory progress toward graduation. Students who are dismissed for failing to make satisfactory progress forfeit their scholarship.

## POSTPONEMENT CLAUSE

The School may decide to postpone a program start date. Postponement of a starting date requires a written agreement signed by the student and the School. The agreement will set forth whether the postponement is for the convenience of Galvanize or the student; and the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the School's refund policy and all applicable laws and Rules concerning the Private Occupational Educational Act of 1981.

## VETERANS TRAINING

### Tuition Assistance

Galvanize is committed to helping individuals with the aptitude, drive, and determination to pursue careers in technology. We provide numerous opportunities for financial support, including lending partners, sponsorships, scholarships, and veteran education benefits.

Galvanize does not use erroneous, deceptive, or misleading enrollment and advertising practices to recruit student Veterans.

Galvanize, as a subsidiary of Stride, Inc., is of sound financial capability to ensure it will fulfill its training commitment. Please reference Stride, Inc's Annual Reports for additional financial information.

Galvanize does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Active Duty/Reservist whom are called to duty, may be considered for a leave of absence if he/she is required to leave the immediate area. If the period of time needed exceeds that which is allowed in the leave of absence policy, and the future professional must withdraw due to their service agreement, the re-enrolment fee shall be waived providing the future professional returns within 30 days following the end of his/her service agreement.

In compliance with VA's 85/15 Rule, Galvanize will limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may not use VA funding for that cohort. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

### VA Pending Payment Policy

In accordance with Title 38 US Code 3679 subsection (e), Galvanize adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available on the official U.S. government website at https://www.benefits.va.gov/gibill.

**This school will not:**

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the

Institution.

However, to qualify for this provision, such students may be required to:
• Produce the Certificate of Eligibility by the first day of class;
• Provide written request to be certified;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies

Galvanize permits any Veterans Administration covered individuals to attend classes as long as the covered individual submits a certificate of eligibility. Galvanize does not charge Veterans Administration covered individuals any late fees due to any delayed payments from the Veterans Administration.

### VA EDUCATIONAL BENEFITS - PRORATED REFUND POLICY

For students utilizing veteran's benefits through the Department of Veteran's Affairs to pay for tuition, the following additional refund conditions apply. Galvanize agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

a. Registration fee: An established registration fee in an amount not to exceed $10 need not be subject to proration. Where the established registration fee is more than $10, the amount in excess of $10 will be subject to proration.

b. Breakage fee: Galvanize does not collect a breakage fee

c. Consumable instructional supplies: Galvanize does not charge for consumable instructional supplies

d. Books, supplies, and equipment: Galvanize does not charge for books, supplies, and equipment.

e. Tuition and other charges: Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this section, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

f. Prompt refund: In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded within 30 days after such a change in status.

**Refund Table for Student(s) Utilizing VA Funding**

| **Student entitled upon withdrawal/termination** | **Refund** |
|---|---|
| 10% of program completed | 90% Refunded |
| 20% of program completed | 80% Refunded |
| 30% of program completed | 70% Refunded |
| 40% of program completed | 60% Refunded |
| 50% of program completed | 50% Refunded |
| 60% of program completed | 40% Refunded |
| 70% of program completed | 30% Refunded |
| 80% of program completed | 20% Refunded |
| 90% of program completed | 10% Refunded |

The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.

The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the appropriate state authorizing agency; Department of Private Occupational Schools.

## TRANSFERABILITY OF CREDITS

The transferability of credits you earn at Galvanize is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the education programs 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 are 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 Galvanize to determine if your certificate will transfer.

Galvanize does not guarantee the transferability of its credits/certificates to any other institution.

Transfer of credits for prior training will be evaluated on an individual case basis and students will be required to submit official transcripts for evaluation. Credit for Prior Training is at the discretion of the enrolling school's administration.

## CANCELLATION, TERMINATION, AND WITHDRAWAL

### Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a full refund of all tuition and fees paid if the School is notified at any time within five (5) business days (excluding Sundays and holidays) after the day the contract is signed, or an initial payment is made, as long as training has not yet begun. Cancellation shall occur when written notice is given via email to admissions@galvanize.com, showing that the student no longer wishes to be bound by the enrollment agreement.

### School's Right to Terminate

Galvanize reserves the right to terminate a student for unsatisfactory progress, failure to comply with the Galvanize Code of Conduct, nonpayment of tuition, or any other breach of the student's agreements with Galvanize. In such a case, the school will review the student's violation of the policy or agreement, and if a dismissal is warranted, refund calculations will be based on the student's last date of attendance.

### Refunds Due to Termination or Withdrawal

Students who withdraw or are terminated after five (5) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid, less the registration fee of $100. In the case of students who withdraw or are terminated after commencement of classes, the school will retain the cancellation fee of $100 plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program. If a student withdraws or is terminated from the program after or on the first day of classes and has completed seventy-five (75%) or less of the program, the student is entitled to a pro-rated refund of monies paid. If a student withdraws or is terminated within the last twenty five percent (25%) of the program the

student is not eligible for any refund. Pro-rated refunds are calculated based on the official date of termination or withdrawal as described in the table below. All refunds must be paid within 30 calendar days of the student's termination date

| **If I separate from the Program...** | **Galvanize will retain this percentage of tuition:** |
|---|---|
| Within the first 10% of program | 10% (plus the non-refundable registration fee) |
| After 10% but within the first 20% of program | 20% (plus the non-refundable registration fee) |
| After 20% but within the first 30% of program | 30% (plus the non-refundable registration fee) |
| After 30% but within the first 40% of program | 40% (plus the non-refundable registration fee) |
| After 40% but within the first 50% of program | 50% (plus the non-refundable registration fee) |
| After 50% but within the first 60% of program | 60% (plus the non-refundable registration fee) |
| After 60% but within the first 75% of program | 75% (plus the non-refundable registration fee) |
| After 75% of program | 100% |

### Withdrawal Procedures

A student who wishes to withdraw from the School on or after the commencement of classes should provide written notice by emailing their instruction team through the designated email indicated in the Student Enrollment Agreement.

### LEAVE OF ABSENCE

A Leave of Absence (LOA) is a leave from a program due to extenuating circumstances. Students experiencing extenuating circumstances who need to withdraw from their program should contact their Program or Cohort Lead for more information on the LOA policy and request process. If granted, a LOA does not allow a student to resume the program at the point they left, and portions of the program may need to be repeated. Students who fail to return from an approved LOA will be withdrawn from the program, and a prorated refund will be processed based on the student's last date of attendance following the refund policy. Students can be granted only one LOA.

## ATTENDANCE REQUIREMENTS

### Galvanize Immersive Attendance Policy

Regular attendance positively impacts a student's success in the program.
Students are expected to be present for all regularly scheduled program events and to be on time.
Staff record attendance at the beginning and end of each class day.
Staff may record attendance at all scheduled learning events on the student calendar.

Our immersive programs are designed such that missing a single day of instruction is highly likely to impede a student's academic success. An absent student disrupts the cohesion of our classroom container so much that accruing one-quarter of the maximum attendance points (via tardies, early departures, or absences) will trigger an audit of the student's attendance along with a conversation about whether their learning goals can still be achieved. Students who exceed the maximum points allocated for their program will be immediately dismissed.

- Hack Reactor Software Engineering Online Immersive - 15 attendance points
- Hack Reactor Software Engineering with JavaScript and Python - 20 attendance points

"Absence" is defined as "missing three (3) hours in a day" and accrues three (3) attendance points. "Tardies" and "Early Departures" are defined as "missing less than three (3) hours in a day for full-time programs" and accrue one (1) attendance point. Students can accrue up to three attendance points each day.

Students must actively participate in the program by keeping their webcam on during program hours unless otherwise directed by the program administrator. Failure to keep their webcam on will count as "Tardies" and will accrue attendance points.

## SATISFACTORY PROGRESS

### Hack Reactor Software Engineering Online Immersive (Full Time 12 Week)

We expect students to work hard, act professionally, and ask for help as needed. The program curriculum is divided into 2-day topical sprints and 3 longer form group projects. These sprints mimic the authentic coding process and incorporate collaborative exercises that help cement the concepts reviewed in lectures and assignments. The group projects require students to synthesize, apply, and refine their new technical skills while learning teaming and project management strategies common within the industry.

We monitor student progress in a variety of ways, including but not limited to regular technical assessments and instructor observations. If the progress data we collect indicates that a student is struggling with the course, we work with them to provide support, guidance, and further instruction. Ultimately, however, each student must demonstrate proficiency in Technical and Soft Skills to meet the requirements for graduation and complete the course.

Evaluations are conducted throughout the program, including a midterm Summary Evaluation, and students must meet both the technical and soft skills standards outlined below to pass. Demonstrated failure to consistently and successfully meet progress standards at any point during the course will result in dismissal from the program.

**Technical Skills**
Technical proficiency is primarily evaluated through weekly self-assessments, the full-day Technical Assessment at the program midpoint, the work they complete on their group projects, and staff observations during real-time interactions discussing code. In addition to the course content outlined in this catalog, technical skills also include broader competencies such as the problem-solving process, effective debugging, and communication of technical concepts to others. These skills are woven throughout all aspects of the course.

**Soft skills**
In addition to technical proficiency, students must also demonstrate strong soft skills in order to secure a job as a software engineer. The primary soft skills we evaluate students on include self-management, collaboration, interpersonal skills, and written and verbal communication. Students are regularly graded on a *"[no] reason for concern"* basis by staff observing students as they participate in the course and collaborate with their classmates. Students with multiple "reason for concern" notes will be approached with written feedback and areas for improvement.

**Summary Evaluation**
The Summary Evaluation is a midterm evaluation of performance, soft skills, and technical proficiency in the course, largely centered around the question "Would Galvanize hire this person onto one of our teams?" The Summary Evaluation takes into consideration technical proficiency, ability to successfully collaborate with pairs and groups, as well as student engagement with classroom requirements and expectations. The Summary Evaluation gates participation in the second half of the course. Students who do not meet the standards of the summary evaluation will be dismissed from the program.

**Grading**
Galvanize grades assignments and evaluations based on a 4-level (0-3 scale) as outlined below. Students who consistently achieve less than a 2 are considered at risk of being dismissed. Students who are at risk are put on a performance improvement plan, and if they do not improve as agreed upon they are dismissed for underperformance.

0 = nothing to grade
1 = does not meet expectation
2 = approaches expectation
2.5 = meets expectation
3 = exceeds expectation

**Assessment Frequency and Evaluation**
Assessments are typically conducted weekly, however Students' technical proficiency and soft skills are evaluated constantly, and instructional staff meet weekly to review individual student progress. Progress reporting typically occurs at the end of a sprint by way of self-assessments and directed feedback from staff.

Students receive a detailed testing analysis of their code from our automated self-assessment review tool as well as individualized feedback from instruction staff throughout the program. Students receive a copy of their marks via email, with a red (X) indicating incorrect answers. Students are encouraged to schedule check-ins with technical staff as needed.

Galvanize instructional staff conduct student evaluations, considering the student's project completion, assessment performance, communication and collaboration skills, and daily attendance in real time. A student who is struggling with the technical aspects of the Program may be offered remedial instructional exercises at any point of the program.

If the student is unable to demonstrate an ability to achieve satisfactory progress thereafter, they will be dismissed from the program. This is largely determined by an independent evaluation of the student's technical and soft skill capabilities. Dismissed students are provided a refund per our refund policy and may reapply to the program one year after their dismissal date. They may be re-admitted as a new student if they are able to demonstrate a clear understanding of the foundational concepts required for admission.

**Academic Intervention and Dismissal Policy**
Hack Reactor is a fast-paced, rigorous and intensive program offered over a condensed period of time. If a student is unable or unwilling to meet expectations or achieve satisfactory progress during any portion of the program, Galvanize will conduct an evaluation of the student's assessments and soft skills and determine whether academic intervention is warranted. Intervention may include remedial coursework, increased frequency of staff counseling, or an opportunity to defer to restart the program in an upcoming cohort.

Academic Intervention is discretionary and may not be available in every scenario. Under circumstances where Galvanize determines that Academic Intervention would not successfully address the student's academic deficiencies, the student will be dismissed from the Program and offered a prorated refund as required by law.

### Hack Reactor Software Engineering with JavaScript and Python (Full Time 16 Week)
This course prepares people to secure their first software engineering job and build the skills to thrive. We expect students to work hard, act professionally, and ask for help as needed. The program curriculum is divided into topical units ranging from three days to three weeks, with an average unit being two weeks. In between units, there are days focused on career readiness

content in the form of review, career services material, and the bolstering of relevant soft skills. To monitor progress, we use both formative and summative assessments.

**Formative Assessment Frequency and Evaluation**
Formative assessments will take place throughout the unit. These are comprised of daily knowledge checks and progress checks on material learned to date. These assessments provide students with insight into how well they have learned the material in the course to that point. They also provide instructors with insight into how the class is performing regularly.

**Summative Assessment Frequency and Evaluation**
Each unit ends with a contribution to or completion of a coding project. These unit project contributions are used as summative assessments of the units but are not considered gating assessments. In addition to the unit project completion, there are two gating project assessments. One gating project assessment is integrated when students complete about 60% of the program material and gates participation in the remaining coursework. This evaluation is designed to assess students' understanding of the foundational portion of the coursework and their ability to demonstrate proficiency in these areas. It is graded with a defined rubric. The gating project is scored on the number of software requirements correctly implemented and their ability to explain their understanding. The unit projects and the first gating project are, in part, automatically scored by a scoring system with predetermined functionality and code quality tests and include a qualitative assessment from the instructional staff. A student must achieve a satisfactory score on the first gating project to progress into the remainder of the program.

The second gating program project takes place at the end of the program and tests the cumulative technical design and development knowledge and skills encountered throughout the course. The final gating project is graded using a defined rubric. To graduate from the course, the student must achieve a satisfactory score on the final gating project.

**Grading Policy**
Galvanize instructional staff conducts student evaluations, considering the student’s satisfactory project completion, knowledge check, progress check performance, peer reviews, and daily real-time attendance. A student struggling with the program's technical aspects may be offered remedial instructional exercises at any point of the program, and an Improvement Plan (Growth Plan (GP) or Performance Improvement Plan (PIP)) can be implemented.

**Collaboration and Program Expectations Assessment**
An integral part of thriving in a software engineering job is knowing how to collaborate as part of a software engineering team. This course presents material that assists students in understanding the human-to-human interactions that make for high-functioning software engineering environments.

Students are regularly graded on a "[no] reason for concern" basis by staff observing students as they collaborate, as well as feedback from peers during collaborative work sessions. In addition, staff note concerns regarding students who fail to comply with the Hack Reactor Program Expectations Students with multiple "reason for concern" notes after failing to follow a Growth Plan, will be approached with a documented Performance Improvement Plan (PIP). The inability on the part of the student to achieve the outlined objectives in the PIP will result in dismissal from the program.

The Performance Improvement Plan will contain anonymized data that details the reasons for concern for the specific student, itemized actions that the student must be observed to take, and the deadline by which the student must perform those actions.

If a student does not meet the itemized actions by the deadline on the Performance Improvement Plan, then the student will be dismissed from the program.

**Career Services Assignments**
Throughout the course, students are regularly assigned due dates for activities to prepare them for finding a job after graduation. Students that miss a deadline will be put on a Performance Improvement Plan (PIP) with a newly-assigned due date to complete the assignment. If a student does not complete the assignment by the newly-assigned due date, then the student will be dismissed from the program.

**Dismissals**
Dismissals from the program occur when a student fails to get a satisfactory score on any project or fails to meet the actions outlined in a Performance Improvement Plan. Dismissed students are provided a refund per our refund policy and may reapply to the program one year after their dismissal date.

### Hack Reactor Program Expectations (All)

All students in Hack Reactor programs must follow the below program expectations to progress successfully in their program. These expectations are required for all students so they may have a productive and rewarding experience. Students receive information about how these expectations apply to their program during Week 1 of their course.

1. **Be on time**—We need to start every event promptly. This means being ready to start on time daily, not just being present in the program container. Our attendance policy is strictly enforced.
2. **Be present**—Because of our condensed schedule, missing a day will put you far behind. If there is an emergency and you need to miss a day, we require you to let us know when possible. An absent member disrupts the cohesion of our classroom so much that if a student misses more than two days during the course, we will discuss whether learning goals can still be achieved.

3. **Participate**—As a fully remote program - Hack Reactor requires all students to have their web cameras on during all live events and activities. We ask that you contribute to class discussions and actively engage in group work, paired programming, and collective problem-solving.
5. **Be Responsive**—Effective communication in our program requires students to monitor official channels for messages from program staff and respond in real time whenever possible. These communication platforms facilitate direct engagement between students and staff, similar to in-person education.
4. **Be good students**—You must work hard and ask for help when needed. We use assessments to monitor progress and allocate additional support and instructional resources. Ultimately, your assessment performance is a good indicator of whether you're on track for graduation. You may be dismissed from the program if you cannot pass the assessments.
5. **Be respectful**—We will be around each other for many intense weeks. It is, therefore, really important that we go out of our way to make each other comfortable. Belittling, aggressive, sexist, racist, or discriminatory language is never permitted and violates the Code of Conduct and Harassment policies.
6. **Have a good attitude**—At times, you may feel ahead of other students, and at other times, you may feel behind them. However, we request that you keep a positive, engaged, and motivated attitude.
7. **No drug use** - No vaping—You can't use drugs during program hours -- this includes alcohol or cannabis. Students should not use vape pens during program hours.
8. **Be open-minded**—Hack Reactor is unlike most educational experiences, and we ask that you bring an open mind and a good attitude to everything we do
together. If you're unsure why we're doing things in a certain way, please let us know, but be prepared to be on board with a plan you don't fully understand. Trust us.
9. **Take care of yourself**—We don't want you to burn out. Communicate with staff early if you feel struggling or overwhelmed. Take care of your body; be healthy.
10. **Follow the Code of Conduct**—Hack Reactor has a zero-tolerance policy for bullying, harassment, gamesmanship, and academic dishonesty.

We look forward to a productive and educational course!

### STUDENT RECORDS

Galvanize maintains student financial and academic records in digital format while students are enrolled in school. Upon completion of training, student records are merged and maintained in a digital format for no fewer than the minimum number of years required by law. Galvanize student transcripts are maintained permanently, other student records are maintained for at least six years. Student records are stored within an encrypted records management system using industry-standard security. Only faculty and staff members who use this information in the course of their regular duties are given access to student records.

Graduates of the Immersive programs will receive a certificate of completion. Graduates may request a copy of their certificate of completion by contacting the School Administrator at compliance@galvanize.com.

## STUDENT SERVICES

Galvanize offers industry connection services to students during their time of enrollment.

**Guest Speakers:** Industry leaders are invited to the program to discuss their careers and trending topics in the field.

**Events:** Several social and networking events are held remotely each session for students to interact with industry professionals, potential mentors and hiring partners, and members of the Galvanize community.

**Learning Resources**: Students are encouraged to utilize the industry-standard cloud-based resources available online. These include Stack Overflow and GitHub. Included in the curriculum is instruction on how to access and properly utilize these resources, which are freely accessible on the internet. After signing their enrollment agreement, students receive an invite to join our GitHub organization via email; if they do not already have an account on GitHub, they will need to sign up for one upon opening the invite link as well. Links to the specific GitHub repositories needed for each module or sprint in the course are included within our LMS platform, Learn.

### Career Services & Employment Opportunities

The Galvanize Career Services Team assists students with strategies for applying to jobs, networking, resume creation, and interview preparation. Additionally, the Galvanize Partnerships Team develops industry partnerships with employers to present students with job opportunities.

The Career Services curriculum takes students through the entire job-search process. Career Services advises students regarding techniques for efficiently applying to multiple jobs while also networking with individuals at companies to increase the likelihood that their applications convert to interviews. Students also use a job application tracker, Huntr, that helps students stay organized on the job search.

Students learn to form their personal brand and narrative, which helps in writing their resumes and LinkedIn profiles. Students are taught best practices for writing resumes that pass Applicant Tracking Software filters and convert to interviews after making it to recruiters. Career Services guides students in interview preparation by sharing frameworks that help them create a polished personal narrative and answer common types of questions.

The Career Services Team empowers students to establish job contacts and get interviews, but does not provide such contacts. The Partnerships Team presents students with a job board that includes opportunities aligned with the program's learning objectives.

While assisting in the job search, Galvanize makes no guarantee, expressed or implied, of future employment.

While Galvanize does not guarantee any job, credential, salary, or bonus for any graduate of our programs, we note that our gainfully employed graduates tend to fall under the U.S. Department of Labor Standard Occupational Classification (SOC) 15-1250 Software Developers, Programmers, and Testers.

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. Students who are not authorized to work in the United States will receive placement assistance limited to interview preparation and resume review. Please contact the admissions team for more details at info@galvanize.com

### Housing

Galvanize does not maintain dormitory facilities and does not offer assistance in finding housing. Galvanize does not assist and has no responsibility to find or assist a student in finding housing.

### CODE OF CONDUCT-All PROGRAMS

Students are expected to act maturely and demonstrate respect for others, for themselves, and to the larger Galvanize community. In order to foster a challenging and safe academic environment, students must:

1. Maintain professional relationships with fellow classmates, colleagues, instructors, guests, etc.
2. Show respect to others, themselves, and to the larger Galvanize community.
3. Be able to process constructive criticism and understand that this feedback is key to their overall learning experience.
4. Understand the impact of their behavior both upon the program and the entire Galvanize community.
5. Be courteous and responsive in dealing with others.
6. Freely accept the responsibility for and consequences of their conduct.
7. Communicate professionally if there are issues regarding conduct of themselves or others.

In addition, the following are not permitted and are subject to disciplinary action:

1. Uncooperative or disrespectful behavior to your fellow classmates, colleagues, instructors, and guests.
2. Disruptive activity that causes the obstruction of the teaching, learning, or administration of Galvanize programs.
3. Academic dishonesty including, but not limited to, cheating, plagiarism, or forgery. Copy and pasting code from other students, other developers, Stack Overflow, or any other

external resources and representing that work as your own, constitutes academic dishonesty.
4. Submission of false information on program applications or on any financial information submitted to Galvanize.
5. Impersonation of an individual other than yourself or the use of a pseudonym on Galvanize applications or in Galvanize platforms.
6. Use of vulgar, obscene, indecent, inflammatory, or discriminatory imagery or language. This includes any attire or other material that is visible to students and staff on video.
7. Using marijuana, alcohol, or illegal drugs during program hours.
8. Violence, threats of violence, or aggression directed towards students, staff members, or any other person within the Galvanize community.
9. Use of discriminatory language.
10. Behavior or language that demeans or excludes students or staff.
11. Illegal activity conducted or discussed on any platforms maintained by Galvanize.
12. Any other violation of published Galvanize policies, rules, regulations, or agreements, including the Galvanize Policy Against Harassment.

Any student may be temporarily suspended or permanently dismissed for violations of the Galvanize Code of Conduct or program expectations.

### Policy Against Harassment

Galvanize welcomes qualified students and employees of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally available through Galvanize. Consistent with its obligations under the law, Galvanize prohibits unlawful discrimination on the bases of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of the programs and activities.

Galvanize also prohibits unlawful harassment, including sexual harassment and sexual violence.

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Sexual and disruptive language and imagery is not appropriate on any Galvanize platforms.

Students asked to stop any harassing behavior are expected to comply immediately. We expect students to follow these rules during program hours and class-related social events. Our members, staff, and guests are also subject to this policy against harassment.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact Galvanize faculty or staff immediately. Galvanize faculty and staff will help students contact security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe.

### Social Media Policy

Galvanize is committed to being a diverse community that provides a safe and hospitable environment for all students, staff, and alumni. In accordance with this commitment, Galvanize has created and cultivated educational and community spaces that are actively managed and supported by Galvanize staff. All students are encouraged to utilize these platforms to engage in learning and community building. In instances where members of the community create online spaces that are not managed or supported by Galvanize, students should know that those spaces may not be safe and welcoming to everyone. Any information shared in these spaces does not reflect the views or attitudes of Galvanize. Students are strongly discouraged from joining these platforms and online spaces.

All students enrolled in Galvanize programs are required to behave in a manner consistent with Program Expectations, Code of Conduct, and the Policy Against Harassment when interacting with other members of the community, regardless of the space in which the communication takes place. If discriminatory, harassing, bullying, threatening, racist, homophobic, or misogynistic behavior is occurring in a non-Galvanize operated space, students are advised to leave that space immediately. Galvanize will evaluate any reports of inappropriate conduct to determine whether the behavior violates the Code of Conduct and has a direct impact on the community.

### Discipline

Violation of the Code of Conduct, Program Expectations, Social Media Policy, or the Policy against Harassment may result in a written warning, but conduct deemed to be sufficiently disruptive or severe, such as harassment, violence, bullying, discrimination, or disrespectful behavior towards another student, staff member, or other members of the Galvanize community, may result in immediate suspension or dismissal without prior notice.

School officials, in collaboration with instructors, will review each case and make a determination regarding if the behavior violated the above mentioned policies, and possible discipline up to permanent dismissal without the option for readmission.

## GRIEVANCES

### Stage 1: Informal Resolution

Basic steps in the informal process include:

- Begin by discussing the matter with the instructional staff, faculty, or person responsible for the class in which the issue originated.

- If the issue is not resolved, the next contact will be the Program Lead to investigate the issue and allegations.
- If you do not know where to begin an informal resolution, the Program Lead can help you identify the appropriate office or individual.

### Stage 2: Formal Complaint

If unresolved after following the appropriate informal complaint procedures, the student may choose to have the complaint "officially documented." The student completes the Student Complaint Form located at: https://www.galvanize.com/regulatory-information

The complaint must contain the following information:

1. Complainant's name, cohort name, mailing address, email address, and telephone number.
2. A detailed description of the specific actions that constituted the complaint and the names and titles of those presumed to be responsible or at fault. It is necessary to demonstrate that one has already attempted to resolve the concern through the informal procedures.
3. The date(s) of the alleged improper activities or condition developed.
4. A list of witnesses, if any, including their contact information and the facts known by each. Documentation that supports the complaint if any exists.
5. Dated complaint form completed.
6. All communications between the student and Galvanize regarding the formal complaint will be directed to the student's email account provided in the complaint form.

### Stage 3: Formal Complaint Resolution Process

Upon submission, the program's Director of Operations or his/her designee will investigate the complaint. The Galvanize staff member will acknowledge receipt of the complaint to the complainant within 3 business days. Complaints will be investigated and resolved within 14 business days of receipt. The staff member will advise the complainant if that timeline will not be met due to extenuating circumstances. If the student is not satisfied with the resolution made by the program's Director of Operations, the student may appeal to the Compliance Team by emailing: compliance@galvanize.com.

### Stage 4: Appeal

Appeals to the Compliance Team must be received within 5 working days following communication to the Complainant of the resolution. The Compliance Team may request additional information from the complainant and any involved Galvanize staff. Complaints will be investigated and resolved within 14 business days of receipt. The Compliance Team will advise the complainant if that timeline will not be met due to extenuating circumstances, and issue a written determination of the appeal that shall be provided to the complainant and the impacted faculty or other individual. The Compliance Team's determination shall be final.

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at http://highered.colorado.gov/dpos, 303-862-3001, or 1600 Broadway, Suite 2200, Denver, CO 80202.

Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S, may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury, and its cause were known or should have been known. Students must file all complaints in writing. No action regarding third party complaints (a student, enrollee, or parent or guardian of the student or enrollee claiming loss of tuition or fees) is required, except as required by § 23-64-121(4)(a), C.R.S.

## FACILITIES

The Galvanize Administrative Office is located at 1023 Walnut St #100, Boulder, CO 80302. The main phone number is 877-606-3203.

## EQUIPMENT REQUIREMENTS

### Hack Reactor Software Engineering Online Immersive (Full Time 12 Week)

The Hack Reactor SEI Immersive Programs use a custom learning management platform called Learn, which was built and maintained in-house by Technical Mentors and Core's Infrastructure Team. This helps us improve the platform constantly so we're always working with a better version of the software, and student-tested improvements.

Other software includes Slack, Zoom, GitHub, Google Hangouts, Appear.in, AwwApp, and Repl.it, each supported by their respective companies. These programs are not only well kept with glitches far and few between, but they are all provided at no cost to the student.

Slack and email are the best means of communication to HR staff should there be any issues with Learn2, or third-party software. Students primarily submit their work and assessments through GitHub, though some assignments are submitted via Google Drive. Both technologies allow staff to review and provide instant feedback on student work.

Students are required to provide their own computers for the program. Student computers should support the below specifications. Please note that these are the basic technical specifications, as these are comparable to the equipment currently used in the engineering field.

- Processor: Intel Quad-Core i5 or equivalent (minimum) / Apple M1 or equivalent (minimum)
- Memory: 8 GB RAM (minimum), 16 GB RAM (recommended)
- Storage: 50 GB available space (minimum)

- Peripherals: Working Webcam
- Operating System:
    - Highly Recommended: Mac OS X (v10.14 minimum, LTS recommended)
    - Acceptable: Windows 10 with WSL 2
        - Use an up-to-date version of the WSL2 kernel
            - Turn on "Receive updates for other Microsoft products when you update Windows" in the Advanced options for Windows Update.
        - We do not provide full instructional support for Windows users.
        - Our staff can assist with WSL2/Ubuntu related issues, but may be unable to troubleshoot Windows-specific issues.
    - Acceptable Alternative: Ubuntu Linux (v. 20 minimum)
        - Note that Zoom and other communication apps, webcams, and microphones may be buggy on Ubuntu, and is outside of the control of staff as they cannot support debugging these issues.

In order to ensure student success in the Hack Reactor Program, students must have adequate and reliable access to the internet for the duration of the program. Students must ensure that they are meeting the technical requirements of their Hack Reactor Program. If a technical issue affects your learning ability in the program, staff will discuss alternatives with you. Additionally, students must actively participate in the program by keeping their webcam on during class time, except in extenuating circumstances (such as inclement weather or power outages).

### Hack Reactor Software Engineering with JavaScript and Python (Full Time 16 Week)

The Hack Reactor Software Engineering with JavaScript and Python program uses a Web-based, custom learning management platform called Learn, which was built and maintained in-house by Technical Mentors and Core's Infrastructure Team. This helps us constantly improve the platform, so we're always working on a better software version and student-tested improvements.

The program also uses a Web-based, custom classroom management and student information system called Galvanize SIS, built and maintained by Instructors and other program staff. This helps us improve the data integrity around student information and classroom activities.

Other locally installed software includes Slack, Zoom, GitLab/GitHub, and Visual Studio Code, each supported by their respective companies. These programs are not only well kept with glitches far and far between, but they are all available to the student at no cost.

Slack and email are the best means of communication with HR staff should there be any issues with Learn or third-party software. Students submit their work and assessments through Learn, GitLab/GitHub, and Google Drive. These technologies allow staff to review and provide instant feedback on student work.

Students are required to provide their computers for the program. Student computers must run the latest version of macOS, Windows 10 Home, or Windows 10 Professional. The computer must have at least 8GB of RAM, 50GB of free hard drive space, a dual-core four-thread processor, and a 2.2 GHz processor speed. The student's computer must also have a working microphone, speakers, and video camera connected to it. Please note that these are the basic technical specifications, as these are comparable to the equipment currently used in the engineering field.

To ensure student success in the Hack Reactor Program, students must have adequate and reliable access to the Internet for the duration of the program. Students must ensure that they are meeting the technical requirements of their Hack Reactor Program. If a technical issue affects your learning ability in the program, staff will discuss alternatives with you. Additionally, students must actively participate in the program by keeping their webcam on during class time, except in extenuating circumstances (such as inclement weather or power outages).

**Meaningful communication**
Slack lets staff connect with the students via instant messaging in real-time. This means that there is no lag in messages sent and received. Students are expected to monitor their Slack and email messages throughout their participation in the program for communications from students and staff. More personal interactions, whether one-on-one discussions, small group sessions, or live Q&As with the entire class, are done face-to-face via Zoom, where the faculty and students

## PROPRIETARY MATERIALS

Any and all educational materials provided or furnished to students, electronically or otherwise, by Galvanize during the course of, or in furtherance of the student's participation in the Program ("Materials") belong to Galvanize and/or its licensors. Galvanize reserves all rights in the Materials and grants students a limited license to use the Materials during the period of their enrollment. Students understand and agree that they have no rights to any Materials, and agree that they will not reproduce or disseminate the Materials or use the Materials other than in accordance with their Student Enrollment Agreement.

## RECORD RELEASE POLICY

Galvanize ensures the security and privacy of student records as set forth below and in accordance with its Privacy Policy. As such, requests from third parties may require a written release from the student in order to disclose personal information. Exceptions to the requirement of a written release include situations in which Galvanize must release record information as part of its operations and in which the requested information is an item that Galvanize has designated as releasable without written consent.

Galvanize may release record information without a written release to individuals or organizations that fall into the below categories.

- Staff, instructors, or other individuals employed by Galvanize that have a legitimate interest in the record information in order to complete functions of their jobs.

- Officials of a state or federal regulatory body in compliance with an audit or other legal requirement.
- Third party service providers with which Galvanize has contracted to provide services.
- Officials related to a health or safety emergency.

The below items have been designated as information that Galvanize may disclose at its discretion. Information outside of the below list requires a written release from the student prior to disclosure to a third party. Galvanize will not provide information in response to employment recommendation requests outside of the below items, regardless of if a written request is submitted.

- First name
- Last name
- The name of the Program you attended
- Program completion status
- Dates of attendance

Students may request a copy of their student record by emailing compliance@galvanize.com. Galvanize will only release the below items to students who request a copy of their student record.

- Transcript
- Enrollment Agreement
- Completion Certificate

## COURSE DESCRIPTIONS

### Hack Reactor Software Engineering Online Immersive (Full Time 12 Week)

**Career Services and Hiring Sprint**

Students will learn how to write a professional resume and best present their skills and projects. Students will learn how to search for and apply to software engineering jobs. Students will learn about the entire job-search process from cover letters and phone screens to salary negotiations and offer letter reviews, all the while finalizing their professional portfolio, practicing their interviewing skills and brushing up on fundamental computer science and problem-solving concepts most likely to be found in modern software engineering job interviews. Students will begin applying to their very first software engineering positions with the support of their fellow cohort mates, and guidance from their instructional staff.

**Client Application Development**

Students will learn about HTTP, RPCs, REST, and the other mechanisms of how internet traffic is transmitted and digested. Students will work in non-trivial codebases using the popular React library and features in modern JavaScript. Students will learn how to think about web apps as components and gain more exposure sending AJAX requests to REST APIs. Students will gain comfortability with refactoring a codebase to use a technology that helps reduce complexity and

technical debt.

**Comprehensive Final Developer Project**
Blue Ocean is a workplace simulation that mimics a small Agile software engineering environment. This is a greenfield group thesis project where emphasis is placed on team dynamics, Agile practices, GitHub workflows and modern development and deployment workflows, while introducing user acceptance and client/developer relationships. At the start of the week-long project, students join Blue Ocean Consulting and are introduced to a client who needs an application developed for them. Students must work closely with their team and with the client to ensure that the project is scoped properly and delivered on time using an Agile workflow.

**Comprehensive Technical Assessment**
Students will undergo a day-long coding challenge that tests the skills and knowledge that they were expected to master during the first half of the course. This assessment contributes as a significant portion of the Summary Evaluation, which means failure to perform sufficiently on the Technical Assessment could result in a student being unable to proceed with the remainder of the course.

**Computer Science Fundamentals**
By implementing basic data structures like stacks and queues, students will learn some of the fundamentals of software engineering, including abstraction and data modeling, as well as how those tools are used in a complex application. They will also learn about class inheritance and common inheritance patterns.

Students will dive into advanced data structures by learning to build and implement hash tables, graphs, trees, and linked lists while leveraging Big O Notation to assess and describe the computational complexity of the methods associated with each of these data structures. Students will learn a process for writing solutions to complex computational problems.

**Front-End Capstone Practicum**
Students will be formed into working groups and develop features for a complex web application designed using a service-based architecture. Students will emulate the day-to-day work of a software engineer and learn about project management, group dynamics and collaboration, product design, software architecture design, and production-level systems. Students will complete this project with a thorough understanding of how front-end engineering teams work together to build complex web applications.

**Full-Stack Development**
Students will revisit all of the technologies and concepts they've learned thus far in the course and put it all together in the form of a full-stack Web application. Students will learn how to holistically design and craft a full-stack application using the design patterns,

frameworks, libraries, and tools they've seen up to this point. Then, students will practice the rapid development of miniature web applications to perfect the skill of connecting together the front-end and back-end, all while learning to adapt to the time constraints commonly found during software engineering job interview processes.

**Orientation and Review of Pre-Course Concepts**
Students will get acquainted with their fellow cohort mates and learn the structure and rules of the Hack Reactor Software Engineering Immersive at Galvanize while reviewing the Pre-Course curriculum at lightning speed. Students will revisit scopes, closures, and the keyword "this" modules.

**Practical Application and Minimum Viable Products**
Students will build their final project of the course by following the MVP mindset – Minimum Viable Product. Ambitious time constraints will be placed upon students to build fully functional software that meets specifications that they design. Students will apply the experiences they had from previous projects to set and meet goals, following project management standards and sound software architecture design principles.

**Server-Side Development**
Students will build a custom backend in Node.js to learn about backend architecture, routing, and how to debug server-side code effectively. Students will gain a deeper understanding of the design patterns used in server-side code by implementing an API that complies with RESTful principles. For the first time, students will write front-end and back-end code, learning to plug together all the usual facets of modern Web applications. Students will learn the basics of Web security and user authentication by implementing a secure login system in a Web application.

Students will store data persistently using the languages provided by database packages, including both traditional relational models (e.g. SQL) and non-relational technologies (known commonly as "NoSQL"). Students will also learn to build their own ORM, a technique to overcome the impedance mismatch between stored data and in-memory objects.

**System Design Capstone Practicum**
Students will be formed into working groups and be tasked with taking a front-end project to full back-end functionality and scale. Through learning about the principles of large-scale systems design, students will explore how engineering teams prepare and launch software at scale to millions of users. By utilizing stress testing, students will tweak and optimize their web applications at every identifiable bottleneck (from user page load to database query) to create high-performing software while replicating the processes of a production-grade engineering organization.

### Hack Reactor Software Engineering with JavaScript and Python (Full Time 16 Week)
**Backend Web**

Backend Web elevates the students' capabilities by introducing them to the foundational concepts of building web applications. This includes Hypertext Transfer Protocol (HTTP), templates, routes, request parameter types, and details of requests and responses. Students will explore the communication between clients and servers and learn more about creating dynamic web pages that source data from the backend. Learning about routes, request parameters, and responses allows students to acquire the skills needed to design and implement the backend components of web applications effectively.

**Capstone Project**
Students will revisit all of the technologies and concepts they've learned thus far in the course and use software requirements to put it all together in the form of a three-tier Web application with complex business logic.

**Career Readiness**
There are designated times focused on Career Readiness between and within units. Career Readiness material encompasses both technical and non-technical skills that students work on developing throughout the program to be more effective software engineers upon graduation. These include traditional soft skills and job search readiness topics such as professional communication skills, conflict resolution, time management, stress management, resume building, and interview preparation. It also includes reinforcing technical skills and demonstrating understanding through verbalization exercise opportunities, repetition of core skills through additional practice, and specific technical interview preparation related to computer science topics.

**Career Services Days / Hiring Sprint**
These days, students will learn how to search for and apply for software engineering jobs. Students will learn about the entire job-search process, from cover letters and phone screens to salary negotiations and offer letter reviews, all the while finalizing their professional portfolio, practicing their interviewing skills, and brushing up on fundamental computer science and problem-solving concepts most likely to be found in modern software engineering job interviews. Throughout this sprint, students will prepare to apply to software engineering positions with guidance from their instructional staff.

**Continuous Integration / Continuous Deployment (CI/CD):**
In this era of cloud computing, CI/CD has become the standard way to ship software. Students will learn the fundamentals of CI and CD and be able to practice them in a world-class CI/CD environment.

**Course Orientation**
At the beginning of each program, students participate in an orientation where they learn the program goals, what they will learn, the skills they will build throughout the program, and the resources they will use as they progress through it. This sets the stage metacognitively for

students by building the context of the program's overall goals in training them to become software developers.

**Databases**
Databases give students essential knowledge and skills in managing data effectively within software systems. This unit includes content on Entity Relationship (ER) diagrams, data definition languages (DDL), and data manipulation languages (DML). It highlights the crucial role of persistent storage in software development and its advantages over in-memory storage. We'll explore how persistent storage ensures data reliability, security, and scalability, which are crucial for maintaining data across application sessions. The aim is to provide a clear understanding of persistent storage strategies and their importance in building resilient and efficient applications capable of supporting complex data management and enhancing user experiences without the limitations of transient storage solutions.

**Dev Ops**
This section introduces the best practices for getting code from a software developer's computer into a secured production environment by providing details and insight into continuous integration/continuous deployment (CI/CD) and learning about production environments. Students will then advance their project work by actively using CI/CD and scaling as they complete their project work.

**Full-stack Fluency**
Full-stack Fluency allows students to practice using all the technologies and concepts taught throughout the previous units in preparation for their capstone project. During this time, students will build their fluency in these core concepts.

**Gating Project**
Students will revisit all of the technologies and concepts they've learned thus far in the course and use software requirements to put it all together in the form of a three-tier Web application with complex business logic.

**HTML and CSS Basics**
HTML and CSS are the essential languages for creating web pages. HTML organizes content and ensures form functionality, while CSS positions items and styles them with colors, borders, and backgrounds. Students will then use the HTML and CSS basics they learn to translate a wireframe diagram into an HTML/CSS representation.

**JavaScript Foundations**
JavaScript Foundations provides students with insight into the behaviors of JavaScript and an understanding of essential concepts and techniques in JavaScript programming. These include the basics of JavaScript, which are fundamental to understanding JavaScript's behavior, the Document

Object Model (DOM), which consists of an understanding of web browsers and objects as well as how to access, modify, and style content, and how to handle browser events using JavaScript.

**Leveraging AI**
The content of the Leveraging AI section introduces learners to the capabilities of Artificial Intelligence (AI) in software development. Through independent exploration and supportive demonstration, individuals learn how to thoughtfully integrate AI technologies, critically assess the code generated by AI, and refactor code as appropriate. Students explore the risks and benefits of AI integration and how to use it effectively and cautiously.

**Python Foundations**
Python Foundations introduces students to the core concepts and syntax found in Python. This unit aims to solidify students' understanding of Python programming and, as a result, enable them to understand fundamental programming principles that will allow them to solve problems efficiently. Topics such as variables, data types, conditionals, libraries, classes, and objects are covered in this category. Students are also introduced to and begin to implement problem decomposition. By solidifying the fundamentals of Python, students build the essential skills necessary for advanced topics and real-world development tasks.

**React Development**
React Development focuses first on React's foundations and then builds on that foundation by integrating RESTful APIs. Students will explore how to harness React’s capabilities to interact with data sources, manage the application state, and create modular, scalable front-end applications.

**Unit Assessments**
Formative and summative assessments are used within a unit to assess students' understanding of unit content. These assessments are a mixture of multiple-choice, reflection, and project work demonstrating deeper understanding. They aim to identify areas for intervention at both individual and group levels as the program progresses.

## ACADEMIC CALENDAR

Galvanize observes the following Holidays:

| | |
|---|---|
| New Year’s Day | January 1, 2024 |
| MLK Day | January 15, 2024 |
| President’s Day | February 19, 2024 |
| Memorial Day | May 27, 2024 |
| Juneteenth | June 19, 2024 |

| | |
|---|---|
| Independence Day | July 4, 2024 |
| Labor Day | September 2, 2024 |
| Veterans Day | November 11, 2024 |
| Thanksgiving | November 28 & 29, 2024 |
| Christmas | December 25-31, 2024 |

| Program Name | Start Date | Break Week | End Date |
|---|---|---|---|
| **Hack Reactor Software Engineering Online Immersive** | 4/29/2024 | 6/10/2024 - 6/14/2024 | 7/26/2024 |
| | 9/3/2024 | 10/14/2024 - 10/18/2024 | 11/27/2024 |
| | 12/9/2024 | 1/27/2025 - 1/31/2025 | 3/14/2025 |
| | 3/24/2025 | 5/5/2025 - 5/9/2025 | 6/20/2025 |
| | 6/30/2025 | 8/11/2025 - 8/15/2025 | 9/26/2025 |

| Program Name | Start Date | End Date |
|---|---|---|
| **Hack Reactor Software Engineering with JavaScript and Python** | 4/29/2024 | 9/13/2024 |

| | | |
|---|---|---|
| | 5/28/2024 | 10/17/2024 |
| | 9/30/2024 | 2/23/2025 |
| | 2/24/2025 | 6/12/2025 |

## LICENSES & APPROVALS

Galvanize is either licensed, has a written exemption, or is exempt from oversight in the following locations: Alaska, American Samoa, Arizona, California, Colorado, Delaware, Florida, Guam, Hawaii, Idaho, Illinois, Kansas, Louisiana, Maine, Massachusetts, Minnesota, Mississippi, Missouri, Montana, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wyoming.

Please see below for Galvanize, Inc. approvals and refer to the state-specific addendum for additional disclosures:

- Alaska – Exempt by Alaska Commission on Postsecondary Education
- California – Registered with California Bureau for Private Postsecondary Education
- Colorado – Approved by Colorado Department of Higher Education, Private Occupational School Board
- Idaho – Exempt by Idaho State Board of Education
- Illinois – Exempt by Illinois Board of Higher Education, Private Business and Vocational Schools
- Texas – Approved by Texas Workforce Commission, Career Schools and Colleges
- Washington – Approved by Workforce Training and Education Coordinating Board

# CATALOG ADDENDUM

## California Disclosures and Refund Policy

Galvanize is a private institution that is registered in the State of California by the Bureau for Private Postsecondary Education. Registration means compliance with state standards as set forth in the CEC and 5, CCR. Galvanize is not accredited and is not a degree-granting institution. Students enrolled in unaccredited institutions are not eligible for federal financial aid programs.

**Student Tuition Recovery Fund (STRF)**
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1717 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 431-6959 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.*

At this time California residents will be charged $0.00 per $1000 as a mandatory contribution to the California Student Tuition Recovery Fund (STRF).

**Transfer Credit Disclosure**
Notice Concerning Transferability of Credits and Credentials Earned at Galvanize.

The transferability of credits you earn at Galvanize is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion 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 Galvanize to determine if your certificate of completion will transfer.

Courses in Galvanize programs may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. Galvanize does not imply or guarantee the transferability of credits from its certificate programs. Galvanize has not entered into an articulation or transfer agreement with any college or university.

**Complaint Policy**

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 Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 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 Postsecondary 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.

**Cancellation and Refund Policy**

**Cancellation**

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. When written notice of program cancellation is received within this time frame, a 100% refund will be issued for any tuition and fees paid to date. The written notice must be sent with a date (either in electronic format or postmarked and mailed) on or before the seventh day after your official start date.

**Refund**

In the case of students withdrawing after the seventh day of the program start, the school will retain a Registration Fee of $125 plus a pro rata percentage of tuition and fees, which is calculated from the official date of termination or withdrawal and based on the percentage of days attended out of the total number of days in the Session (payment period). Once a student has attended at least 60% of the total days in the Session, he/she is no longer entitled to a refund.

1) The student may cancel this contract at any time prior to midnight of the seventh business day after signing this contract.
2) All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
   a) The date on which the school receives written notice of the student's intention to discontinue the program; or
   b) The date on which the student violates published school policy, which provides for termination.

The student will receive a full refund of tuition and fees paid if the school discontinues a Program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

## Colorado Disclosures and Policies

**Disclosures**
Agents approved by the Colorado Department of Higher Education, Private Occupational School Board.

Galvanize offers information technology industry programs that do not typically correspond to occupations which require licensing or certification by a state agency. However, students should check with appropriate Colorado regulatory agencies to confirm that program/course work will satisfy initial or renewal licensing or certification of that agency.

Galvanize does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

**Cancellation Policy**
Students who are not accepted to the school are entitled to all moneys paid. Students who cancel this contract prior to beginning class, by notifying the school within five (5) business days are entitled to a full refund of all tuition and fees paid. Students who cancel this contract prior to beginning class, who withdraw after five (5) business days are entitled to a full refund of all tuition and fees paid, minus the $100 Registration Fee.

**Refund Policy**
Once students' scheduled classes have begun, refunds are calculated based on the number of days completed prior to withdrawal. All refunds are made within 30 days from the date of withdrawal/termination. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity (e.g. the date of termination). Refunds are provided based on the following criteria:

| **If students separate from the Program...** | **Galvanize will retain this percentage of tuition:** |
|---|---|
| Within the first 10% of program | 10% (plus the non-refundable registration fee) |
| After 10% but within the first 20% of program | 20% (plus the non-refundable registration fee) |
| After 20% but within the first 30% of program | 30% (plus the non-refundable registration fee) |
| After 30% but within the first 40% of program | 40% (plus the non-refundable registration fee) |
| After 40% but within the first 50% of program | 50% (plus the non-refundable registration fee) |
| After 50% but within the first 60% of program | 60% (plus the non-refundable registration fee) |
| After 60% but within the first 75% of program | 75% (plus the non-refundable registration fee) |
| After 75% of program | 100% |

*Measured in days completed / divided by the total length of the program in days.

A full refund will be provided if Galvanize cancels the program session. Granting of prior credit for previous training (which Galvanize does not typically do) shall not impact the refund policy.

**Postponement of Start Date**
Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
a. Whether the postponement is for the convenience of the school or the student, and;
b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

**Colorado Grievance Procedure**
Students are encouraged to first review the institution Grievance Policy above. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001.

**Transcript/Diploma/Certificate Financial Hold Exemption Policy**

**A. Purpose**
This policy is in response to Colorado HB22-1049.

**B. Scope**
This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

**C. Policy**
1. Galvanize will not withhold a transcript, diploma, or certificate requested by current and former students.
2. Registration Holds: Individuals will no longer be able to register or enroll for courses/classes if the individual has any amount of debt due to Galvanize until that debt is paid in full. Galvanize will not directly assign a third-party collection agency.
3. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed directly to the School should contact: AR@galvanize.com.

Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

## Texas Cancellation and Refund Policy

**Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

**Refund Policy**

1) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2) The effective date of termination for refund purposes will be the earliest of the following:
   a) The last day of attendance, if the student is terminated by the school;
   b) The date of receipt of written notice from the student; or
   c) Ten school days following the last date of attendance.
3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4) If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5) Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

a) For cohorts beginning prior to September 30th, 2024 and all on-campus cohorts: The laptop provided to students for the program is the property of Tech Elevator and must be returned upon termination, withdrawal, or graduation. Upon cancellation, termination or withdrawal, the cost of any laptops, monitors, and other equipment not returned will be withheld from any refund owed to students (see itemized costs in Tuition Details above).

6) A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7) A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the school;
   b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

***Refund Policy for Students Called to Active Military Service***

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

a) satisfactorily completed at least 90 percent of the required coursework for the program; and
b) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

**Complaint Policy**

Attempting to resolve any issue with the School first is strongly encouraged. Complaints which cannot be resolved by direct negotiation between the student and the school shall be directed to the Texas Workforce Commission.

Texas Workforce Commission Career Schools and Colleges
101 East 15th Street, Room 226T
Austin Texas 78778
Phone: 512-936-3100
texasworkforce.org/careerschools

## Washington Disclosures

**Complaint Policy**

Attempting to resolve any issue with the School first is strongly encouraged. This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504 Web: wtb.wa.gov
Phone: (360) 709-4600
E-Mail Address: wtecb@wtb.wa.gov