

# DigitalCrafts

## Institutional Catalog

State of Georgia

Effective August 1, 2016 – December 31, 2017

Refer to the institutional catalogue for company policies and procedures. All questions or concerns should be sent directly to [hello@digitalcrafts.com](mailto:hello@digitalcrafts.com).

### DigitalCrafts

3423 Piedmont Road NE

Atlanta, Georgia 30305

ATTN: DigitalCrafts

(770) 858-5806

[hello@digitalcrafts.com](mailto:hello@digitalcrafts.com)

<b>Table of Contents</b>	<b>Page</b>
<b>Meet DigitalCrafts</b>	
History.....	3
Mission.....	3
Core Values.....	3
Culture.....	3
<b>Courses Offered</b>	
16 Week Immersive Bootcamp.....	3
Course Overview.....	3
Course Objectives.....	4
Course Schedule.....	4
Curriculum.....	4
Student Evaluation.....	4
Tuition & Related-Costs.....	4
Course Outline.....	5
Career Services.....	5
iOS Mobile App Development.....	6
Course Overview.....	6
Course Objectives.....	6
Course Schedule.....	6
Curriculum.....	6
Student Evaluation.....	6
Tuition & Related-Costs.....	6
<b>Entrance Requirements.....</b>	<b>7</b>
<b>Payment &amp; Refund Policy.....</b>	<b>7</b>
<b>Student Conduct, Complaint Policy, &amp; Enrollment Agreement</b>	
Student Conduct.....	8
Complaint Policy.....	8
Enrollment Agreements	
16 Week Immersive Bootcamp.....	9
iOS Mobile App Development.....	14
<b>Facility &amp; Record Keeping.....</b>	<b>19</b>
<b>Company Personnel.....</b>	<b>19</b>

## Meet DigitalCrafts

### History

Max McChesney and Jake Hadden founded DigitalCrafts in 2015 with the vision of creating a boutique program focused 100% on the learning experience and successful outcome of each individual student. DigitalCrafts is headquartered in Atlanta, Georgia, and operates a second campus in Houston, Texas. The flagship course is the 16 Week Immersive Bootcamp transforming beginners into software engineers with cutting edge skill sets, polished portfolios, interview training, and career support.

### Mission

DigitalCrafts exists to create a community of 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

- Follow Through
- Honesty
- Student Outcomes
- Culture
- Teamwork

### Culture

Work hard, play hard. DigitalCrafts stands out because of two simple reasons: the 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' staff will always support students like they're a friend in need and never run from the challenge.

## Courses Offered

### 16 Week Immersive Bootcamp

Full-time program, 16 week duration, in-person training

#### Course Overview:

Throughout the 16 Week Immersive Bootcamp students learn full-stack web development covering front-end and back-end web development. Students who are accepted into the 16 Week Immersive Bootcamp are expected to be in-class from 9:00AM – 5:00PM throughout the 4-month period excluding lunch breaks from 12:00PM – 1:00PM each day. In addition to the learning the necessary skills to obtain a job as a developer, each student will have the option to enroll in an evening elective program and complete a series of career training exercises including, but not limited to resume guidance, mock interview training, portfolio development, and gain access to DigitalCrafts growing Employer Network.

### Course Objectives:

The full-time program is designed to train and equip each student with the necessary skills to obtain an entry-level or junior-level development job within 6 months of graduating. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each 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, 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, 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.

### Course Schedule:

Students are expected to be on-site at DigitalCrafts from 9:00AM – 5:00PM throughout the 16 week course expect for lunch breaks from 12:00PM – 1:00PM. Class will break daily for 15 minutes at 10:30AM and 2:30PM. Information on course 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>.

### Course Curriculum:

Curriculum for the course can include the following. In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

- HTML
- CSS
- JavaScript
- JavaScript Frameworks
- Databases
- Mobile Responsive Design
- NodeJS
- Python
- Git / GitHub
- Programming Best Practices

### Student Evaluation:

Throughout the 16-week program, students will be evaluated across several areas including attendance, class participation, quiz performance, project performance, and career readiness. Students will undergo 3 performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses.

- Attendance – Students who miss more than more than 10% of the program (8 excused or unexcused absences) will not receive a certificate and may be removed from the program.
- Quiz & Project Performance – Students must maintain an average above 70% across all quiz and project work combined in order to receive a certificate and career support upon graduation.
- Career Readiness – Students must develop a resume and portfolio meeting specific requirements in order to receive a certificate and career support upon graduation.

### Tuition & Related-Costs:

Students are required to purchase a Mac laptop and pre-requisite materials prior to class. The tuition for the course \$12,950 and the tuition for the option evening elective is an additional \$1,000 totaling to \$13,950.

### Cost Breakdown by Item

DigitalCrafts Institutional Catalogue  
State of Georgia

13-inch MacBook Air: \$1,199.00\*

Pre-requisite Materials: \$40.00

Course Tuition: \$12,950.00

Elective Tuition: \$1,000.00

Total Maximum Cost: \$15,189.00\*

*\*Students are required to use a Mac computer while in class but any model running the latest operating system is acceptable. Cost breakdown does not include tax or interest if financing.*

**Course Outline:**

Subject #	Subject Title	Course Time Hours
		Lec/Lab/Total
SBJ 1	Basic Frontend Web Development	70 / 70 / 140
SBJ 2	Advanced Frontend Web Development	70 / 70 / 140
SBJ 3	Back-end Development, Node.js	70 / 70 / 140
SBJ 4	Back-end Development, Python	70 / 70 / 140
Total Hours for Program Completion		280 / 280 / 560

**Career Services:**

Student who graduate successfully from the 16 Week Immersive Bootcamp will receive career support, including but not limited to:

- Resume Guidance – Students will receive feedback on how to make their resume professional and applicable to the job they are seeking.
- Interview Training – Students will learn from an expert on interview best practices and types of interviews (i.e. Case Study, Code Challenge, etc.).
- Online Portfolio – Students will build an online portfolio featuring the work completed throughout the course. The online portfolio is the single most important placement aspect in the field of web and mobile development.
- Online Presence – Students will learn how to leverage GitHub, a popular website used by employers to gauge a developers skillset.
- Access to DigitalCrafts Employer Network – Students will be introduced to DigitalCrafts Employer Network based on skillset and career goals. The Employer Network consists of companies in the local area who have agreed to consider DigitalCrafts’ alumni for open developer positions.
- Demo Day – Students will have the opportunity to present their work.
- Continued Learning – Alumni will have the ability to attend future training programs at DigitalCrafts for a significant discount to continue learning after graduation.

**iOS App Development**



DigitalCrafts Institutional Catalogue  
State of Georgia

Part-time program, 12 week duration, 2 nights per week, in-person training

**Course Overview:**

Over the course of 12 weeks, students will train with the goal of obtaining a foundation in mobile development. Students will learn the ins and outs of Swift, Apple's programming language, and the techniques and technologies that power the most popular iPhone apps. Before completing the course, students will have the opportunity to build an app with the option to submit it to the Apple App Store. Students who are accepted into the iOS App Development course are expected to be in-class from 6:30PM – 9:30PM throughout the 12-week period excluding two 15 breaks at 7:30PM and 8:30PM.

**Course Objectives:**

While the part-time program is not designed to equip students for a career change, it is designed to give students a foundation to build upon after graduation if mobile development is a career the student wishes to obtain. DigitalCrafts does not guarantee job placement or offer career support for part-time students.

**Course Schedule:**

Students are expected to be on-site at DigitalCrafts from 6:30PM – 9:30PM two nights per week throughout the 12 week course. Class will break for 15 minutes at 7:30PM and 8:30PM. Holidays will vary per cohort depending on the course start date, but this will not result in less than 24 classes in total. Information on course start dates, holidays, and dates where the office will not be accessible can be found on the company website at <http://www.digitalcrafts.com>.

**Course Curriculum:**

- iOS
- Xcode
- Swift

**Student Evaluation:**

Throughout the 12-week program, the instructor will evaluate students across class participation and project performance.

- Attendance – Students who miss more than 5 unexcused days, more than 10% of the program (8 excused or unexcused absences), or 8 consecutive days will be removed from the program.
- Project Performance – The instructor will periodically review the student’s project work to ensure the student is on track and retaining the course material.

**Tuition & Related-Costs:**

Students are required to purchase a Mac prior to class. The tuition for the course is \$3,000.

Cost Breakdown by Item

13-inch MacBook Air: \$1,199.00\*

Course Tuition: \$3,000.00

Total Maximum Cost: \$4,199.00\*

DigitalCrafts Institutional Catalogue  
State of Georgia

*\*Students are required to use a Mac computer while in class but any model running the latest operating system is acceptable. Cost breakdown does not include tax or interest if financing.*

## Entrance Requirements

Requirements	16 Week Immersive Bootcamp	iOS App Development
Online Application	Required	Required
Video or In-Person Interview	Required	Required
Coding Challenge	Required	Not Required
Receive Acceptance Letter	Required	Required
Provide Proof of External Financing (if applicable)	Required	Required
Submit Deposit	Required	Required
Execute Student Agreement	Required	Required
Pre-Requisite Work	Required	Not Required

## Payment & Refund

### Tuition & Payment Schedule:

Students have the option to pay tuition in full prior to class starting or finance the tuition through a DigitalCrafts financing partner or an unaffiliated financier. If a student is financing tuition, proof of an approved financing partner will need to be delivered to DigitalCrafts before the student's seat can be reserved in class. If a student plans to pay the full tuition directly to DigitalCrafts, refer to the payment schedule below.

Course	Tuition	Due Date
16 Week Immersive Bootcamp	\$12,950	Due 10 business days prior to start date
iOS App Development	\$3,000	Due 10 business days prior to start date

### Refund Policy:



DigitalCrafts Institutional Catalogue  
State of Georgia

DigitalCrafts refund policy adheres to the Georgia Non-Public Post-secondary Education Commission guidelines. The refund policy is as follows:

- Refunds are made in full to the student within forty-five (45) days of the date of withdrawal;
- Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.
- If a student withdraws after completing 50% of the program, no refund of tuition is required.
- This policy only applies to full withdrawals and it is up to the institution to determine policies for refunds for partial (course) withdrawals.

## **Student Conduct, Complaint Policy, & Enrollment Agreement**

### **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.
- Students shall comply with and adhere in all respects to the rules and regulations of Atlanta Tech Village where DigitalCrafts classes are held.
- DigitalCrafts reserves the right to terminate the participation of Student in the 16 Week Immersive Bootcamp and/or 12 Week Mobile App Development course in the event that there is reasonable cause to believe that the Student is involved in any illegal activity while in a class or on the premises where any class is being conducted (in such case Student will be removed from the course with no future job support). DigitalCrafts 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 course with no future job support), and/or not performing up to expected standards.

### **Complaints Policy:**

DigitalCrafts 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 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

### **3 Steps to File a Complaint**

1. A complaint must be filed by email or in writing to a campus director. 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 will provide a response within 48 hours to the complainant detailing next steps to resolve the complaint at hand.



DigitalCrafts Institutional Catalogue  
State of Georgia

3. If a response is not received or the resolution does not meet expectations, all complaints can be appealed to the State of Georgia’s Nonpublic Postsecondary Education Commission.

**DigitalCrafts, LLC**  
3423 Piedmont Road NE Suite 565  
Atlanta, GA 30305  
ATTN DigitalCrafts  
(770) 858-5806  
hello@digitalcrafts.com

**Nonpublic Postsecondary Education  
Commission**  
2082 East Exchange Place Suite 220  
Tucker, Georgia 30084-5305  
(770) 414-3300  
<http://gnpec.org/>

**Responsibility**

Overall responsibility for this policy and its implementation lies with DigitalCrafts Managing Members.

Adopted on:.....October 20, 2015

Last reviewed:.....August 31, 2016

**Student Enrollment Agreement(s):**

**16 Week Immersive Bootcamp:**

**DIGITALCRAFTS STUDENT AGREEMENT**

This Student Agreement (this "Agreement") is made by and between the student named below (the "Student") and DIGITALCRAFTS, LLC, a Georgia limited liability company whose place of business is 3423 Piedmont Road NE Suite 565, Atlanta, Georgia 30305 ("DigitalCrafts"), as of the date set forth immediately above the signatures set out below.

Student Information Table 1.0

Information Requested	Enter Response Below
Full Name:	
Mailing Address:	
Residence Address:	
Email:	
Telephone:	
*DigitalCrafts Admin Only*	
Course Name:	
Class Start Date:	
Total Tuition Amount (including deposit):	

WHEREAS, DigitalCrafts has agreed, subject to Student's full compliance with the terms of this Agreement and payment of the tuition described herein in accordance with the terms of this Agreement, to provide student with an immersive boot camp training experience; and

DigitalCrafts Institutional Catalogue  
State of Georgia

WHEREAS, Student desires to participate in such training as Student has designated in Section 1 below;

NOW THEREFORE, for and in consideration of the premises and the mutual promises, covenants and agreements hereinafter set forth, DigitalCrafts and Student agree as follows:

1. *Undertaking of DigitalCrafts; Course Selection.*

(a) Subject to Student's compliance with the terms and conditions hereof, DigitalCrafts agrees to provide Student with an immersive boot camp course (the "Immersive Course"), as selected by Student.

(b) Student hereby selects the date for following course [insert start date for the immersive program for which you have been accepted (dd/mm/yy)]: The Immersive Course starting on \_\_\_\_\_.

2. *Student's Obligation to Pay Tuition.* Student agrees to pay the entire tuition amount for the selected Immersive Course. Student understands that completing the online application or receiving an acceptance letter does not guarantee Student a seat in class nor entitle Student to receive instruction unless the tuition is timely paid in accordance with the terms of this Agreement. For the avoidance of doubt, Student acknowledges and agrees that the obligations of DigitalCrafts are expressly conditioned upon Student's compliance with the provisions of this Agreement governing the payment of tuition. Provided, however, that notwithstanding anything contained in this Agreement, DigitalCrafts reserves the right to vary any tuition payment schedule from time to time for any student and also to enter into different payment arrangements for different students. For the Immersive Course, tuition amounts to \$12,950 for the 16 Week Immersive Bootcamp and \$13,950 for the 16 Week Immersive Bootcamp + Elective unless otherwise noted in the Student Information Table 1.0 above.

(a) *For Immersive Course.* Unless DigitalCrafts expressly and in writing agrees otherwise, in order to reserve a seat in the Immersive Course and be entitled to receive the training of the Immersive Course, Student agrees to submit a deposit of \$1,000 at any time after acceptance letter has been received but before the below stated deadline for payment of tuition. Student understands and agrees that he/she shall not be guaranteed a seat in the Immersive Course until the deposit is received. The Student shall pay the tuition for the Immersive Course, in full, to DigitalCrafts no later than fourteen (14) days prior to the class start date specified above (the "Class Start Date"). Tuition can be paid online, mailed to DigitalCrafts directly, or financed through an independent financing company approved by DigitalCrafts.

(b) Student understands and agrees that no time price differential amount is being charged to Student by DigitalCrafts by reason of any installment payments.

(c) *Acceptance.* Acceptance shall be deemed to have occurred upon issuance to Student by DigitalCrafts of a letter expressly confirming such acceptance.

3. *REFUND POLICY.* In order to obtain a refund on any Immersive Course, Student must comply with the following provisions. DigitalCrafts refund policy adheres to Georgia's Nonpublic Postsecondary Education Commission guidelines.

(a) *For Immersive Course.* Student must send a written or email notification to DigitalCrafts expressly stating that he/she will no longer be attending the Immersive Course. Students are eligible for a prorated refund if he/she leaves or is removed from the Immersive Course prior to completing 50% of the Immersive Course's instructional hours. Students who complete more than 50% of the Immersive Course's instructional hours are not eligible for a refund of any amount.

(b) 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

DigitalCrafts Institutional Catalogue  
State of Georgia

AND FEES, IF ANY, PAID TO DIGITALCRAFTS AT THE TIME OF OR IN CONNECTION WITH THE EXECUTION OF THIS AGREEMENT.

4. *Use of Facilities.* If Student is enrolled in the Immersive Course, then, for as long as such enrollment continues, he/she shall have the privilege of using DigitalCrafts' facilities located at 3423 Piedmont Road NE Suite 565, Atlanta, Georgia 30305, during regular class hours from 8:00 a.m. to 5:00 p.m. Monday through Friday. DigitalCrafts' facilities may not be accessible on the weekends, holidays, or outside of the stated hours. If Student is enrolled in the Immersive Course, then, for as long as such enrollment continues, he/she shall have the privilege of using Atlanta Tech Village's facilities located at 3423 Piedmont Road NE, Atlanta, Georgia 30305, accessible through key card access twenty four hours per day seven days per week.

5. *Other Obligations of Student.*

(a) Student agrees 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.

(b) Student shall comply with and adhere in all respects to the rules and regulations of Atlanta Tech Village where DigitalCrafts classes will be held.

6. *Termination of Student's Participation.* DigitalCrafts reserves the right to terminate the participation of Student in the Immersive Course in the event that there is reasonable cause to believe that the Student is involved in any illegal activity 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 course with no future job support). DigitalCrafts 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 reported and removed from the course with no future job support), and/or not performing up to expected standards. Without limitation of the foregoing, any default by Student in Student's obligations under this Agreement may result in termination of Student's participation in the Immersive Course.

7. *Certificates.* Upon Student's successful completion of the Immersive Course, DigitalCrafts will provide Student with an official DigitalCrafts certificate for Student's permanent records and for use with future prospective employers.

8. *Proprietary Materials of DigitalCrafts.* Student acknowledges that all course materials, whether in tangible (hard copy) or electronic form, are the proprietary property of DigitalCrafts and are licensed to Student solely for use in the Immersive Course and for Student's own personal reference following successful completion of the Immersive Course. Therefore, Student agrees not to sell, distribute, redistribute, publish, republish, repurpose, or use such materials for any other purposes, or to allow any other person or entity to directly or indirectly use any such materials.

9. *Certain Disclaimers.* STUDENT ACKNOWLEDGES AND AGREES THAT: (I) HE/SHE HAS BEEN MADE AWARE THAT DIGITALCRAFTS DOES NOT GUARANTEE JOB PLACEMENT UPON GRADUATION OF ANY CLASS AND DIGITALCRAFTS SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR PAST OR FUTURE LOSS OF INCOME OR FAILURE TO OBTAIN OR RETAIN ANY EMPLOYMENT; (II) NO TUITION WILL BE REFUNDED TO STUDENT IF HE/SHE IS NOT ABLE TO SECURE OR RETAIN EMPLOYMENT AFTER GRADUATION. DIGITALCRAFTS CURRICULUM IS NOT ACCREDITED BY ANY GOVERNMENTAL BODY OR AGENCY AND MAY CHANGE FROM TIME TO TIME DURING ANY COURSE IN ORDER TO REMAIN RELEVANT IN TODAY'S WORLD OF RAPIDLY CHANGING TECHNOLOGY. DIGITALCRAFTS' WEBSITE ATTEMPTS TO DISPLAY ALL TECHNOLOGIES, FRAMEWORKS, AND TOPICS COVERED IN THE CURRICULUM, BUT THERE MAY BE INSTANCES WHERE ADDITIONAL TOPICS ARE COVERED OR FEWER TOPICS ARE COVERED DEPENDING ON EXTERNAL FACTORS AS WELL AS THE PACE OF ANY PARTICULAR CLASS.

DigitalCrafts Institutional Catalogue  
State of Georgia

10. *Notices.* Any notice permitted or required hereunder to DigitalCrafts shall be made (i) by email to hello@digitalcrafts.com or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to DigitalCrafts, Suite 565, 3423 Piedmont Road NE, Atlanta, GA 30305. Any notice to Student permitted or required hereunder shall be made (i) by email to Student's email address set out above or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to Student's mailing address set out above.

11. *Miscellaneous.* If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. This agreement shall be governed by, and construed in accordance with, the laws of Georgia, without reference to its conflict of laws principles. Student may not assign this Agreement or Student's interest in or rights under this Agreement unless with the prior written consent of DigitalCrafts. DigitalCrafts may assign its rights and privileges and delegate its obligations under this Agreement at any time. The obligations and rights and privileges contained herein shall be binding upon and inure to the benefit of the heirs, permitted assigns, and successors of the parties hereto. Should Student be in default in any manner under the terms of this Agreement, Student agrees to pay the reasonable attorney fees of DigitalCrafts actually incurred in enforcing this Agreement. This Agreement shall not be binding on DigitalCrafts until executed by its manager in the space set out below.

12. *Student Representations.* Student has read this Agreement and hereby agrees to its terms (including, without limitation, the Refund Policy as stated above). STUDENT ACKNOWLEDGES THAT THIS IS A LEGALLY BINDING AGREEMENT; STUDENT MAY WISH TO CONSULT WITH HIS/HER LEGAL COUNSEL BEFORE SIGNING THIS AGREEMENT.

NOTICE TO STUDENT:

DO NOT SIGN THIS BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE PAPER YOU SIGN. YOU HAVE THE RIGHT TO PAY IN ADVANCE THE FULL AMOUNT DUE AND UNDER CERTAIN CONDITIONS OBTAIN A PARTIAL REFUND OF ANY TIME PRICE DIFFERENTIAL.

Executed at Atlanta, Georgia, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

STUDENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT.

STUDENT:

\_\_\_\_\_

Print Name: \_\_\_\_\_

DIGITALCRAFTS:  
DIGITALCRAFTS, LLC

\_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Managing Member

GNPEC Student Disclosure Form

Name of School: \_\_\_\_\_

DigitalCrafts Institutional Catalogue  
State of Georgia

Address of School: \_\_\_\_\_

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

\_\_\_\_\_ Student's Initials

2. School Outcomes

I have read and received a copy of the school's retention, graduation, and placement rates for each of the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering. Although collected, the data may not be available for students during the 2016-2017 academic year.

\_\_\_\_\_ Student's Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

\_\_\_\_\_ Student's Initials

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institutions procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a US-based accrediting association recognized by the United States Secretary of Education; therefore I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

\_\_\_\_\_ Student's Initials

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School's Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

**iOS App Development:**

**DIGITALCRAFTS STUDENT AGREEMENT**

This Student Agreement (this "Agreement") is made by and between the student named below (the "Student") and DIGITALCRAFTS, LLC, a Georgia limited liability company whose place of business is 3423 Piedmont Road NE

DigitalCrafts Institutional Catalogue  
State of Georgia

Suite 565, Atlanta, Georgia 30305 ("DigitalCrafts"), as of the date set forth immediately above the signatures set out below.

Student Information Table 1.0

Information Requested	Enter Response Below
Full Name:	
Mailing Address:	
Residence Address:	
Email:	
Telephone:	
*DigitalCrafts Admin Only	
Course Name:	
Class Start Date:	
Total Tuition Amount (including deposit):	

WHEREAS, DigitalCrafts has agreed, subject to Student's full compliance with the terms of this Agreement and payment of the tuition described herein in accordance with the terms of this Agreement, to provide student with part-time training experience; and

WHEREAS, Student desires to participate in such training as Student has designated in Section 1 below;

NOW THEREFORE, for and in consideration of the premises and the mutual promises, covenants and agreements hereinafter set forth, DigitalCrafts and Student agree as follows:

1. *Undertaking of DigitalCrafts; Course Selection.*

(a) Subject to Student's compliance with the terms and conditions hereof, DigitalCrafts agrees to provide Student with part-time training course (the "Part-time Course"), as selected by Student.

(b) Student hereby selects the date for following course [insert start date for the program for which you have been accepted (dd/mm/yy)]: The Part-time Course starting on \_\_\_\_\_.

2. *Student's Obligation to Pay Tuition.* Student agrees to pay the entire tuition amount for the selected Part-time Course. Student understands that completing the online application or receiving an acceptance letter does not guarantee Student a seat in class nor entitle Student to receive instruction unless the tuition is timely paid in accordance with the terms of this Agreement. For the avoidance of doubt, Student acknowledges and agrees that the obligations of DigitalCrafts are expressly conditioned upon Student's compliance with the provisions of this Agreement governing the payment of tuition. Provided, however, that notwithstanding anything contained in this Agreement, DigitalCrafts reserves the right to vary any tuition payment schedule from time to time for any student and also to enter into different payment arrangements for different students. For the Part-time Course, tuition amounts to \$3,000.

(a) *For Part-time Course.* Unless DigitalCrafts expressly and in writing agrees otherwise, in order to reserve a seat in the Part-time Course and be entitled to receive the training of the Part-time Course, Student agrees to submit a deposit of \$250 at any time after acceptance but before the below stated deadline for payment of tuition. Student understands and agrees that he/she shall not be guaranteed a seat in the Part-time Course until the deposit is

DigitalCrafts Institutional Catalogue  
State of Georgia

received. The Student shall pay the tuition for the Part-time Course, in full, to DigitalCrafts no later than fourteen (14) days prior to the class start date specified above (the "Class Start Date"). Tuition can be paid online, mailed to DigitalCrafts directly, or financed through an independent financing company approved by DigitalCrafts.

(b) Student understands and agrees that no time price differential amount is being charged to Student by DigitalCrafts by reason of any installment payments.

(c) *Acceptance.* Acceptance shall be deemed to have occurred upon issuance to Student by DigitalCrafts of a letter expressly confirming such acceptance.

3. *REFUND POLICY.* In order to obtain a refund on any Part-time Course, Student must comply with the following provisions. DigitalCrafts refund policy adheres to Georgia's Nonpublic Postsecondary Education Commission guidelines.

(a) *For Part-time Course.* Student must send a written or email notification to DigitalCrafts expressly stating that he/she will no longer be attending the Part-time Course. Students are eligible for a refund determined on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. Students who complete more than 50% of the Part-time Course are not eligible for a refund of any amount.

(b) 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 AT THE TIME OF OR IN CONNECTION WITH THE EXECUTION OF THIS AGREEMENT.

4. *Use of Facilities.* If Student is enrolled in the Part-time Course, then, for as long as such enrollment continues, he/she shall have the privilege of using DigitalCrafts' facilities located at 3423 Piedmont Road NE, Atlanta, Georgia 30305 Suite 565 during regular class hours from 6:30 p.m. to 9:30 p.m. Monday and Wednesday. Facilities will not be accessible on the weekends, holidays, or outside of the stated hours.

5. *Other Obligations of Student.*

(a) Student agrees 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.

(b) Student shall comply with and adhere in all respects to the rules and regulations of Atlanta Tech Village where DigitalCrafts classes will be held.

6. *Termination of Student's Participation.* DigitalCrafts reserves the right to terminate the participation of Student in the Part-time Course in the event that there is reasonable cause to believe that the Student is involved in any illegal activity 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 course with no future job support). DigitalCrafts 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 reported and removed from the course with no future job support), and/or not performing up to expected standards. Without limitation of the foregoing, any default by Student in Student's obligations under this Agreement may result in termination of Student's participation in the Part-time Course.

7. *Certificates.* Upon Student's successful completion of the Part-time Course, DigitalCrafts will provide Student with an official DigitalCrafts certificate for Student's permanent records and for use with future prospective employers.

DigitalCrafts Institutional Catalogue  
State of Georgia

8. *Proprietary Materials of DigitalCrafts.* Student acknowledges that all course materials, whether in tangible (hard copy) or electronic form, are the proprietary property of DigitalCrafts and are licensed to Student solely for use in the Part-time Course and for Student's own personal reference following successful completion of the Part-time Course. Therefore, Student agrees not to sell, distribute, redistribute, publish, republish, repurpose, or use such materials for any other purposes, or to allow any other person or entity to directly or indirectly use any such materials.

9. *Certain Disclaimers.* STUDENT ACKNOWLEDGES AND AGREES THAT: (I) HE/SHE HAS BEEN MADE AWARE THAT DIGITALCRAFTS DOES NOT OFFER CAREER SUPPORT INCLUDING RESUME GUIDANCE, INTERVIEW TRAINING, ACCESS TO DIGITALCRAFTS EMPLOYEE NETWORK, OR GUARANTEE JOB PLACEMENT UPON GRADUATION OF ANY PART-TIME COURSE AND DIGITALCRAFTS SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR PAST OR FUTURE LOSS OF INCOME OR FAILURE TO OBTAIN OR RETAIN ANY EMPLOYMENT; (II) NO TUITION WILL BE REFUNDED TO STUDENT IF HE/SHE IS NOT ABLE TO SECURE OR RETAIN EMPLOYMENT AFTER GRADUATION. DIGITALCRAFTS CURRICULUM IS NOT ACCREDITED BY ANY GOVERNMENTAL BODY OR AGENCY AND MAY CHANGE FROM TIME TO TIME DURING ANY COURSE IN ORDER TO REMAIN RELEVANT IN TODAY'S WORLD OF RAPIDLY CHANGING TECHNOLOGY. DIGITALCRAFTS' WEBSITE ATTEMPTS TO DISPLAY ALL TECHNOLOGIES, FRAMEWORKS, AND TOPICS COVERED IN THE CURRICULUM, BUT THERE MAY BE INSTANCES WHERE ADDITIONAL TOPICS ARE COVERED OR FEWER TOPICS ARE COVERED DEPENDING ON EXTERNAL FACTORS AS WELL AS THE PACE OF ANY PARTICULAR CLASS.

10. *Notices.* Any notice permitted or required hereunder to DigitalCrafts shall be made (i) by email to hello@digitalcrafts.com or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to DigitalCrafts, Suite 565, 3423 Piedmont Road NE, Atlanta, GA 30305. Any notice to Student permitted or required hereunder shall be made (i) by email to Student's email address set out above or (ii) by USPS by certified mail, return receipt requested or by recognized commercial courier to Student's mailing address set out above.

11. *Miscellaneous.* If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. This agreement shall be governed by, and construed in accordance with, the laws of Georgia, without reference to its conflict of laws principles. Student may not assign this Agreement or Student's interest in or rights under this Agreement unless with the prior written consent of DigitalCrafts. DigitalCrafts may assign its rights and privileges and delegate its obligations under this Agreement at any time. The obligations and rights and privileges contained herein shall be binding upon and inure to the benefit of the heirs, permitted assigns, and successors of the parties hereto. Should Student be in default in any manner under the terms of this Agreement, Student agrees to pay the reasonable attorney fees of DigitalCrafts actually incurred in enforcing this Agreement. This Agreement shall not be binding on DigitalCrafts until executed by its manager in the space set out below.

12. *Student Representations.* Student has read this Agreement and hereby agrees to its terms (including, without limitation, the Refund Policy as stated above). STUDENT ACKNOWLEDGES THAT THIS IS A LEGALLY BINDING AGREEMENT; STUDENT MAY WISH TO CONSULT WITH HIS/HER LEGAL COUNSEL BEFORE SIGNING THIS AGREEMENT.

NOTICE TO STUDENT:

DO NOT SIGN THIS BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE PAPER YOU SIGN. YOU HAVE THE RIGHT TO PAY IN ADVANCE THE FULL AMOUNT DUE AND UNDER CERTAIN CONDITIONS OBTAIN A PARTIAL REFUND OF ANY TIME PRICE DIFFERENTIAL.

Executed at Atlanta, Georgia, this \_\_\_\_ day of \_\_\_\_\_, 2016.



DigitalCrafts Institutional Catalogue  
State of Georgia

STUDENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT.

STUDENT:

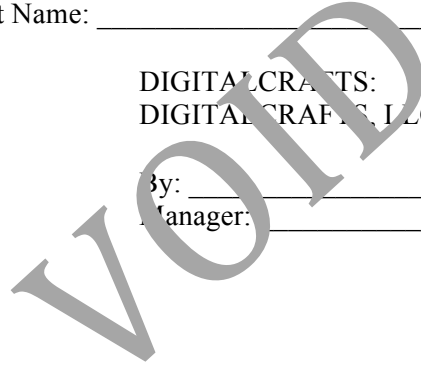
\_\_\_\_\_

Print Name: \_\_\_\_\_

DIGITALCRAFTS:  
DIGITAL CRAFTS, LLC

By: \_\_\_\_\_

Manager: \_\_\_\_\_



GNPEC Student Disclosure Form

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

DigitalCrafts Institutional Catalogue  
State of Georgia

7. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

\_\_\_\_\_ Student's Initials

8. School Outcomes

I have read and received a copy of the school's retention, graduation, and placement rates for each of the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering. Although collected, the data may not be available for students during the 2016-2017 academic year.

\_\_\_\_\_ Student's Initials

9. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

\_\_\_\_\_ Student's Initials

10. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

11. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institutions procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

\_\_\_\_\_ Student's Initials

12. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a US-based accrediting association recognized by the United States Secretary of Education; therefore I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

\_\_\_\_\_ Student's Initials

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School's Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Facility & Record Keeping

### Facilities Overview:

## DigitalCrafts Institutional Catalogue State of Georgia

DigitalCrafts office provides students with all the necessary tools and resources to successfully graduate from the program. Our office is located in the Buckhead area of Atlanta, Georgia, in the Atlanta Tech Village. The Atlanta Tech Village provides its tenant's security services, parking services, engineering services, and cleaning services. Students have access to a desk, an external monitor, unlimited free coffee, kitchen, unlimited free snacks, break rooms, game rooms, and books for continued learning outside of class.

### **Record Keeping:**

DigitalCrafts will archive all student's records for future reference. Records include the following:

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

Records can be obtained by emailing DigitalCrafts at [hello@digitalcrafts.com](mailto:hello@digitalcrafts.com)

### **Company Personnel**

#### **Managing Members & Partners:**

*Jake Hadden, Co-Founder & Director of Student Services*

- Jake is a co-founder of DigitalCrafts and leads the Students Services program on a day-to-day basis. Prior to DigitalCrafts, Jake worked as a management consultant focusing on company innovation, business processes, and mergers and acquisitions.

*Max McChesney, Co-Founder & Director of Operations*

- Max is a co-founder of DigitalCrafts and leads the company-wide operations on a day-to-day basis. Prior to DigitalCrafts, Max worked for several telecom start-ups responsible for all accounting and finance procedures.

*Rob Bunch, Partner & Chief Instructor*

- Rob is a partner and instructor for DigitalCrafts. On a day-to-day basis, Rob leads the 16 Week Immersive Bootcamp. Outside of teaching, Rob is responsible for maintaining and enhancing the course's curriculum. Prior to DigitalCrafts, Rob gained his undergraduate degree in Computer Science from Northern Iowa, and he has been a fullstack web developer for over 10 years.

#### **Staff:**

*Natalie Elmquist, Campus Director, Atlanta*

- Natalie is a full-time employee with DigitalCrafts. On a day-to-day basis, Natalie manages the operations for the Atlanta Campus. Natalie leads all efforts for student admission's and student support throughout the programs in Atlanta. Prior to DigitalCrafts, Natalie was the Product Marketing Manager for a startup under the Cox Communications umbrella and a technical recruiter.

DigitalCrafts Institutional Catalogue  
State of Georgia

*Toby Ho, Lead Instructor, Immersive Bootcamp*

- Toby is an instructor for DigitalCrafts. On a day-to-day basis, Toby leads the 16 Week Immersive Bootcamp. Outside of teaching, Toby supports Rob Bunch in maintaining and enhancing the course's curriculum. Prior to DigitalCrafts, Toby gained his masters degree in Computer Science from Georgia Tech, and he has been a software engineer for over 10 years. Toby frequently speaks at developer conferences and leads the Atlanta JavaScript Meetup.

-----**END**-----