

# General Assembly's Catalogue

Ontario  
Campus

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## Our Story

General Assembly (GA) is a leader in education and career transformation, specializing 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. What began as a co-working space in 2011 has since grown into a global learning experience with campuses all over the world and over 50,000 graduates worldwide. We offer full- and part-time programs, in-person and online.

## 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 one another's 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 nonvocational 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 Programs

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

### Non-vocational Programs

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



## Admissions Policy and Procedure

### Entrance Requirements and Enrollment 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

Each General Assembly program requires an admissions application, and all candidates are interviewed. If applicable to the chosen course, students may also complete a diagnostic assessment and/or pre-admit work before enrollment decisions are made. Once students have completed all requisite steps in the admissions process, students receive confirmation of admission from an 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 course-specific admissions requirements. Upon acceptance, an admissions representative will send students a public link on the GA website where students can review the catalog. In order to enroll, students must sign an Enrolment Contract. A copy of the completed enrolment contract will be sent to the student upon enrolment.

### Admission Denials

Applicants seeking admission to General Assembly are required to submit accurate and complete information requested during the admissions process. Applicants who fail to do so shall be denied admission.

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.

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 enrollment in another course and may be subject to other discipline.

In the event a student is denied admission due to violation of code of conduct, General Assembly will notify the student in writing of the prohibited act and the penalty.

Applicants who receive a negative admissions decision for code of conduct violations must wait at least one year to reapply.

## 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:

- 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.
- 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. Students are informally evaluated by instructors every two weeks. Students are formally evaluated for progress toward completion at the following point, at which they will receive a written progress report:

Course Length	Evaluation Point
32 hours / 1 week	16 hours / .5 week
32 hours / 8 weeks	16 hours / 4 weeks
40 hours / 1 week	20 hours / .5 weeks
40 hours / 10 weeks	20 hours / 5 weeks
60 hours / 10 weeks	30 hours / 5 weeks
400 hours / 10 weeks	200 hours / 5 weeks
420 hours / 12 weeks	210 hours / 6 weeks
480 hours / 24 weeks	240 hours / 12 weeks

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.

### 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 campus manager.



## 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.

General Assembly does not provide an interruption option.

### Vocational Course

With prior approval from General Assembly:

- Students in full-time, non-flex immersive programs are permitted to miss up to three excused class meetings.
- Students in part-time, flex immersive programs are permitted to miss up to twenty four instructional hours in total.
- Students receiving G.I. Bill® benefits who miss more than three class meetings will be terminated from the G.I. Bill® program. This change in student enrollment status will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

### Non-Vocational Courses

With prior approval from General Assembly, students in part-time 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.

## Religious Accommodation Policy

General Assembly will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course session or requirement. Students requesting a religious accommodation should make the request, in writing, to their instructor and student services team with as much advance notice as possible. As a student, you are responsible for making up any work that you miss but you will be allowed to do so without penalty, provided if you do so within the terms of your arrangement with your instructor.



## **Leave of Absence Policy**

A leave of absence is a temporary interruption in a student's study. Non-vocational programs are too short to make a leave of absence practical. For vocational programs, a leave of absence is only granted in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative. The school director is expected to review the student's request, preferably in person with the student requesting the leave. All leaves of absence must be requested and approved in writing.

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.

## **Transfer Policy**

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 enrollment in another course more than one time, campus manager approval is required for acceptance.

## **Make-Up Work Policy**

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. In-person classes are generally not taped, archived, or offered on alternative schedules for students who miss classes.

## **Extension Policy**

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 passing grade.

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.

## **Transcripts**

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

## **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, 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.

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 a community of learners that exists based on shared values and principles. All General Assembly community members are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. General Assembly reserves the right to impose a variety of disciplinary actions, including expulsion, on any student whose behavior violates the Code of Conduct outlined in Appendix D. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated, regardless of whether that conduct also involves an alleged or proven violation of law.

## Student Services

### Academic Advising & Counseling

Academic advising and counseling 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 Immersive courses. Job search support is also available to all graduates of full-time 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.

The General Assembly Outcomes team is dedicated to seeing Immersive students take control of their career aspirations and goals. Our Outcomes team helps students communicate their skills, make valuable connections, and identify ideal career opportunities. Designed to teach job-search strategy, Outcomes programming is interwoven into our Immersive courses. Job search support is also available to all graduates of full-time programs who choose to opt-in to it by meeting the requirements outlined below. To become a qualified job-seeker, a student must:

- Meet all graduation requirements of the Immersive program and be in good academic standing with the Instructional team.
- Have participated in the in-course Outcomes sessions and one-on-one coaching during your Immersive to qualify for job-seeking support.



- Elect to participate in Outcomes post course.
- Become qualified and active within one week of graduating.
- Submit (and have approved by your career coach) the tools needed for your job search.

Becoming a qualified job-seeker grants initial support from the Outcomes team, but students must meet the weekly and monthly requirements to retain their status. Immediately following course completion, graduates should plan to spend at least twenty-five hours a week on the job search.

General Assembly cannot and does not guarantee employment or salary.

## Grievance Procedure

### Internal Grievance Procedure

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

#### Complaint Procedure

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.
2. The student will submit a completed written complaint to the Administrator, using the following contact information: Manager - Student Operations [toronto@generalassemb.ly](mailto: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.
3. The student will submit a completed written complaint to the VP, Operations for EMEA & Canada, using the contact information: Julien Deslanges-Blanch [julien@generalassemb.ly](mailto:julien@generalassemb.ly). The Operations VP 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.)
4. 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 Operations VP 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](http://www.forms.ssb.gov.on.ca)



## Cancellation, Withdrawal & Refund Policy

### 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. Except in cases of force majeure, 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 enrollment 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 state'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 enrollment if a student has failed to complete the pre-work required for course participation.
4. General Assembly reserves the right to cancel an enrollment or disenroll a student for delinquent past-due balances. Students who finance their GA course with their GI Bill® benefit will not be canceled or disenrolled if tuition payments from Department of Veterans Affairs are delayed.

### 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 enrollment 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 enrollment 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 campus manager 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 campus manager.



## **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 Financellt 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 Plan	Upfront Payment (Registration and Fee)	Payment Installments and Schedule
1/2 Payment Option	All students pay an upfront payment of CAN\$250 upon 24 hours of enrollment.	1/2 due seven days before course start date 1/2 due a month after previous invoice date
1/3 Payment Option  (Not available to nonvocational students enrolled in courses less than 10 weeks in length)	All students pay an application fee of CAN\$250 upon 24 hours of enrolment.	1/3 due 7 days before course start date 1/3 due a month after previous invoice date 1/3 due a month after previous invoice date
1/4 Payment Option  (Not available to nonvocational students enrolled in courses less than 10 weeks in length)	All students pay 1/4 of the total tuition (which includes the CAN\$250 application fee) within 24 hours of enrolment.	1/4 due 7 days after course start date 1/4 due three weeks after previous invoice date 1/4 due three weeks after previous invoice date
EdAid - 24 Month Payment Plan  (Not available to students enrolled in courses less than 10 weeks in length.)	All students pay an application fee of CAN\$250 within 24 hours of enrolment.	See Appendix E for payment installments and schedule.

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.



## Legal Considerations

### **Terms of Service & Privacy Policy**

By signing this agreement, you agree to General Assembly's Terms of Service at [https://generalassemb.ly/terms\\_of\\_service](https://generalassemb.ly/terms_of_service) and Privacy Policy at [https://generalassemb.ly/privacy\\_policy](https://generalassemb.ly/privacy_policy).

### **Force Majeure**

General Assembly's duties and obligations under this enrollment agreement may be suspended indefinitely without notice during all periods in which the school is closed due to any force majeure events, including, but not limited to: earthquake, fire, flooding, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond General Assembly's control.

General Assembly has developed a contingency instruction plan to deliver remote instruction as soon as is safe under the circumstances. If such a force majeure event occurs, General Assembly's duties and obligations in this Enrollment Agreement may be postponed for a period of time until the General Assembly can deliver its contingency course instruction or until such time as General Assembly, in its sole discretion, may safely reopen.

In the event that General Assembly is closed for a period of time or must deliver coursework remotely due to an event under this clause, you agree that General Assembly is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to General Assembly.



## Appendix A: Locations

### **Toronto**

220 King Street W #200

Toronto, ON M5H 1K4, Canada

[toronto@generalassemb.ly](mailto: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:

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



7. 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.

8. 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 VP of Operations 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:

- a. Determine what interim measures, if any, need to be taken during the investigation;\*
- b. 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;
- c. 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;
- d. 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;
- e. Inform the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- f. Provide reasonable updates to the complainant and the respondent about the status of the investigation; and
- g. 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. General 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 VP, Operations for EMEA & Canada within 7 days by submitting a letter addressed to The VP, Operations for EMEA & Canada advising of the person's intent to appeal the decision.

### 9. 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.

### 10. 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.

### 11. 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.

### 12. 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.

### 13. 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.

### 14. 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](http://www.awhl.org)



## Catalogue

Français  
Fem'aide  
Telephone toll-free: 1-877-336-2433  
ATS: 1 866 860-7082  
[www.femaide.ca](http://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](http://www.satcontario.com/en/locate_centre.php).

Oasis Centre des Femmes  
Téléphone : 416-591-6565  
Courriel : [services@oasisfemmes.org](mailto: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](mailto:info@trccmwar.ca) [crisis@trccmwar.ca](mailto:crisis@trccmwar.ca) [www.trccmwar.ca](http://www.trccmwar.ca)



## Appendix D: Student Code of Conduct & Prohibited Behavior

General Assembly is a community of learners that exists on the basis of shared values and principles. All General Assembly community members are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct.

The philosophy and approach to student conduct is educational, focusing on student learning through individual growth and personal responsibility. The Student Code of Conduct applies to all individual students and all General Assembly-recognized student organizations.

For the purpose of applying the Code of Conduct, an individual is considered a student when an offer of admission has been extended. Therefore, if a student violates the Code of Conduct before a course begins, General Assembly reserves the right to apply the Code of Conduct to that behavior. If a student is still an active member of the community and participating in Outcomes programming, General Assembly also reserves the right to apply the Code of Conduct to active alumni behavior. Additionally, a student who has permanently withdrawn or graduated may still be held accountable to the Code of Conduct for behavior that occurred before the withdrawal or graduation, even if the information was not brought to the General Assembly's attention before the withdrawal or graduation occurred.

The Code of Conduct may also apply to behavior that occurs online, via email, Slack, Zoom, or by other electronic means. Although General Assembly does not routinely search for policy violations online, if electronically shared information comes to General Assembly's attention, that information may be evaluated as to whether it violates the Code of Conduct and/or warrants further investigation.

Visitors are expected to abide by the Code of Conduct while on property owned or operated by General Assembly or at General Assembly-sponsored or -affiliated programs and events, both in person and online.

As a General Assembly student, if your activities result in violations of law, you are responsible for your actions and any consequences imposed by authorities outside of General Assembly. When student behavior violates the law and the Code of Conduct simultaneously, General Assembly reserves the right to invoke the conduct process independent of, and in addition to, any action by civil or governmental agencies. 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. In general, General Assembly will attempt to resolve a situation without expulsion. Verbal warnings and written warnings may precede this final and most serious of actions. Where General Assembly deems the integrity, safety or well-being of school, students, staff, clients, visitors, and other guests is in danger then expulsion may be applied at General Assembly's discretion at any point in the process.

The Code of Conduct articulates behaviors that are prohibited or unacceptable because they do not align with the value of respect central to our community.

Prohibited behaviors include:

- **Bullying:** Repeated and/or severe behavior that is likely to intimidate or intentionally harm or control another person physically or emotionally, and which is not protected by freedom of expression. This includes behavior that may occur online (also known as cyberbullying), in person, by telephone, mail, or any other action, device, or method.
- **Hazing:** Method of initiation into or conduct of any student organization or group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.
- **Stalking:** Stalking is repetitive acts and/or communications targeted at an individual that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, or any other action, device, or method. Incidents where stalking may be sex-based are subject to the definitions and procedures outlined in the Sexual Misconduct policy and Equal Opportunity, Harassment, and Non-Discrimination policy.
- **Physical Harm:** Intentionally or recklessly (by action or inaction) causing physical harm or endangering the health or safety of any person or group of people.

- Threatening Behaviors: Written, verbal, or physical conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- Hindering Freedom of Expression or Movement: Hindering freedom of expression or of movement of any person or group of people.
- Disruptive Behavior: Verbal, written, or physical actions that cause a disruption to the orderly operation of General Assembly, other institutions or communities, or the lives of any person or group. This includes, but is not limited to, obstruction of teaching, administration, General Assembly events and activities, and interference with student staff, law enforcement, or emergency personnel.
- Hazardous Materials: Possessing, using, or distributing explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item covered under this section in a vehicle parked on General Assembly-owned or -operated property.
- Hazardous Behavior: Intentionally or recklessly engaging in behavior that may endanger the health, well-being, or safety of any person or group of people. This includes, but is not limited to, violating public health guidelines, dangerous pranks, tampering with electrical equipment, hanging out of, or climbing from, to, or on windows, balconies, roofs, etc.
- Inappropriate Public Conduct: Deliberately and publicly exposing one's intimate body parts, urinating, or defecating in public, or engaging in public sexual activity. This includes, but is not limited to, sexual activity in any campus area and/or online.
- Interfering With the Rights of Others: Interfering with the rights of others to enter, use, or leave any facility, service, or activity to which they have been accorded access.
- Retaliation: Any intentional adverse action taken against an individual who is participating, attempting to participate, or is perceived to be participating in some way in the conduct process including, but not limited to, by making a report or participating in an investigation. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation. In addition, isolation may constitute retaliation under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.
- Copyright Infringement: Downloading, sharing, using, or misusing copyrighted materials, including, but not limited to, General Assembly or organizational names and images, without authorization. This includes, but is not limited to, unauthorized distribution or public posting of an instructor's original assignments or course materials.
- Destruction or Damage: Destruction, damage, or defacing of General Assembly property or the individual property of another, regardless of intention.
- Unauthorized Possession of Property: Knowingly maintaining possession of property belonging to another person or entity without authorization or permission from the owner. This includes General Assembly-owned furniture or equipment.
- Unauthorized Use of Credentials: Possessing or using an account, access code, or credentials assigned to another.
- Unauthorized Entry: Trespassing or making unauthorized entry into buildings, rooms, or property, both in person and in the online environment.
- Gambling: Gambling for money or other valuables on General Assembly property or in any General Assembly-owned or -operated building except as part of an authorized fundraising activity. Regardless of location, any gambling not permitted by law is a violation of this policy.
- Failure to Comply: Failing to comply with reasonable requests of General Assembly staff or of public health officials, law enforcement, or emergency personnel.
- Failure to Evacuate: Failing to exit immediately any building when an alarm has been activated or as directed by General Assembly or emergency personnel.
- Tampering With Safety Equipment: Tampering with, obstructing, displacing, or damaging of any fire or safety equipment including, but not limited to, alarms, alarm protectors, fire safety devices (such as smoke detectors, sprinklers, or carbon monoxide detectors), fire extinguishers, security cameras, emergency-exit signage, red window safety tabs, card-access devices, or any door-locking mechanism.
- Violation of Law: Any behavior that violates local laws that is not otherwise a violation of General Assembly policy.

## Appendix E: EdAid - 24 Month Payment Plan

### Payment Schedule

A. Payments prior to signing contract CAN\$ \_\_\_\_\_

B. Payment amount per month (24 payments) CAN\$ \_\_\_\_\_  
*The final payment amount may be lower than the scheduled monthly installments depending on the outstanding total amount owed at the moment of the final payment.*

C. Total payments (A+B) CAN\$ \_\_\_\_\_

D. Date of first payment \_\_\_\_\_  
*Payment is due on the 1st of the month following course start date, and on the first of each month following for 24 months.*

E. Monthly payment due date: *The 1st of each of the month following.*

The undersigned student hereby agrees to pay, or see to payment of, the fees indicated above, pursuant to the EdAid Disclosure Statement Payment Plan, which governs the payment of the total principal owed for the course in which the student is enrolled at General Assembly.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_