



1600 RANGE STREET, SUITE 101, BOULDER, COLORADO, 80301

## STUDENT CATALOG // VOLUME 1 // AUGUST 2015

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*Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board*

## INTRODUCTION

CodeCraft School of Technology (hereinafter referred to as CodeCraft or school) prepares students for technology careers in Boulder, Colorado. We currently offer a 10-week Javascript-based, full-stack immersion program to get you started as a professional programmer!

In the world of web development, the tools and technologies change constantly. Therefore, we're passionate about teaching our students how to be a programmer rather than simply mastering a particular technology or language. We teach our students how to think like an experienced programmer so they are successful in crafting elegant solutions to any application requirement regardless of the current state of tools and technology.

CodeCraft is a Colorado-based LLC which is owned by Bruce Borowsky, Zach Daudert, James Graham and Paul Mongillo.

## EDUCATIONAL SERVICES PROGRAMS / COURSES / TUITION

### Full-Stack Javascript-Based Web Development Bootcamp

**Occupational Objective:** The objective of our 10-week Javascript Based Intensive Immersion Program is to prepare the student by providing the occupational education, training and skills for an entry-level employment opportunity, advanced-level employment opportunity, and continuing education to enhance education in the occupation of/or related occupational areas of full stack Javascript-based Internet software and website development.

**Type:** In-Person (*Boulder, Colorado*)

**Length:** 10-weeks (40 hours per week, plus 10-15 hours of after-hours work)

**Number of Lessons:** 10 one-week courses, 400 hours total class time

**Tuition:** \$9,500

**Total Tuition and Fees:** \$9,500

*Note: all students must bring their own laptop computer running either Mac OS or Windows.*

## CLASS SCHEDULE

### Full-Time Bootcamp Students

Monday through Friday 9am - 5pm, with working lunches. Our programs require significant "after-hour" work and our lab/workspace is open 24x7 for registered students.

We are closed, with no classes held, on the following holidays.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

## ENTRANCE REQUIREMENTS

CodeCraft does not discriminate based on race, sex, religion, gender, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

Our coding bootcamps are intense and accelerated. All prospective students must apply to attend and we only accept students who we believe have an excellent chance of success learning at the accelerated pace and becoming a successful programmer.

Throughout the admissions process, our admissions team will assess your proficiency in programming, as well as your ability to work with other programmers. We select applicants who are both highly technical and collaborative.

## ENROLLMENT PROCEDURES

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course. Once a student has been accepted (see Entrance Requirements detailed above), students must sign the school's "enrollment contract agreement" and pay the full tuition to complete their enrollment.

- Step 1: Submit an application that includes various aptitude and skill tests.
- Step 2: Prep for and complete a technical interview (in-person, via Skype or Google+ Hangout).
- Step 3: Receive an admissions decision.
- Step 4: Accepted students complete the required pre-program learning (either in-person with our partner Boulder Digital Arts, self-guided online, or with one of our mentors).

## 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:

Whether the postponement is for the convenience of the school or the student, and;  
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.

## **PLACEMENT ASSISTANCE**

CodeCraft School maintains an "Employer Network" that select employers and tech recruiters are invited to join. During each program, we hold a variety of "hiring events" spread throughout the 10 weeks. These events are designed for potential employers to get to know our students, watch their demos, and build relationships as they observe the work and progress students are making. This give employers deep insight into the individuals in the program, their unique talents and perspectives, and builds investment on the part of the employer/recruiter.

After graduation each student's new portfolio, resume and bio are included on our private Employer Network website and CodeCraft School works with the students to identify and evaluate job opportunities.

In addition, CodeCraft School invites all graduates to join our Alumni Group which offers ongoing networking and social opportunities.

While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **ATTENDANCE REQUIREMENTS**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **PROGRESS POLICY**

Students must maintain an 85% grade point average. Those who do not will be placed on probation for 10 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school

director's discretion. The director has final authority and shall notify the student of the final decision.

## **GRADING SYSTEM**

96 – 100 = A (Excellent)  
86 – 95 = B (Above Average)  
76 – 85 = C (Average)  
66 – 75 = D (Below Average)  
Under 66 = U (Unsatisfactory)

Progress reports with grades will be issued to students every week throughout the program.

## **CONDUCT POLICY**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

## **DISMISSAL**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## **FACILITIES**

The school is located at 1600 Range Street, Suite 101, Boulder, CO 80301. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available. Students also have 24-hour access to our lab/coworking space.

## **PREVIOUS CREDITS**

Because of the unique nature of our programs and rapidly changing technology landscape, CodeCraft School does not transfer credits from other institutions. CodeCraft

School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

## REFUND POLICY

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days after applying are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table**

| <b>Student is entitled to upon withdrawal/termination</b> | <b>Refund</b>                |
|-----------------------------------------------------------|------------------------------|
| Within first 10% of program (first 5 days of program)     | 90% less cancellation charge |
| After 10% but within first 25% of program (days 6-12)     | 75% less cancellation charge |
| After 25% but within first 50% of program (days 13-25)    | 50% less cancellation charge |
| After 50% but within first 75% of program (days 26-38)    | 25% less cancellation charge |
| After 75% (after day 39 and beyond)                       | No refund                    |

1. The student may cancel this contract at any time prior to midnight of the third 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 training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course 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.

4. The policy for granting credit for previous training shall not impact the refund policy.

## **STUDENT COMPLAINTS AND GRIEVANCE PROCEDURE**

We are committed to providing the best educational experience possible. Should a student have a grievance/complaint they should address their complaint in writing to the school director via email ([director@codecraftschool.com](mailto:director@codecraftschool.com)). All grievances/complaints will be addressed by the director within 5 business days.

Students may file complaints online with the Colorado Division of Private Occupational Schools at <http://highered.colorado.gov/dpos>. The Division of Private Occupational Schools can also be contacted via telephone at 303-866-2723. Please note that there is a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints.