

Catalog

Ontario Campus



January 1, 2020 – December 31, 2020

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Our Story

General Assembly is a pioneer in education and career transformation, specializing in today's most in-demand skills: data science, digital marketing, web development, 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.

What began as a co-working space in 2011 has since grown into an award-winning global learning experience with campuses in 22 cities and over 50,000 graduates worldwide.

Mission and Objectives

Our mission is to foster a global community of individuals empowered to pursue the work they love. Our vision is to become a company recognized 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 others' success.

Approvals

General Assembly is a registered private career college in Ontario by the Superintendent under the authority of the Private Career Colleges Act, 2005.

Programs

General Assembly's vocational programs are approved by the Superintendent. General Assembly's non-vocational programs are exempt under the Private Career Colleges Act, 2005. For a list of both vocation and non-vocational courses offered at General Assembly, see the list below:

Vocational Courses

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

Non-vocational Courses

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

Admission Policy and Procedure

Entrance Requirements and Enrolment Dates

Admission into any General Assembly vocational program in Ontario, requires that the students have an Ontario Secondary School Diploma or equivalent or are at least 18 years of age and have passed a Superintendent approved qualifying test.

Admission into any non-vocational program in Ontario, requires that students have an Ontario Secondary School Diploma or equivalent or are at least 18 years of age.

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 instructors will be using Mac laptops and may not be able to provide as much support with certain technical issues to students using PCs.

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 you submit an application, we review it and...

Step 2

Move select applicants forward to a phone interview. During this interview, we'll learn more about your background, and you'll have the chance to ask questions. If the phone interview is successful, we'll move you on to...

Step 3

A diagnostic assessment and/or pre-admit work (if applicable to your chosen course), and...

Step 4

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

Step 5

Once you have completed all requisite steps in this process, you will receive confirmation of your admission from your Admissions representative. Each prospective student must provide documentation of prior education as outlined in the Admissions Policy for their course of interest and, as applicable, documentation of the following experience:

Course	Course Specific Admissions Requirements
Data Science Immersive	<ul style="list-style-type: none"> • Strong mathematical foundation, basic familiarity with programming concepts. • Diagnostic assessment.
Software Engineering Immersive	<ul style="list-style-type: none"> • Basic HTML, CSS, and JavaScript Experience. • Diagnostic assessment.
User Experience Design Immersive	<ul style="list-style-type: none"> • Diagnostic assessment.

Step 6

Upon acceptance, your admission representative will give vocational students a copy of the statement of student rights to review. In order to enroll, all students must sign an enrolment contract. A copy of the completed contract will be given to the student upon enrolment.

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 behavior 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.

In the event a student is denied admission or expelled due to violation of code of conduct, General Assembly will follow the expulsion policy.

Academic Policies

Homework

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

Hours

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

Standards of Progress

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

1. Receive a passing grade on 80% of all homework assignments. 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.

2. 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.

3. 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.

4. 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 your Admissions representative before the course starts.

Grading System

Students are graded on an academic grading system. Incomplete grades are final.

Grade	Definition
4.0	Exceeds expectations
3.0	Meets expectations
2.0	Does not meet expectations
1.0	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 Standards of Progress policy, they are dismissed from the program. Students dismissed for unsatisfactory academic progress may reenter 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 meeting 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.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

Vocational Courses

With prior approval from General Assembly, students in vocational programs are permitted to miss up to three excused class meetings.

Non-vocational Courses

With prior approval from General Assembly, students in non-vocational courses are permitted to miss up to three excused class meetings. Students in weekend classes are permitted to miss one excused class meeting. Students in 1-week courses must attend every class.

Leave of Absence Policy

A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative. The school is expected to explain the implications of a leave to the student. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed. Experience has shown that most students do not return from a leave of absence. Some programs are too short to make a leave of absence practical.

A retention evaluation upon return is to be performed when the leave extends beyond 30 days.

The regional director is expected to review the student's request, preferably in person with the student requesting the leave. Not all leave requests should be granted. All leaves of absence must be requested and approved in writing.

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 enroll in the course of their choosing. Should a student elect to withdraw and then reapply for enrolment in another course more than one time,

regional director approval is required for acceptance.

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

Under extenuating 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 seven days of the end of the course to each student who has successfully fulfilled General Assembly's requirements of obtaining a "pass" and has paid their tuition in full.

Transcripts

A transcript is issued within seven days of the end of the course to each vocational program student.

Student Rights

1. 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, color, 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.
2. Students have the right to view their own academic records.
3. Students have the right to cancel or withdraw from their course, per General Assembly's Cancellation, Withdrawal, and Refund Policy.
4. Students have the right to file a grievance, per General Assembly's Grievance Procedure.

Student Conduct and Dismissal

General Assembly is a community of learners. 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 behavior 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.

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 plagiarized 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 GA-sponsored class "science fair" or "meet & greet." Any student found plagiarising or attempting to plagiarize will be disciplined accordingly (including but not limited to removal from class).

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; willfully 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 behavior 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 expulsion and the conditions under which a student may be expelled with cause can be found in Appendix B.

Equal Opportunity

General Assembly is an equal opportunity organization and does not discriminate based on sex, gender identity and/or expression, race, color, 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, 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.

Student Services

Academic Advising

Academic advising may be initiated by school personnel or the student when the need is identified.

Housing

General Assembly does not provide student housing.

Employment Assistance

The General Assembly Outcomes Team is dedicated to seeing full-time 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 vocational courses. Job search support is also available to all graduates of vocational programs who choose to opt-in to it by meeting the requirements outlined below.

In order to become a job seeker, a student must meet the following requirements, which are taught throughout the course:

- Resume.
- Digital presence (GA Profile and LinkedIn).
- Professional project/portfolio.
- Shareable way of tracking the job search.

- Attendance and participation in all Outcomes programming.

Being a job seeker at General Assembly grants you access to skill building and programming that will enhance your ability to take control of your job search. This includes:

- Hiring events.
- Employer referrals.
- GA Profiles and job board.
- Career development events and exposure to industry professionals, such as mock interviews, portfolio reviews, studio tours, and panels.
- One-on-one support and office hours.

General Assembly cannot and does not guarantee employment or salary.

Grievance Procedure

General Guidelines

Records of Complaints will be maintained at the location where they originated for a period of at least three years.

Complaint Procedure

STEP 1: The student will request a meeting with the Instructor responsible for the course to discuss the complaint verbally. If not resolved at this level, the student will proceed to Step 2.

STEP 2: The student will submit a completed written complaint to the Administrator, using the following contact information:

Manager - Student Operations
toronto@generalassemb.ly

The Administrator will arrange a meeting with the student within 7 days of receipt of the written complaint

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting discussion will be minuted.

The Administrator will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held. If not resolved at this level, the student will proceed to Step 3.

STEP 3. The student will submit a completed written complaint to the Regional Director, using the contact

information:

Connor Taras
connor.taras@generalassemb.ly

The Regional Director will arrange a meeting with the student within 7 days of receipt of the written complaint (which should include the Administrator's response with recommended solutions and the student's objections or comments regarding these solutions.)

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting will be minuted.

The regional director will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

Students in Vocational Programs only:

If not resolved at this level, the student may submit a student complaint to the:

Superintendent of Private Career Colleges
Ministry of Training, Colleges and Universities
77 Wellesley Street West, Box 977
Toronto, Ontario M7A 1N3

A student complaint form for submission to the Superintendent can be found at www.forms.ssb.gov.on.ca

Cancellation, Withdrawal, and Refund Policy

General Assembly's Cancellation, Withdrawal, and Refund Policy may vary by province.

General Assembly's Right to Cancel

1. 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.
2. 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 behavior 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 your province's refund policy, 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.
3. 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

1. Cancellation occurs when the student provides a written notice of cancellation at the address of attendance stated on the enrolment contract. 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.
2. 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 be bound by the enrolment contract.

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 or as of the last date of attendance, whichever is later. 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 after final grades have been issued for the original course.
- The student has failed to attend class for three class meetings without prior approval. Students who withdraw due to an emergency, such as personal or family illness or national service, may be reenrolled into another General Assembly course following approval by the regional director.

FEE REFUND POLICY FOR VOCATIONAL STUDENTS AS PRESCRIBED UNDER s. 25 to 33 of O.Reg. 415/06 25.

(1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).
3. The private career college charges or collects the fees,
 - i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or
 - ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).
4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.
5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.
6. The contract is rendered void under subsection 18 (2) or under section 22.

7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,

- i. in the case of an item not provided by the college, the full amount of the fee for the item, and
- ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.

(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

(4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,

- (a) in the case of a rescission under section 36 of the Act, notice of the rescission; or
- (b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

PARTIAL REFUND FOR VOCATIONAL PROGRAMS WHERE STUDENT DOES NOT COMMENCE PROGRAM

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.
2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.
3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is canceling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

(3) A refund under subsection (1) is payable,

- (a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;
- (b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and
- (c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.

(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational

program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

PARTIAL REFUNDS: WITHDRAWALS AND EXPULSIONS FOR VOCATIONAL STUDENTS AFTER PROGRAM COMMENCED

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

- (a) the student withdraws from the program after the program has commenced; or
- (b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(2) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:
1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

(3) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (2), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

- (a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and
- (b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(4) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (2), the private career college is not required to pay the student any refund in respect of that period.

(5) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

NO RETENTION OF REFUND FOR VOCATIONAL STUDENTS

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by the private career college.

TREATMENT OF BOOKS AND EQUIPMENT FOR VOCATIONAL STUDENTS

31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

(a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or

(b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

REFUND FOR INTERNATIONAL VOCATIONAL STUDENTS

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

(a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and

(b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

FEE REFUND POLICY FOR NON-VOCATIONAL STUDENTS

If enrolment in the General Assembly program is canceled, our refund policy is as follows:

As indicated in all invoices and acceptance offers, the course deposit is non-refundable except in cases where our partner Financelt is unable to provide tuition financing.

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. 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 purposes of determining the date of withdrawal, the date shall be the earliest of:

(a) the date on which the student gives written notice to General Assembly of the student's intention to discontinue the course; or

(b) when the student is expelled for a violation of a published school policy which provides for termination

Tuition and Fees

Payment Policy for Vocational Programs

Unless otherwise agreed to in a private lending or financing agreement and as approved by General Assembly, all students pay an upfront payment of CAN\$250 upon 24 hours of enrolment. Domestic students are required to pay the remaining full balance at least 7 days prior to the course start date or upon enrolment, whichever is later. International students are required to pay the remaining full balance seven days after course start date.

Students are allowed to request a payment plan. These payment plans must be approved by General Assembly during enrolment and will be documented in the attached Payment Schedule. General Assembly reserves the right to make exceptions to the payment schedule for extraordinary circumstances, in its sole discretion, and consistent

with the Private Career Colleges Act 2005 (PCCA, 2005). 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 will be withheld until full balance is paid. If a student holds an outstanding balance after the course end date, a one-time CAN\$75 late fee will be applied and a 1.5% interest charge on the total due will be applied each month thereafter. Late fees levied from students will be itemised with the Superintendent for each program before collected. Students will incur a CAN\$25 fee for declined transactions or returned checks.

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.

Payment Policy for Non-Vocational Programs

Unless otherwise agreed to in a private lending or financing agreement and as approved by General Assembly, all students pay an upfront payment of CAN\$250 upon 24 hours of enrolment. All students are required to pay the remaining full balance at least 7 days prior to the course start date or upon enrolment, whichever is later.

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. 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.

Payment in full is a graduation requirement and certificates of completion will be withheld until full balance is paid. If a student holds an outstanding balance after the course end date, a one-time CAN\$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 CAN\$25 fee for declined transactions or returned checks.

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.

Payment Plans for all Students

Payment Plan	Upfront Payment	Payment Installments and Schedule
1/2 Payment Option	All students pay an upfront payment of CAN\$250 upon 24 hours of enrolment.	1/2 due 7 days before course start date 1/2 due a month after previous invoice date

<p>1/3 Payment Option</p> <p>(Not available to non-vocational students enrolled in courses less than 10 weeks in length)</p>	<p>All students pay an application fee of CAN\$250 upon 24 hours of enrolment.</p>	<p>1/3 due 7 days before course start date</p> <p>1/3 due a month after previous invoice date</p> <p>1/3 due a month after previous invoice date</p>
<p>1/4 Payment Option</p> <p>(Not available to non-vocational students enrolled in courses less than 10 weeks in length)</p>	<p>All students pay 1/4 of the total tuition (which includes the CAN\$250 application fee) within 24 hours of enrolment.</p>	<p>1/4 due 7 days after course start date</p> <p>1/4 due three weeks after previous invoice date</p> <p>1/4 due three weeks after previous invoice date</p>

*Enrolling after the initial installment due date will require payment of any payments due at the time of enrolment.
 Non-vocational students enrolled in one-week courses are not eligible for any payment plans.
 There are no additional charges or fees associated with these payment plans.*

THIRD-PARTY SPONSOR PAYMENT POLICY

A Third-Party Sponsor Payment Form must be completed to provide authorization 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 authorization 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 enroll 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.

Appendix A

Locations

Toronto
220 King Street W #200
Toronto, ON M5H 1K4, Canada
toronto@generalassemb.ly
+1-647-498-5904

Appendix B: Student Expulsion Policy Guidelines

1. General Assembly reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Private Career Colleges Act, (PCCA, 2005).
2. General Assembly will seek to enforce and uphold a discretionary (at General Assembly's discretion) graduated discipline policy, meaning that some forms of student misconduct will not warrant an immediate expulsion. A student who is caught willfully destroying school property; attending school under the influence of illegal drugs and/or alcohol; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may receive an immediate expulsion.
3. General Assembly will not punish academic dishonesty, the onus is on you to do your own work. General Assembly may, at its discretion, exercise any remedy that does not conflict with the Private Career Colleges Act, 2005 or the Regulations made thereunder.
4. Students who are not in attendance for morning and afternoon sessions may be excluded in events held at General Assembly for potential jobs.
5. Discrimination: The school will have a "zero tolerance" policy with respect to harassment and/or discrimination. Students accused of such conduct may be suspended immediately while an investigation is undertaken by the school, and until a final determination is made regarding what (if any) further discipline is warranted.
6. Students who are suspended or expelled will receive notification in writing, either hand delivered or by registered mail. Specific reasons will be provided for the suspension or expulsion.
7. Students wishing to appeal the suspension or expulsion must file an appeal in writing within three days of notification of such disciplinary action by General Assembly pursuant to General Assembly's student complaint procedure.
8. Fee refunds will be governed by the provisions of the Private Career Colleges Act, 2005, O.Reg. 415/06, and any other laws and/or regulations as administered by the PCCA, 2005. Where General Assembly has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been suspended or expelled, the school shall not refund tuition or any part of that student's tuition.
9. A suspension or expulsion will be recorded on a student's academic record and transcript, and all forms of discipline will be placed and retained in the student's file.

Appendix C: Sexual Violence Policy

1. Policy Application

The Policy applies to all career college students of General Assembly.

2. The Scope

The Policy applies to complaints of sexual violence that have occurred on General Assembly career college campus or at a one of our events and involve our students.

3. Purpose and Intent

All of General Assembly career college students have a right to study in an environment free of sexual violence. This document sets out our policy on sexual violence involving our students, defines the prohibited behaviours, and outlines our investigative processes for sexual violence.

4. Policy Objectives

General Assembly is committed to providing our students with an educational environment free from sexual violence and treating those students who report incidents of sexual violence with dignity and respect.

To that end General Assembly will provide a copy of the policy to our students, and educate them together with our career college management, employees and contractors about this Policy and how to identify situations that involve, or could progress into sexual violence against our students and how to prevent and reduce it.

Where a complaint has been made of sexual violence under this Policy, General Assembly will take all appropriate steps, including as follows:

- providing on-campus investigation procedures to students for sexual violence complaints, if desired by the victim;
- responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of an investigation;
- providing students who have experienced sexual violence with appropriate academic and other accommodations; and
- providing students who have experienced sexual violence with information about reporting options.

5. Definition of Sexual Violence

This Policy prohibits sexual violence which means any sexual act or act targeting a person's sexuality, gender identity or gender expression whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

6. Reporting Sexual Violence; Supports and Services; Accommodations

A complaint of sexual violence may be led under this Policy by any student of our career college to the Manager - Campus Operation in writing.

Students, faculty and staff of General Assembly are encouraged to report immediately to the Manager - Campus Operations if our students have been subject to, or they have witnessed or have knowledge of sexual violence involving our students or have reason to believe that sexual violence has occurred or may occur which involves

our students.

Students are not required to report an incident of, or make a complaint about, sexual violence in order to obtain supports and services or accommodations from General Assembly in this Section 6.

Students may also choose to file a complaint with law enforcement or utilize the community resources listed in Section 13 of this policy.

A complainant seeking supports and services and/or accommodations should contact General Assembly's Manager - Campus Operations. These include, as appropriate, transfers to different course instances, extra time to complete projects and additional training and education on sexual violence for students and staff. Examples of the measures that may be implemented for the purpose of protecting a person reporting an incident of, or making a complaint about, sexual violence from retaliation and the threat of retaliation include, as appropriate, no contact orders, suspension of the perpetrator, and transfers to different course instances.

7. Investigating Reports of Sexual Violence

General Assembly will investigate every incident or complaint of sexual violence, unless otherwise requested by a victim. A victim may choose not to request an investigation by General Assembly and has the right not to participate in any investigation that may occur.

Upon receipt of a complaint of alleged sexual violence by the Manager - Campus Operations, the Manager – Campus Operations will determine whether the incident should be referred immediately to police. If there is any real or perceived conflict of interest, the Regional Director will perform the duties of the Manager – Campus Operations described in this policy.

If the victim requests an investigation by General Assembly, the Manager – Campus Operations will:

- Determine what interim measures, if any, need to be taken during the investigation;*
- Meet with the complainant, or appoint an individual to meet with the complainant, to determine the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred, subject to the victim's right not to participate in the investigation;
- Interview, or appoint an individual to interview, the complainant, any person involved in the incident and any identified witnesses, subject to the victim's right not to participate in the investigation;
- Interview, or appoint an individual to interview, any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- Inform the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- Provide reasonable updates to the complainant and the respondent about the status of the investigation; and
- Determine what disciplinary action, if any, should be taken.

A party to an investigation or decision-making process has the right to have a person with him or her at every stage of the process.

*Examples of interim measures that may be implemented while an incident or complaint is being investigated or a decision is being made regarding the incident or complaint include: no contact orders, suspension of the perpetrator, and transfers to different course instances.

In certain circumstances, General Assembly may be required by law or its internal policies to initiate an internal investigation and/or inform police without the victim or complainant's consent, if it believes the safety of members of its campus or the broader community is at risk. BGeneral Assembly will keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on our campus or the broader community are at risk. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other alleged victims, to the extent permitted by law.

A party to an investigation or decision-making process has the right to file an appeal. Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to the General Assembly Regional Director within 7 days by submitting a letter addressed to The General Assembly Regional Director advising of the person's intent to appeal the decision.

8. Disciplinary Measures

If it is determined by General Assembly that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student. General Assembly applies the preponderance of the evidence standard (meaning that it is more likely than not that a policy violation occurred) during investigations and decision-making processes. Other examples of measures that may be imposed after an incident or complaint is investigated include, as appropriate, no contact orders, suspension of the perpetrator, transfers to different course instances, and additional training and education on sexual violence.

9. Criminal and Civil Proceedings

In cases where criminal proceedings are initiated, General Assembly will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence General Assembly may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

10. Making False Statements

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

11. Reprisal

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

12. Collection of Student Data

General Assembly shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32. 3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

13. Community Resources

Below is a list of supports and services available in the community.

Canadian Association of Sexual Assault Centres Ontario Provincial

English

Assaulted Women's Helpline

Toll Free: 1-866-863-0511

#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762

www.awhl.org

Français

Fem'aide

Telephone toll-free: 1-877-336-2433

ATS: 1 866 860-7082

www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres 35 hospital-based centres that provide 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, go to http://www.satcontario.com/en/locate_centre.php.

Oasis Centre des Femmes

Téléphone : 416-591-6565

Courriel : services@oasisfemmes.org

<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women Against Rape

Crisis: 416-597-8808

Office: 416-597-1171

info@trccmwar.ca crisis@trccmwar.ca

www.trccmwar.ca