



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

SCHOOL CATALOG // VOLUME 12 // October 2017

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

INTRODUCTION

CodeCraft School is focused on providing career-driven tech education that teaches students to think like experts and offers free classes to enrolled students at their partner organization, Boulder Digital Arts.

CodeCraft offers a full-time, 12-week JavaScript-based Full Stack Web Development bootcamp, a part-time, 24-week evening and weekend format Full Stack Web Development bootcamp, and a part-time, 20-week evening and weekend format UX Design bootcamp in Boulder, CO.

CodeCraft's Full Stack programs cover the fundamentals of web development including HTML/CSS, JavaScript and jQuery as well as related back-end technologies such as MongoDB, Node.js, Vue.js, and Express.

CodeCraft's UX bootcamp covers all the phases of the UX workflow, including user research, user testing, defining problems, solving problems, wireframes, design briefs, prototypes, mockups, and web development fundamentals.

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

EDUCATIONAL SERVICES

PROGRAMS / COURSES / TUITION

Full-Time Full Stack Web Development Bootcamp

Occupational Objective: This intensive bootcamp is designed to prepare students for a career as a full stack web developer. Graduates will have the skills and knowledge necessary for an entry-level position with the potential to keep learning to advance into mid-to-advanced level positions. Students learn both front-end web fundamentals including HTML, CSS and JavaScript as well back-end programming with the JavaScript-based MEVN stack (Mongo, Express, Vue.js, and Node.js).

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

Length: 12-weeks. Two-week remote classes followed by 10 weeks in-person (40 hours per week, plus 5-20 hours of after-hours work).

Number of Lessons: 12 one-week courses, 460 hours of instruction, 400 hours in-person class time.

Tuition: \$10,500

Total Tuition and Fees: \$10,500

Note: all students must bring their own laptop computer running Mac OS.

Part-Time Full Stack Bootcamp

Occupational Objective: This part-time, evening and weekend schedule bootcamp is designed to prepare students for a career as a full stack web developer while students maintain current jobs or other commitments. Graduates will have the skills and knowledge necessary for an entry-level position with the potential to keep learning to advance into mid-to-advanced level

positions. Students learn both front-end web fundamentals including HTML, CSS and JavaScript as well back-end programming with the JavaScript-based MEVN stack (Mongo, Express, Vue.js, and Node.js).

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

Length: Four week remote classes followed by 20 weeks in-person (17 hours per week, plus 3-15 hours of after-hours work).

Number of Lessons: 24 one-week courses, 400 hours of instruction, 340 hours in-person class time.

Tuition: \$10,500

Total Tuition and Fees: \$10,500

Note: all students must bring their own laptop computer running MacOS.

Part-Time UX Design Bootcamp

Occupational Objective: This part-time, evening and a few weekends schedule bootcamp is designed to prepare students for a career as a UX Designer while students maintain current jobs or other commitments. Graduates will have the skills and knowledge necessary for an entry-level position with the potential to keep learning to advance into mid-to-advanced level positions. Students will learn about all phases of the UX workflow, including user research, user interface, user testing, defining problems, solving problems, wireframes, design briefs, prototypes, mockups, and web development fundamentals. Students will also be introduced to a variety of related software tools for UX design.

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

Length: Three week remote classes followed by 17 weeks in-person (9-17 hours per week, plus 3-15 hours of after-hours work).

Number of Lessons: 20 one-week courses, 240 hours of instruction, 225 hours in-person class time.

Tuition: \$8,900

Total Tuition and Fees: \$8,900

CLASS SCHEDULE

Full-Time Web Development Students

The first two weeks are online with a total of approximately 60 hours of material.

In-person classes are held Monday through Friday 9am - 5pm, with working lunches.

Our programs require significant “after-hour” work and our lab/workspace is open 24x7 for registered students.

Part-Time Web Development Students

The first four weeks are online with a total of approximately 60 hours of material.

In-person classes are held Tuesday, Wednesday and Thursday evenings from 6pm - 9pm and Saturdays from 9am to 5pm each week. Our programs require significant “after-hour” work and our lab/workspace is open 24x7 for registered students.

Part-Time UX Design Students

The first three weeks are online with a total of approximately 15 hours of material.

In-person classes are held Tuesdays, Wednesdays and Thursdays 6pm - 9pm and

every other Saturday sessions from 9am to 5pm. Our programs require significant “after-hour” work and our lab/workspace is open 24x7 for registered students.

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

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

ENTRANCE REQUIREMENTS

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

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

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

Throughout the admissions process, our admissions team may require pre-work before attending the bootcamp. CodeCraft will assess your proficiency in programming and/or design, as well as your ability to handle teamwork. We select applicants who are both highly technical or creative, and collaborative.

ENROLLMENT PROCEDURES

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

- Step 1: Submit an application that includes various aptitude and skill tests.
- Step 2: Prep for and complete an interview (in-person, phone, via Skype or Google+ Hangout).

- Step 3: Receive an admissions decision.
- Step 4: Accepted students complete the required pre-coursework learning.

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

Whether the postponement is for the convenience of the school or the student, and;
A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

PLACEMENT ASSISTANCE

At CodeCraft School, we're committed to the success of our students and want the best possible outcomes for them, which is why we help our students launch the career they desire. This includes connecting graduates with great job opportunities and helping our students and graduates evaluate those jobs relative to their interests and goals. One of the best things about being based in Boulder, Colorado is the density of technology companies and startups looking for tech talent!

We start by designing our programs to reflect the latest technology and industry standards so that students are learning practical skills that employers are looking for. During your bootcamp you'll be connected with industry peers and have the chance to attend presentations by professionals providing you with insight into what it's like to work in the field. Throughout the program you'll be working on projects that build your portfolio, and you'll complete a final project that highlights everything you've learned. We even provide a professional video recording of you demonstrating your final app.

After you graduate from your bootcamp you need to keep learning so that you become as proficient as possible at your craft, while extending your portfolio of work to share.

The CodeCraft career services team will help you create a strategy for your job search and provide you with a wealth of information on how to effectively find relevant opportunities that align with your goals. You'll also learn how to evaluate opportunities, how to hone your interview skills, and how to stay motivated during your job search.

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

ATTENDANCE REQUIREMENTS

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

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

GRADING AND PROGRESS POLICY

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 10 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school director's discretion. The director has final authority and shall notify the student of the final decision.

GRADING SYSTEM

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

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

CONDUCT POLICY

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

DISMISSAL

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory

progress. The director, after consultation with all parties involved, makes the final decision.

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

FACILITIES

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

PREVIOUS CREDITS

Because of the unique nature of our programs and rapidly changing technology landscape, CodeCraft School does not transfer credits from other institutions. CodeCraft School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

REFUND POLICY

- Students not enrolled to CodeCraft are entitled to a refund of all tuition and fees paid.
- Accepted students who cancel this contract by notifying the school within three (3) business days of acceptance are entitled to a full refund of all tuition and fees paid.
- Accepted students who withdraw after three (3) business days of acceptance, but before commencement of the bootcamp, are entitled to a full refund of all tuition and fees paid less a cancellation charge of \$150.
- Accepted students withdrawing after commencement of the bootcamp and up to 2 calendar weeks prior to the end of the program, are entitled to a prorated refund based on the table below, less a cancellation charge of \$150.
- Accepted students withdrawing after the commencement of the bootcamp and within 2 weeks or less of the end of the program are not entitled to a refund.
- In the case of students withdrawing after commencement of the bootcamp, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program, as described in the table below.
- The refund is based on the official date of termination or withdrawal.

Refund Table for 10-14 Week-Long Programs

Student is entitled to upon withdrawal/termination*	Refund
Within first week of <i>remote</i> coursework	95% less cancellation charge
Within second week of <i>remote</i> coursework	90% less cancellation charge
Within first <i>in-class week</i> of program (classroom days 1 - 5)	80% less cancellation charge
Within second <i>in-class week</i> of program (classroom days 6 - 10)	75% less cancellation charge
After second <i>in-class week</i> of program, but within first 50% of overall program (classroom days 11-24)	50% less cancellation charge
After 50% but within first 75% of program (Classroom days 25-35)	25% less cancellation charge
After 75% of overall program (after classroom day 36 and beyond)	No Refund

Refund Table for 15-24 Week-Long Programs

Student is entitled to upon withdrawal/termination*	Refund
Within first week of <i>remote</i> coursework	95% less cancellation charge
Within second week of <i>remote</i> coursework	90% less cancellation charge
Within third week of <i>remote</i> coursework	85% less cancellation charge
Within first 25% of overall program (first 6 class/lab days of program)	80% less cancellation charge
After 25% but within first 41% of overall program (class/lab days 7- 15)	75% less cancellation charge
After 41% but within first 50% of overall program (class/lab days 16 - 20)	50% less cancellation charge

After 50% but within first 75% of overall program (class/lab days 21 - 35)	25% less cancellation charge
After 75% (after class/lab day 36 and beyond)	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. If a third party paid for tuition on your behalf, such as a lender, the refund transaction will be made to that third party in the amount of the refund due (but in no event greater than what that third party paid on your behalf). If there is an excess balance of the refund after payment to that third party, that amount will be refunded to you.
5. The policy for granting credit for previous training shall not impact the refund policy.

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURE

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

Students may file complaints online with the Colorado Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos>. The Division of Private Occupational Schools can also be contacted via telephone at 303-862-3001. Please note that there is

a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints.