

# Catalogue

**Australia**



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## Our Story

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

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

## Mission and Objectives

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

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

## Programs

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### Full Time Immersive Courses

- Software Engineering Immersive
- User Experience Design Immersive
- Data Science Immersive

### Part Time Courses

- Front-End Web Development
- User Experience Design
- Digital Marketing
- Product Marketing
- Data Analytics
- React Development
- Python Programming
- Visual Design

# Admissions Policies

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## Entrance Requirements and Enrolment Dates

Admission into any General Assembly program requires that the students are at least 18 years of age.

To confirm enrolment in the course, a student must:

- complete, sign and return an enrolment agreement; and
- pay the non-refundable deposit and any payments due prior to the course start date; and
- complete any assigned pre-work before the start date.

A welcome email sent to the student's nominated email address will detail the location of your course and the opening hours of the campus on which the course will be held. The welcome email will also contain the exact details of the immersive or course, including the start and end date, and the days and times.

If a student does not receive the welcome email within 7 days of signing, they must contact their Admissions representative for this information.

General Assembly reserves the right to change class dates and times before the course start date. General Assembly will inform any enrolled students by email to their nominated email address of any changes as soon as practicable. General Assembly and its employees, officers, directors or agents are neither liable nor responsible for any loss arising out of or connected with, or in any matter pertaining to, any change of course dates.

## Facilities and Required Equipment

All General Assembly students are required to have access to a laptop to bring to each class session. For most courses, Mac laptops are preferred but not required, as most instructors will be using Mac laptops and may not be able to provide as much support with certain technical issues to students using PCs. For some courses, Mac laptops are required.

Classes are held in rooms equipped with projectors, whiteboards, desks, and chairs at the locations specified in Appendix A.

GA is committed to providing reasonable adjustments to ensure equal opportunity and participation for students with a disability, mental health condition or other disorder that may affect a student's learning experience. If a student requires reasonable adjustments, they are asked to notify their General Assembly Admissions or Student Success representative as soon as practicable.

Where possible, there is break out space to work in before and around classes at the campus, except where there are other scheduled GA events being held. Students are welcome to use the kitchen and any other common facilities when available, but students are expected to keep these spaces clean.

## Admissions Procedure

Our Admissions process comprises five steps and is designed to elicit the core traits we've seen help students succeed in and after the program:

Step 1: After a person submits an application, we review it and...

Step 2: Move select applicants forward to a phone interview. During this interview, we'll learn more about their background, and they will have the chance to ask questions. If the phone interview is successful, we'll move them on to...

Step 3: A diagnostic assessment and/or pre-admissions work (if applicable to the chosen course), and...

Step 4: Set a date to interview. During this interview, we may ask the applicant brain teasers/logic questions, discuss the diagnostic assessment they completed, have them describe/demonstrate skills covered in pre-admit work, or submit a readiness assessment.

Step 5: Once they have completed all requisite steps in this process, the applicant will receive confirmation of their admission from their Admissions representative.

### **Admission Denials**

General Assembly reserves the right to deny admission or readmission to any applicant or student who is disruptive to the educational environment. If an applicant or student violates General Assembly's code of conduct, including but not limited to engaging in threatening, abusive, or dangerous behaviour towards any staff member, student, or other member of the General Assembly community, such applicant or student may be prohibited from enrolment in another course and may be subject to other discipline.

Any applicant or student found to have falsified information on an admissions document or to have given false information relating to admissions to General Assembly will be denied admission or expelled if already in attendance.

## **Academic Policies**

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### **Homework**

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

### **Hours**

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

### **Graduation Requirements**

General Assembly measures student progress through frequent homework assignments and in-depth projects. Students are graded on a pass/fail basis. To graduate, students must:

- Receive a passing grade on 100% of all homework assignments or projects. Homework is graded on the basis of completion. To receive a passing grade on a homework assignment, students must complete 100% of the minimum tasks specified in that assignment.
- Maintain consistent attendance as outlined in the Attendance section below. A passing grade in attendance will be given to students with no more absences than the amount allowed, which varies by program.
- Receive a passing grade on all course projects and complete any assigned assessments as applicable. General Assembly does not have a cumulative final test or examination required for the completion of any of the courses. A statement will be furnished to students regarding satisfactory or unsatisfactory progress.

Tuition must be paid in full by the end of the course to receive a certificate of completion, unless other arrangements have been made with their Admissions representative before the course starts.

### Grading System

Students are graded on the following grading system. Incomplete grades are final.

Grade	Definition
3	Exceeds expectations
2	Meets expectations
1	Does not meet expectations
0	Incomplete

### Unsatisfactory Academic Progress

General Assembly does not provide a probation option. If a student is not making progress at the point of evaluation as stated above in the Graduation Requirements policy, they are dismissed from the program. Students dismissed for unsatisfactory academic progress may re-enter General Assembly subject to approval by the regional director.

### Attendance

Attendance is taken by teachers 15 minutes after class begins and 15 minutes prior to class ending. Any student who arrives to class more than 15 minutes late will be marked tardy, and any student who is not present 15 minutes prior to class ending will be marked early departure. Three late arrivals and/or early departures will constitute one absence.

A class is defined as the instructional hours provided on one calendar day. Students who miss more than the excused absence policies outlined below for the type of course they are taking may be withdrawn (please refer to the Withdrawal Policy).

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

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

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

#### Full Time Immersive Courses

With prior approval from General Assembly, students in full term immersive courses are permitted to miss up to two excused class meetings (for full-time immersives) or six excused class meetings (for flex immersives).

#### Part Time Courses

Students in 10-week courses are permitted to miss up to four excused class meetings. Students in weekend classes are permitted to miss one excused class meeting. Students in 1-week courses must attend every class.

### **Make-Up Work**

Students who miss coursework because of an absence that was approved prior to its occurrence are responsible for making up missed coursework by the last scheduled day of their course in order to receive a passing grade. Students are encouraged to attend weekly office hours and schedule timely one-on-one meetings with instructors to review missed content. General Assembly classes are generally not taped, archived, or offered on alternative schedules for students who miss classes.

### **Extensions**

In exceptional circumstances, instructors may grant an extension on a project or allow a student to re-submit a project. Any resubmissions or extensions granted must be made in writing between the student and the instructor and local student experience team.

### **Completion**

A certificate of completion is issued within fourteen days of the end of the course to each student who has successfully fulfilled General Assembly's graduation requirements and has paid their tuition in full.

## Student Rights

Students have the right to equal opportunity education and an educational experience free from discrimination or harassment based on sex, gender identity and/or expression, race, colour, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or other categories protected by law of the states in which we operate.

Students have the right to view their own academic records.

Students have the right to cancel or withdraw from their course, per General Assembly's Cancellation, Withdrawal, and Refund Policy.

Students have the right to file a grievance, per General Assembly's Grievance Procedure.

## Student Conduct and Dismissal

General Assembly is an inclusive and professional space. Students are expected to display professional and respectful behaviour throughout the course through their verbal and physical interactions as well as through any electronic and written communication. Instructional team members are here not only to teach but are members of the community; classmates will be important members of a student's professional network when they complete the program. To this end, General Assembly encourages students to act professionally and respectfully at all times.

Furthermore, the classroom will often function as a large team and as such teamwork is a key part of classroom culture. Students will need to treat their fellow classmates with professionalism and respect and use them as resources as they would on the job.

GA takes any reports of intimidation, harassment and discrimination extremely seriously. Should a student be disruptive to the community, they may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats toward other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behaviour identified as disruptive to the learning environment of other students by instructors or staff. Students may also be withdrawn for academic violations, per General Assembly's Withdrawal Policy below.

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; wilfully destroying school property; attending school under the influence of illegal and recreational drugs and/or alcohol; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behaviour may be dismissed and prohibited from reenrolment in another course. Students dismissed due to disruptive and/or disrespectful conduct will not be readmitted to General Assembly. Prior to disciplining or dismissing a student for violations of student conduct, the regional director shall provide the student with a written description of the violation and the disciplinary action and provide the student with a reasonable opportunity to respond and/or request additional information from the school.

General Assembly is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs and has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of

General Assembly for themselves and their fellow students may be subject to penalties, up to and including dismissal.

Due to the rigorous nature of its courses, GA may agree to excuse a student who appears to be experiencing negative emotional or physical consequences as a result of participation.

## **Plagiarism**

General Assembly has a zero-tolerance policy towards plagiarism and cheating. It is destructive to classroom culture, and exhibits a clear lack of respect for classmates, instructors, the company, and the greater community. Any work considered to have been plagiarised will not be accepted and will not count toward graduation requirements. If a project exhibits evidence of plagiarism or cheating, the student will not be able to display the project at a General Assembly event. Any student found plagiarising or attempting to plagiarize will be disciplined accordingly (including but not limited to removal from class).

## **Alcohol Consumption**

General Assembly supports the responsible consumption of alcohol and does not support the consumption of alcohol by minors, on or off-campus. Students agree to not consume alcohol on the premises or at any official General Assembly events while underage and acknowledge that General Assembly neither permits nor condones such conduct. General Assembly will dismiss from the program any underage student who is believed to be drinking.

## **Off-Campus Activities**

Participation in any field trips, excursions or other off-campus activities in relation to a program at General Assembly is at the student's own risk. They accept and assume all risks and hazards that may arise on any off-campus activity. General Assembly and its employees, officers, directors or agents are neither liable nor responsible for any loss, illness, personal injury, death or property damage arising out of or connected with, or in any matter pertaining to, any field trip or off-campus activity.

The student also agrees to indemnify and hold harmless General Assembly (and its employees, officers, directors and agents) from any judgment, settlement, loss, liability, damage, or costs, including court costs and legal fees, that it may incur as a direct or indirect result of any negligent or deliberate act or omission on your part.

## **Equal Opportunity**

General Assembly is an equal opportunity organisation and does not discriminate based on sex, gender identity and/or expression, race, colour, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or other categories protected by law of the states in which we operate.

General Assembly strictly prohibits and does not tolerate sexual harassment or other unlawful harassment (including verbal, physical, or visual conduct) based on protected status. Individuals who believe they have been subject to or witnessed conduct that violates this policy should immediately notify the regional director. All

complaints will be investigated, and prompt corrective action will be taken, as appropriate. Interim measures may be taken, as appropriate, when a complaint is made.

General Assembly prohibits retaliation against any individual who raises concerns under this policy or participates in an investigation.

General Assembly will conduct its courses, immersives, services, and activities consistent with applicable federal, state, and local laws and regulations. Students who seek accommodations related to a disability should contact their producer or regional director. General Assembly provides reasonable accommodations to individuals who desire to participate in our educational programs.

## Diversity and Inclusion Values Statement

General Assembly abides by a diversity and inclusion values statement. Our entire community upholds this commitment, and we maintain shared responsibility across our global campuses to live these values. General Assembly strives to make the future of tech as vibrant as the world it inhabits through a global commitment to diversity and inclusion.

At General Assembly, we are diverse. We foster an international community comprising different backgrounds, experiences, identities, and perspectives. We work to ensure that everyone has a place at the table at General Assembly, regardless of race, gender, gender identity, gender expression, age, sexual orientation, disability status, religious affiliation, socioeconomic status, or political persuasion. We consistently leverage the diverse experiences of our community members to transform the narrative of diversity within the tech, data, business, and design communities. We also strive to ensure that the GA community is not just a reflection of the world today, but of the world we want to see in the future.

At General Assembly, we are inclusive. We celebrate and welcome diversity unbound by social hierarchies, and collectively work to foster mutual respect, empathy, and common cause. We provide welcoming spaces for growth conversation and empowerment on our campuses and strive to build greater cultural competence within our community. We also commit to supporting opportunities beyond our walls to promote access, break down barriers, and empower future generations of leaders in the tech industry.

## Tuition and Fees

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### Payments

Unless otherwise agreed to in a private lending or financing agreement and as approved by General Assembly, all students pay an upfront payment of \$500 upon 24 hours of enrolment for full time immersive courses and \$250 upon 24 hours of enrolment for part-time or one-week courses.

Students are allowed to request a payment plan unless a student is enrolled in a one-week course. These payment plans must be approved by General Assembly during enrolment and will be documented in the attached Payment Schedule. If a student is partially paying for a course and a third-party is paying the remainder of the course, students can request to participate in a payment plan for their portion of course costs, which, if approved by General Assembly, will be documented in the Payment Schedule.

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

If a student holds an outstanding overdue balance after the course end date, a one-time \$75 late fee will be applied and a 1.5% interest charge on the total due will be applied each month thereafter. Students will incur a \$25 fee for declined transactions or returned checks. If after the issuance of a completion certificate subsequent payments fall overdue, General Assembly reserves the right to revoke your qualification in our system records.

General Assembly may, in its sole discretion, refer a student's account to a collection agency without further notice to the student in the event the student is in default in any payment due. To the extent permitted by applicable law, the student agrees to pay all costs incurred by General Assembly in collecting the balance due.

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

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

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

If a student is partially paying for a course and a third party is paying the remainder of the course, students can request to participate in a payment plan for their portion of course costs, which, if approved by General Assembly, will be documented in the Payment Schedule.

### **Third Party Sponsor Payment Policy**

A Third-Party Sponsor Payment Form must be completed to provide authorisation for General Assembly to bill a student's third-party for all or part of their educational expenses. The following terms and conditions apply to the student for third-party sponsor payment:

Third-party sponsor payments are not conditional on student performance in or completion of a course. It is the student's responsibility to provide their third-party sponsor the correct information concerning tuition and fees and any other information needed by the third-party sponsor. This is especially true if there are any changes to any charges after the original authorisation form is submitted.

Third-party sponsorship does not relieve a student from any financial responsibility. The student is ultimately responsible for their educational costs. If a third-party sponsorship amount is changed or cancelled, for any reason, the student is responsible for unpaid amounts due to General Assembly. Future sponsorships are not allowed until current sponsorships are paid in full. A student cannot enrol in future courses or receive a certificate of completion until all charges on their account are paid in full.

Students will be assessed a late fee (as outlined above) if they fail to make timely payments for all charges not covered by their third-party.

# Cancellation, Withdrawal, and Refund Policy

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## General Assembly's Right to Cancel

General Assembly reserves the right to cancel or postpone a course date or to change a course location at any time. If this happens you will be entitled, at your discretion, to attend the course at the proposed later date or to receive a full refund of any course fees you have already paid to attend the course on the original date and/or location.

General Assembly reserves the right to cancel an enrolment based on conduct violations prior to course start date. If you display threatening, abusive, or dangerous behaviour toward us or any of our staff or personnel, then we reserve the right to refuse to allow you to continue taking the course. In such circumstances, you will not be entitled to a refund of any fees paid except as mandated by government refund policies, and we reserve the right to prevent you from taking any course in the future if we feel that is necessary for the protection of our staff or personnel.

General Assembly reserves the right to cancel an enrolment if a student has failed to complete the pre-work required for course participation.

## Student's Right to Cancel

A student has the right to cancel their course or immersive, without any penalty or obligation, during the cancellation period. The cancellation period ends after the first class.

Cancellation occurs when the student provides a written notice of cancellation to the course producer at the address of attendance stated on the enrolment agreement. This can be done by email or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to attend the course.

If the Enrolment Agreement is cancelled, the school will refund the student any money they paid, less the deposit received by the student within 30 days after the notice of cancellation is received.

## Withdrawal

Students may withdraw from the course at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course when any of the following occurs:

- The student notifies General Assembly in writing of the student's withdrawal. The failure of a student to immediately notify General Assembly in writing of the student's intent to withdraw may delay any applicable refund of tuition to the student.

- General Assembly terminates the student's enrolment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; absences in excess of maximum set forth by General Assembly; and/or failure to meet financial obligations to General Assembly. In these cases, the official termination date of enrolment shall be the student's last day in class. If a student has been withdrawn for failure to maintain satisfactory progress or for violations of General Assembly's attendance policy, the student can only be readmitted with the approval of the Regional Director into a future instance of the course.
- The student has failed to attend class for more than the approved class meetings without prior approval of the course producer. Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another General Assembly course following approval by the Regional Director.

## Refund

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender or third party. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If you withdraw, you will receive a pro rata refund if you have completed 50% or less of your course through the last day of attendance. You will be responsible for 100% of the tuition for your course if you complete more than 50% of the course, even if you do not complete the entire course.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the date on which the student gives written notice to General Assembly or the last date of recorded attendance, whichever is later. The amount owed equals the daily charge for the course (total institutional charge, minus non-refundable deposit, divided by the number of days in the course), multiplied by the number of days scheduled to attend, prior to withdrawal.

## Transfer

Admission to a General Assembly program is non-transferable. Students who wish to change programs must elect to withdraw from their current program and then reapply for and enrol in the course of their choosing. Should a student elect to withdraw and then reapply for enrolment in another course more than once, approval from the Regional Director is required for acceptance.

## Outcomes

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The General Assembly Outcomes Team is dedicated to seeing full time immersive course students take control of their career aspirations and goals by helping to communicate their skills, make valuable connections, and identify ideal career opportunities. Outcomes programming, designed to teach job search strategy, is interwoven into our full time immersive courses. Job search support is also available to all graduates of full time immersive programs who choose to opt-in to it by meeting the requirements outlined below.

If a student indicates that they are job seeking (that is, they are looking for new employment using skills learned in the immersive), General Assembly will consider that they have reached a successful outcome if they gain new employment using skills learned during the program. This may be freelancing, an internship, or a full-time job. Once a successful outcome has been achieved upon graduating from General Assembly, General Assembly will not provide support for any further job seeking.

Inclusion in the Outcomes program is dependent on a student's successful completion and graduation of the course.

Inclusion in the Outcomes program is also dependant on a student completing the Job Seeker (Inclusion) Checklist issued by their Outcomes producer. Failing to complete this checklist may result in exclusion from the Outcomes program. It will be at General Assembly's discretion whether or not the student will be included in the Outcomes program and attend any outcomes related events.

Once included in the Outcomes program, maintenance of the student's position in the Outcomes program is dependent on their adherence to the Job Seeker (Maintenance) Checklist. Failing to adhere to this checklist may result in exclusion from the Outcomes program. It will be at General Assembly's discretion whether or not the student will be permitted to continue in the Outcomes program and attend any outcomes related events.

General Assembly will provide a copy of the Job Seeker (Inclusion) Checklist and Job Seeker (Maintenance) Checklist within a reasonable timeframe if requested.

General Assembly cannot and does not guarantee employment or salary.

## Grievance Procedure

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### Internal Grievances Procedure

When a concern occurs, the student is asked to discuss the concern directly with their instructor, who will attempt to resolve the situation.

If a resolution does not occur, the student or instructor should provide a written description of the concern to the Student Success team who will investigate the complaint and provide a prompt written response.

If a resolution does not occur, the student or Student Success team should provide a written description of concern to the Regional Director or Supporting Management who will investigate the complaint and provide a prompt written response. General Assembly attempts to resolve all complaints within 30 days. The Regional Director's decision is final.

## Media and Intellectual Property

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General Assembly may invite members of the media to observe, take photos or videos of a class, full time immersive course or part time course.

Additionally, General Assembly may use materials created in class for marketing and educational purposes. For example, General Assembly might want to share a student's project at an information session to showcase what students can make or with instructors in other sessions to show them how what General Assembly has taught contributes to a final project.

Students must speak to their Admissions or Student Success representative if they have issues with this and want to be excluded.

## Exceptions

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

# Appendix A: Locations

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## Sydney

Podium Building, 1 Market Street  
Sydney NSW 2000

02 8318 2912

[sydney@generalassemb.ly](mailto:sydney@generalassemb.ly)

## Melbourne

12a/45 William Street  
Melbourne VIC 3000

03 8592 7303

[melbourne@generalassemb.ly](mailto:melbourne@generalassemb.ly)

## Appendix B: Approved Payment Plans

Payment Plan	Upfront Payment	Payment Instalments and Schedule
1/2 Payment Option	All students pay an upfront deposit within 24 hours of enrolment.	1/2 due 7 days before course start date 1/2 due a month after previous payment
1/3 Payment Option*	All students pay an upfront deposit within 24 hours of enrolment.	1/3 due 7 days before course start date 1/3 due a month after previous payment 1/3 due a month after previous payment
1/4 Payment Option*	All students pay 1/4 of their total tuition (which includes the deposit due upon enrolment) within 24 hours of enrolment.	1/4 due 7 days after course start date 1/4 due three weeks after previous payment 1/4 due three weeks after previous payment

\* These are not available to students enrolled in programs less than 10 weeks in length.

Enrolling after the initial instalment due date will require payment of any payments due at the time of enrolment. There are no additional charges or fees associated with these payment plans.

Students enrolled in one-week courses are not eligible for any payment plans.