DigitalCrafts Academy

Institutional Catalog
State of Florida
Catalog Volume #1
Effective January 1, 2020 – December 31, 2021

Refer to the institutional catalog for company policies and procedures. All questions or concerns should be sent directly to hello@digitalcrafts.com.

DigitalCrafts Academy
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Tampa, Florida 33602
ATTN: DigitalCrafts Academy
(833) 327-2387
hello@digitalcrafts.com
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Meet DigitalCrafts Academy

History

Founded in 2015, DigitalCrafts Academy is a top-reviewed accelerated software training company with campuses across the United States. DigitalCrafts Academy provides full stack coding bootcamp programs as well as custom corporate training solutions. DigitalCrafts Academy’s full stack coding bootcamp program is designed to transform aspiring developers into full-stack software engineers with cutting edge skill sets, and their corporate training solutions are custom designed to meet the needs of their clients.


Mission

We exist to positively impact the lives of 10,000+ “builders,” each equipped with the skills and tools necessary to breathe life into ideas, whether as entrepreneurs or software engineers. The company’s core values are:

Core Values

- Customer obsessed
- High quality everything
- If you don’t know, learn
- Mop the floors
- Default to transparency

Culture

Work hard, play hard. DigitalCrafts Academy stands out because of two simple reasons: students always come first, and our people are exceptional. In many cases, students quit their jobs to achieve a life-changing career transition - this is not something to be taken lightly. DigitalCrafts Academy’s staff will always support students like they’re a friend in need and never run from the challenge.

Statement of Legal Control

Institution Name: DigitalCrafts Academy
Owned and operated by: DigitalCrafts LLC
Managing Members of DigitalCrafts LLC: Jake Hadden, Max McChesney

State Approvals

State of Georgia:
State of Texas:
Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. School #5044.

State of Florida:
Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or by toll-free telephone number (888) 224-6684.

Programs Offered

Full Stack Immersive Program
Full-time program, 16 week duration, in-person training

Program Overview:
Throughout the Full Stack Immersive Program students learn full-stack web development covering front-end and back-end software development. Students who are accepted into the Full Stack Immersive Program are expected to be in-class Mon. – Fri. from 9:00AM – 4:00PM throughout the 16-week period excluding lunch breaks from 12:00PM – 1:00PM each day. In addition to the learning the necessary skills to obtain a job as an entry-level software developer, each student will have the option to complete a series of career services including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts Academy ever growing employer network.

Program Objectives:
The Full Stack Immersive Program is designed to train and equip each student with the necessary skills to obtain an entry-level software development job upon graduation. DigitalCrafts Academy does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each student. The program will teach students the core concepts of software development, including but not limited to programming fundamentals, front-end development, back-end development and an advanced front-end framework. Depending on the student’s career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, fulltime employment, and/or contract work. Students who graduate from the full-time program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, Software Developer and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

Program Schedule:
Students are expected to be on-site at DigitalCrafts Academy Mon. – Fri. from 9:00AM – 4:00PM throughout the 16-week program expect for lunch breaks from 12:00PM – 1:00PM. Class will break daily for 10 minutes at 10:30AM and 2:30PM. Holidays will vary per cohort depending on the program start date, but this will not result in less than 16 weeks of training. Information on program start dates, holidays, and dates where the office will not be accessible...
can be found on the company website at http://www.digitalcrafts.com/immersive-web.html or in the upcoming program schedule below.

**Holiday Schedule:**
2020
- January 1st: New Year’s Day
- January 18th (Flex) & January 20th: MLK Weekend
- April 11th (Flex): Easter Saturday
- May 23rd (Flex) & May 25th: Memorial Day Weekend
- July 3rd & July 4th (Flex): Independence Day Break
- September 5th (Flex) & September 7th: Labor Day
- November 26th - November 28th: Thanksgiving Break
- December 24th - January 1st: Christmas and New Year’s

**Enrollment & Program Schedule:**
Enrollment for each program will begin 6 months prior to the program start date, and the program schedule for 2019 - 2020 can be referenced on our website. Refer to the link here to stay up to date on upcoming programs: https://www.digitalcrafts.com/tampa-campus.html

**Upcoming Program Schedule**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Anticipated Program Completion Date</th>
<th>Cancelled Class Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 8, 2021</td>
<td>June 1, 2021</td>
<td>5/31/2021</td>
</tr>
</tbody>
</table>

**Program Curriculum:**
Curriculum for the program includes the following.
- Programming Fundamentals
- Front End Development
- Back End Development
- Advanced Front End Development
- Git / GitHub

**Program Outline:**

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Program Time Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lec/Lab/Total</td>
</tr>
<tr>
<td>SBJ 1</td>
<td>Programming Fundamentals</td>
<td>27.50 / 27.50 / 55.00</td>
</tr>
<tr>
<td>SBJ 2</td>
<td>Front End Development</td>
<td>68.50 / 68.50 / 137.00</td>
</tr>
<tr>
<td>SBJ 3</td>
<td>Back End Development</td>
<td>55.00 / 55.00 / 110.00</td>
</tr>
</tbody>
</table>
Clock Hours
The course is 439 clock hours long, including 219.50 hours of theory/lecture and 219.50 hours of lab/hands-on coding time. One clock hour is a period of 60 minutes with a minimum of 50 minutes of supervised directed instruction with a ten-minute break.

School Numbering System
The institution follows an independent course numbering system assigning courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

Pre-Work
Each student is strongly encouraged to complete 30-40 hours of pre-requisite work prior to starting class. Pre-work consists of a number of online exercises and readings provided by DigitalCrafts Academy to ensure each student is adequately prepared for the 16-week program. Pre-work covers the basics of HTML, CSS, JavaScript, and Python.

SBJ 1 Programming Fundamentals (27.50 hrs. lecture / 27.50 hrs. lab; Pre-requisite: Admissions)
Programming Fundamentals with Python introduces students to a foundation of web development skills and fundamental concepts necessary to learn and master any programming language. Students will learn at a minimum Git, command line interface (CLI), and basic Python through the hands-on act of programming, team exercises, and building simple web applications.

SBJ 2 Frontend Web Development (68.50 hrs. lecture / 68.50 hrs. lab; Pre-requisite: SBJ 1)
Basic front-end web development introduces students to a foundation of web development and fundamental skills necessary to design, layout, and build the “front-end” of a functioning website and/or application. Students will learn at a minimum HTML, CSS, and JavaScript through the hands-on act of programming, styling, and adding interactions to a webpage and/or project.

SBJ 3 Back-end Development (55 hrs. lecture / 55 hrs. lab; Pre-requisite: SBJ 2)
After completing front-end web development, SBJ 3 introduces students to back-end web development using JavaScript frameworks such as Node.js. Back-end development consists of server-side development work and building full stack web applications with databases.

SBJ 4 Advanced Front End Development (68.50 hrs. lecture / 68.50 hrs. lab; Pre-requisite: SBJ 3)
During the Advanced front-end web development unit, students will build upon their foundation from SBJ 1, SBJ 2, and SBJ 3. Students will learn how to solve complex programmatic problems, build full stack web applications with cutting edge JavaScript frameworks such as React.

Student Evaluation:
In order for the student to pass and receive a certificate of completion, students must meet the following criteria by the end of their cohort. The Full Stack Immersive Program is a pass or fail class which does not include a point-based grading system.
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- **Attendance Requirement:** Miss no more than 7 days of class – Students who miss more than 7 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 7 consecutive days will be removed from the program.

- **Capstone Requirement:** Meet the requirements set forth for the final capstone project – Students must demonstrate their understanding of the key concepts covered throughout the program in their final capstone project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Advanced Front End Development and Git/ GitHub. Capstone projects are reviewed and evaluated by the Lead Instructor. The DigitalCrafts Academy Instructor will use a rubric to help determine if the student has passed or failed the career requirement.

- **Career Requirement:** Develop resume and portfolio needed for the job search – Students must receive a pass on both their resume and portfolio before completion of their cohort. Resume and portfolios are reviewed and evaluated by a DigitalCrafts Academy Career Advisor. The DigitalCrafts Academy Career Advisor will use a rubric to help determine if the student has passed or failed the career requirement and notify the Instructor and Operations Manager.

If a student does not fulfill any of the requirements (Attendance, Capstone and/or Career) listed above they will receive a failure mark on their official transcripts.

Each student’s final outcome will be recorded on an official student transcript. The student’s transcript will say whether the student has passed or failed the course. Student records are kept permanently at the school.

**Tuition & Related-Costs:**

Students are required to provide their own laptop and strongly encouraged to complete the pre-requisite materials prior to class. The tuition for the program $14,950.

**Cost Breakdown by Item***

**Program Tuition:**

$14,950 *Amount paid directly to school and is inclusive of $250 deposit.*

Additional Estimated Costs:

$1,119 *13-inch MacBook Air can be purchased through Apple directly.*

$40 *Pre-work materials can be purchased through Amazon directly.*

**Total Estimated Cost:**

$16,109*

*Students are strongly encouraged to use a Mac computer while in class. Mac computers cannot be acquired through the school. Program tuition includes all cost of instruction and any software needed while enrolled in class. Students are required to cover costs of pre-requisite materials and laptop. Cost breakdown does not include tax or interest if financing.*
**Full Stack Flex Program**

Part-time program, 26-week duration, in-person training

**Program Overview:**

Throughout the Full Stack Flex Program students learn full-stack software development covering front-end and back-end web development. Students who are accepted into the Full Stack Flex Program are expected to be in-class two nights a week and on designated weekends. Class takes place either on Tuesday & Thursday or Monday & Wednesday from 6:30PM – 9:30PM and every Saturday from 10:00AM – 2:00PM throughout the 26-week period. In addition to the learning the necessary skills to obtain a job as an entry-level software developer, each student will have the option to complete a series of career services including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts Academy ever growing employer network.

**Program Objectives:**

The Full Stack Flex Program is designed to train and equip each student with the necessary skills to obtain an entry-level web development job after graduation. DigitalCrafts Academy does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each and every student. Depending on the student’s career goals, students may seek a number of opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work. Students who graduate from the full-time program can seek out a number of job titles including, but not limited to Junior Developer, Web Developer, Software Developer and/or Software Engineer, and as an entry-level developer the work settings for this type of occupation can vary across startups, corporations, and governmental agencies.

**Program Schedule:**

Students are expected to be on-site at DigitalCrafts Academy from 6:30PM – 9:30PM two nights per week (Tuesday & Thursday or Monday & Wednesday) and every Saturday from 10:00AM – 2:00PM throughout the 26-week period. Information on program start dates, holidays, and dates where the office will not be accessible can be found on the company website at [http://www.digitalcrafts.com/flex-web.html](http://www.digitalcrafts.com/flex-web.html) or in the upcoming program schedule below.

**Holiday Schedule:**

2020

- January 1st: New Year’s Day
- January 18th (Flex) & January 20th: MLK Weekend
- April 11th (Flex): Easter Saturday
- May 23rd (Flex) & May 25th: Memorial Day Weekend
- July 3rd & July 4th (Flex): Independence Day Break
- September 5th (Flex) & September 7th: Labor Day
- November 26th - November 28th: Thanksgiving Break
- December 24th - January 1st: Christmas and New Year’s
Enrollment & Program Schedule:
Enrollment for each program will begin 6 months prior to the program start date, and the program schedule for 2019 - 2020 can be referenced on our website. Refer to the link here to stay up to date on upcoming programs: [https://www.digitalcrafts.com/tampa-campus.html](https://www.digitalcrafts.com/tampa-campus.html)

### Upcoming Program Schedule

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Anticipated Program Completion Date</th>
<th>Cancelled Class Days</th>
</tr>
</thead>
</table>

Program Curriculum:
Curriculum for the program includes the following:

- Programming Fundamentals
- Front End Development
- Back End Development
- Advanced Front End Development
- Git / GitHub

Program Outline:

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Program Time Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBJ 101</td>
<td>Intro to Programming Fundamentals</td>
<td>10 / 10 / 20</td>
</tr>
<tr>
<td>SBJ 102</td>
<td>Basic Front-End Development</td>
<td>40 / 40 / 80</td>
</tr>
<tr>
<td>SBJ 103</td>
<td>Basic Back-End Development</td>
<td>35 / 35 / 70</td>
</tr>
<tr>
<td>SBJ 104</td>
<td>Front-End Frameworks</td>
<td>45 / 45 / 90</td>
</tr>
<tr>
<td></td>
<td>Total Hours for Program Completion</td>
<td>130 / 130 / 260</td>
</tr>
</tbody>
</table>

Clock Hours
The course is 260 clock hours long, including 130 hours of theory/lecture and 130 hours of lab/hands-on coding time. One clock hour is a period of 60 minutes with a minimum of 50 minutes of supervised directed instruction with a ten-minute break.

School Numbering System
The institution follows an independent course numbering system assigning courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

Pre-Work
Each student is strongly encouraged to complete 30-40 hours of pre-requisite work prior to starting class. Pre-work consists of a number of online exercises and readings provided by DigitalCrafts Academy to ensure each student is adequately prepared for the 26-week program. Pre-work covers the basics of HTML, CSS, JavaScript, and programming fundamentals.
SBJ 101 Intro to Programming Fundamentals (10 hrs. lecture / 10 hrs. lab; Pre-requisite: Admissions)

Intro to Programming Fundamentals introduces students to a foundation of web development skills and fundamental concepts necessary to learn and master any programming language. Students will learn at a minimum Git, command line interface (CLI), and basic programming fundamentals through the hands-on act of programming, team exercises, and building simple web applications.

SBJ 102 Basic Frontend Development (40 hrs. lecture / 40 hrs. lab; Pre-requisite: SBJ 101)

Basic front-end web development introduces students to a foundation of web development and fundamental skills necessary to design, layout, and build the “front-end” of a functioning website and/or application. Students will learn at a minimum HTML, CSS, and JavaScript through the hands-on act of programming, styling, and adding interactions to a webpage and/or project.

SBJ 103 Basic Back-end Development (35 hrs. lecture / 35 hrs. lab; Pre-requisite: SBJ 102)

After completing front-end web development, SBJ 3 introduces students to back-end web development using JavaScript frameworks such as Node.js. Back-end development consists of server-side development work, building full stack web applications with databases, and deploying applications to the cloud.

SBJ 104 Front End Frameworks (45 hrs. lecture / 45 hrs. lab; Pre-requisite: SBJ 103)

During the front-end frameworks unit, students will build upon their foundation from SBJ 101, SBJ 102, and SBJ 103. Students will learn how to solve complex programmatic problems, build full stack web applications with cutting edge JavaScript frameworks such as React.

Student Evaluation:

In order for the student to pass and receive a certificate of completion, students must meet the following criteria by the end of their cohort. The Full Stack Flex Program is a pass or fail class which does not include a point-based grading system.

- Attendance Requirement: Miss no more than 10 days of class – Students who miss more than 10 days (excused or unexcused) will not receive a certificate of completion, career support or be able to participate in student graduation. Students who miss more than 20% of the program or 10 consecutive days will be removed from the program.

- Capstone Requirement: Meet the requirements set forth for the final capstone project – Students must demonstrate their understanding of the key concepts covered throughout the program in their final capstone project. Key concepts include Programming Fundamentals, Front End Development, Back End Development, Advanced Front End Development and Git/ GitHub. Capstone projects are reviewed and evaluated by the Lead Instructor. The DigitalCrafts Academy Instructor will use a rubric to help determine if the student has passed or failed the career requirement.

- Career Requirement: Develop resume and portfolio needed for the job search – Students must receive a pass on both their resume and portfolio before completion of their cohort. Resume and portfolios are reviewed and evaluated by a DigitalCrafts Academy Career Advisor. The DigitalCrafts Academy Career Advisor will use a rubric to help determine if the student has passed or failed the career requirement and notify the Instructor and Operations Manager.
If a student does not fulfill any of the requirements (Attendance, Capstone and/or Career) listed above they will receive a failure mark on their official transcripts.

Each student’s final outcome will be recorded on an official student transcript. The student’s transcript will say whether the student has passed or failed the course. Student records are kept permanently at the school.

**Tuition & Related-Costs:**

Students are required to provide their own laptop and strongly encouraged to complete the pre-requisite materials prior to class. The tuition for the program $9,950.

**Cost Breakdown by Item***

Program Tuition:

$9,950 *Amount paid directly to school and is inclusive of $250 deposit.*

Additional Estimated Costs:

$1,119 *Laptop; 13-inch MacBook Air can be purchased through Apple directly (Mac not required)*  
$40 *Pre-work materials can be purchased through Amazon directly (strongly encouraged)*

Total Estimated Cost:

$11,109*

*Students are required to provide their own computer while in class. Program tuition includes all cost of instruction and any software needed while enrolled in class. Students are required to cover costs of pre-requisite materials and laptop. Cost breakdown does not include tax or interest if financing.*

**Satisfactory Academic Progress:**

Students must meet requirements #1 - #3 below in order to pass the Full Stack Immersive program or Full Stack Flex program.

1. Attendance Requirement: Student must meet attendance requirements  
   - Full Stack Immersive students can miss no more than 7 days; Students will be notified after missing 4 days and again after missing 7.  
   - Full Stack Flex students can miss no more than 10 days; Students will be notified after missing 4 days and again after missing 10 days.

2. Career Requirement: Students must receive a pass on their resume and portfolio  
   - All students must receive a pass on their resume and portfolio prior to graduation  
   - Students are able to submit their resume and portfolio for review and feedback as many times as needed to receive a pass prior to graduation

3. Capstone Requirement: Students must meet requirements set forth in the final capstone project  
   - All students must meet the requirements set forth by the Lead Instructor in the final capstone project prior to graduation
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- Students must receive approval on their project idea before starting development to ensure requirements will be met which include Programming Fundamentals, Basic Front-end Development, Back-end Development, and Advanced Front-end Development.
- Instructors will actively monitor the development of each project to ensure students are meeting requirements prior to graduation
- Instructors will notify students if project doesn’t meet requirements prior to graduation to allow for a round of revisions

Upon completion of the program and approval of their final capstone project by the lead instructor, students can refer to themselves as DigitalCrafts Academy Graduates and will receive a printed and digital certificate of completion which serves as their diploma. Each student’s transcript will be include a “P” for Pass or “F” for Fail based on meeting the requirements #1 - #3 above.

DigitalCrafts Academy does not have a probationary policy for unsatisfactory performance while enrolled in a program. Students can appeal their Pass or Fail grade by submitting an appeal following the guidelines of the Appeal Policy in writing directly to the Operations Manager within ten days of receiving his or her final grade.

Students who are dismissed from a program for unsatisfactory performance can re-enter the program only after meeting 1-on-1 with the Operations Manager and receiving approval for re-enrollment. Students will not be able to join midway through a program and must restart at the beginning.

Career Services:

Student who are enrolled and/or graduate successfully from the Full Stack Immersive and Full Stack Flex Program will receive career support, including but not limited to:

- Resume Guidance – Students will receive guidance and feedback on how to develop a professional resume applicable to the job they are seeking.
- Interview Training – Students will learn technical skills throughout the program which will help in interviewing. Students will also have the option to complete a mock interview with an expert.
- Portfolio – Students will build an online portfolio featuring the work completed throughout the program. The online portfolio is the single most important placement aspect in the field of software development.
- Online Presence – Students will learn how to leverage GitHub, a popular website used by employers to gauge a developer’s skillset.
- Access to DigitalCrafts Academy Employer Network – Students will be introduced to DigitalCrafts Academy employer network based on their skillset, career goals, and the hiring needs of the employer. The employer network consists of companies in the local area who have agreed to partner with DigitalCrafts Academy with the goal of hiring graduates.
- Demo Day – Students will have the opportunity to present their work in front of friends, family and employers.
Financial advisement – DigitalCrafts Academy can provide financial advisement for tuition payments. Students are also encouraged to contact our 3rd party financial partners to learn more about loan terms and/or repayment details.

Academic and personal advisement – DigitalCrafts Academy can provide academic and personal advisement if a student needs while enrolled into a program at DigitalCrafts Academy.

Job Search Support – DigitalCrafts Academy promises to provide each student with a minimum of 6 months of job search support after graduating from the program. Job search support allows the graduate to submit their resume and/or portfolio for review and feedback as well as schedule a 1-on-1 career talk with a DigitalCrafts Academy Career Advisor.

DigitalCrafts Academy does not guarantee job placement.

**Entrance Requirements: Full Stack Immersive & Full Stack Flex**

Students must achieve a 95% accuracy within 3 attempts on the DigitalCrafts Academy Admissions Code Assessment in order to be considered for acceptance. Admissions are based on the outcome of a student’s online application, interview, and coding assessment. Each step will be taken into consideration before officially accepting or deferring a student. There is no prior certificate or degree required for admissions, and students must be 18 years of age to enroll.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Full Stack Immersive &amp; Full Stack Flex Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Application</td>
<td>Required</td>
</tr>
<tr>
<td>Video or In-Person Interview</td>
<td>Required</td>
</tr>
<tr>
<td>Coding Assessment</td>
<td>Required, 95% Accuracy</td>
</tr>
<tr>
<td>Receive Acceptance Letter</td>
<td>Required</td>
</tr>
<tr>
<td>Provide Proof of External Financing (if applicable)</td>
<td>Required</td>
</tr>
<tr>
<td>Submit Deposit</td>
<td>Required</td>
</tr>
<tr>
<td>Execute Student Agreement</td>
<td>Required</td>
</tr>
<tr>
<td>Pre-Requisite Work</td>
<td>Strongly Encouraged</td>
</tr>
</tbody>
</table>

**Previous Education and Credits**

DigitalCrafts Academy’s policy is to not accept prior credits earned at other similar institutions. The transferability of credits earned at DigitalCrafts is at the discretion of the receiving
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it institution. It is the student’s responsibility to confirm whether or not another institution of the student’s choice will accept our credits.

Payment, Refunds, Scholarships, & Financial Assistance

Tuition & Payment Schedule:

Students have the option to pay using one of the methods below. Tuition payments can be made via cashier’s check, personal check, credit card, or ACH/bank transfer.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Stack Immersive Program</td>
<td>$14,950</td>
<td>● Due 10 business days prior to class start date.</td>
</tr>
<tr>
<td>Full Stack Flex Program</td>
<td>$9,950</td>
<td>● Due 10 business days prior to class start date, or Payments can be made over 4 installments</td>
</tr>
</tbody>
</table>

Payment methods - Full Stack Immersive

- Upfront tuition payment
- 3rd Party Financing (refer to Financial Assistance section)
- Income Share Agreement (ISA - refer to Financial Assistance section)

Payment methods - Full Stack Flex

- Upfront tuition payment
- 3rd Party Financing (refer to Financial Assistance section)
- Installment Plan (refer to table below for details)

Tuition Installment Plan - Table 2.0¹

<table>
<thead>
<tr>
<th>Payment Due</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Tuition¹</td>
<td>$9,950</td>
</tr>
<tr>
<td>Prior to class (deposit)</td>
<td>($250)</td>
</tr>
<tr>
<td>Week 2</td>
<td>25% of Remaining Balance</td>
</tr>
<tr>
<td>Week 9</td>
<td>25% of Remaining Balance</td>
</tr>
<tr>
<td>Week 16</td>
<td>25% of Remaining Balance</td>
</tr>
<tr>
<td>Week 22</td>
<td>25% of Remaining Balance</td>
</tr>
<tr>
<td>Tuition Balance</td>
<td>$0</td>
</tr>
</tbody>
</table>

¹Effective Tuition may vary due to scholarships awarded to individual students. Specifically, Effective Tuition would be decrease by the amount of the scholarship awarded which would be reflected in the subsequent payments.

Students are encouraged to work closely with financing partners and/or ISA partners to understand and abide by all terms and conditions before entering into any financial obligation. Income Share Agreements (ISAs) are only available to immersive students and will only be available for 5 students per cohort on a first come first served basis.
Refund Policy:

In order to obtain a refund on any Program, Student must comply with the following provisions. DigitalCrafts Academy refund policy adheres to Florida’s Department of Education guidelines.

Student must send a written or email notification to DigitalCrafts Academy expressly stating that he/she will no longer be attending the Program. Cancellation after attendance has begun, through 40% completion of the Program, will result in a pro rata refund computed on the number of hours completed to the total program hours. A student’s withdrawal date will be calculated based on the final day of attendance. Students who complete more than 40% of the Program’s instructional hours are not eligible for a refund of any amount. Refunds will be issued within 30 days of written or email notification from student. Cancellation prior to the first day of class will result in a 100% refund.

IN ANY CASE, AND NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, STUDENT SHALL HAVE SEVENTY-TWO (72) HOURS FROM THE DATE OF THIS AGREEMENT TO CANCEL OR RESCIND THIS AGREEMENT AND THAT IN THE EVENT OF ANY SUCH CANCELLATION OR RESCISSION, THE STUDENT SHALL RECEIVE A REFUND OF THE TOTAL TUITION AND FEES, IF ANY, PAID TO DIGITALCRAFTS ACADEMY AT THE TIME OF OR IN CONNECTION WITH THE EXECUTION OF STUDENT ENROLLMENT AGREEMENT.

Scholarships:

- DigitalCrafts Academy offers a variety of scholarships that align with the company’s mission of providing education accessibility to more students. The Women’s Scholarship and Builders Scholarship below are available to all students who attend DigitalCrafts Academy.

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Description</th>
<th>Full Stack Immersive Program</th>
<th>Full Stack Flex Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Scholarship</td>
<td>Scholarship is automatic for all women who self-select on application to program. Scholarship amount will be applied directly to outstanding tuition balance.</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Builders Scholarship</td>
<td>Scholarship for individuals with inspiring stories; Application is required and DigitalCrafts Academy enrollment team evaluates and chooses candidate based on application submission. Scholarship amount will be applied directly to outstanding tuition balance. All applicants are allowed to apply.</td>
<td>Up to $1,500</td>
<td>Up to $1,000</td>
</tr>
</tbody>
</table>

Financial Assistance:

DigitalCrafts Academy offers various financial assistance opportunities for those students who qualify. Refer to the links below for more information on each available option.

Sallie Mae (3rd Party Financing)
DigitalCrafts Academy Institutional Catalog
State of Florida

- Click here to view the student brochure

Skills Fund (3rd Party Financing)
- Click here to view the student brochure

Income Share Agreement (Leif)
- Click here to view the student brochure

Appeal Policy

Grade Appeal Policy
Grade appeals submitted through email within ten (10) business days of receiving the final letter grade will be reviewed by the Operations Manager. Any appeals that are submitted after ten (10) business days will not be reviewed and the student will be notified that the request for appeal has been denied.

The Operations Manager will notify the student through their email within thirty (30) business days after receiving the written appeal of their decision. The decision of the Operations Manager is final and they may render one of the following decisions:
- No Grade Change - the original grade issued by the instructor stands
- Grade Change - the original grade issued by the instructor is changed

If there are any delays due to extreme circumstances by DigitalCrafts Academy for any reason, a representative will inform the student of the delay followed with a new timeline.

Student Conduct & Complaint Policy

Student Conduct:

- Students are expected to use his/her best efforts to attend all classes, to participate in the class in accordance with the instructor’s directions, and to perform all assignments, which are part of the curriculum.
- DigitalCrafts Academy reserves the right to terminate the participation of any student in the Full Stack Immersive or Full Stack Flex Program in the event that there is reasonable cause to believe that the student is involved in any illegal activity according to the State of Florida and including drugs, alcohol, and partaking in illegal activity online while in a class or on the premises where any class is being conducted (in such case student will be reported and removed from the program with no future career support). DigitalCrafts Academy likewise reserves the right in its sole discretion to terminate or suspend student’s participation in the event the instructor determines that student is being disruptive and/or interfering with the presentation of the instructor or the participation of other students or if the student is holding up the educational progression of the entire class (in which case student will likewise be removed from the program with no future job support), and/or not performing up to expected standards.
Complaints Policy:

DigitalCrafts Academy views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person who has made the complaint.

Our policy is:

● To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
● To make sure everyone at DigitalCrafts Academy knows what to do if a complaint is received
● To make sure that complaints are, wherever possible, resolved and that relationships are repaired in a timely manner

4 Steps to File a Complaint

1. A formal complaint must be filed by email or in writing to an Operations Manager. Complaints can be filed at any point while enrolled and for a 52-week period after leaving the program.
2. Once a complaint has been received, DigitalCrafts Academy will provide a response within 48 hours to the complainant detailing next steps to resolve the complaint at hand.
3. If a satisfactory resolution has not been obtained at this point, students can lodge a written appeal directly to the CEO, who will hear the complaint and render a final decision.
4. If a response is not received or the resolution does not meet expectations, all complaints can be appealed to the Commission for Independent Education, Florida Department of Education.

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or by toll-free telephone number (888) 224-6684.

DigitalCrafts Academy
802 E Whiting Street
Tampa, FL 33602
ATTN: DigitalCrafts Academy
(833) 327-2387
hello@digitalcrafts.com

Commission for Independent Education,
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684

Complaint policy adopted on…………………………………………………………8/29/2019

Facility & Record Keeping

Facilities Overview:

DigitalCrafts Academy’ office space will provide students with all the necessary tools and resources to gain the skills needed to graduate successfully from the program. Our campus is located at Embarc Collective, which will include external computer monitors for each student, desks, coffee, kitchen area, and break rooms. Embarc Collective’s working environment will
provide professional and networking opportunities for students while enrolled in class. Embarc Collective is located at 802 E Whiting Street, Tampa, FL 33602.

The landlord represents that it is in the compliance with all local safety and health codes, including fire, building, and sanitation

DigitalCrafts Academy classroom highlighted below in orange is 526 sq.ft.

**Record Keeping:**

DigitalCrafts Academy will digitally archive all student’s records permanently for future reference. Records include the following:

- Application & Entrance Requirements
- Student Enrollment Agreement
- Attendance Records
- Graduation Certificate
- Job Offer Letter (if applicable)
- Financial Obligations

Digital records can be obtained by emailing DigitalCrafts Academy at hello@digitalcrafts.com

**Company Personnel**

**Full & Part-time Tampa Staff:**

Jake Hadden, Operations Manager, Bachelor’s in Banking and Finance from University of Georgia

Natalie Cataldo, Enrollment Coordinator, Bachelor’s in Social Entrepreneurship from Belmont University
Chris Aquino, Lead Instructor, Bachelor’s in Science, Technology, and Culture from Georgia Tech University. Author of Front-End Web Development, The Big Nerd Ranch Guide

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