



Course Catalog

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About AcademyX

Technology Skills for Jobs

Today's workplace is becoming increasingly dependent on software and information technology. Particularly for job seekers who had previously been employed for a long period of time, updating tech skills is one of the best ways to increase one's attractiveness as a potential job candidate. Administrative assistants who had been with their previous company for many years may now realize that they need to master Microsoft Office programs to be considered for a new, similar position. Print graphic designers may realize that basic web skills are now essential to compete in today's industry.

Our Mission

Our mission at AcademyX is to give students a working knowledge of the topics covered in each of our educational programs. We aim to take unemployed and under-employed workers, equip them with modern technology skills, and substantially increase their chances at finding higher-paying and/or more fulfilling jobs. We focus on high-end technologies currently in demand in the California employer marketplace: MS Office, Adobe applications, and web technologies. None of AcademyX's education programs lead to licensure in a particular occupation; all of our approved programs of study are in the field of mid- to high-end software and related technologies. As such, the objective of every program we offer is to help prepare students for jobs in the high-tech sector or industries that use those technologies.

All facility training is performed in an instructor-led classroom on up-to-date PC and Mac computers with professional courseware. Average class size is below five. We offer all students follow-up support after the training.



Location of Classes

AcademyX branches are centrally located in their respective areas. Each branch is easily accessible by public transportation and plenty of parking for those driving. A partnership with nearby hotels allows those travelling from afar a comfortable safe place to spend the night. Classes can be held at either of the following AcademyX branches:

San Francisco (HQ)
601 Montgomery Street Suite 409
San Francisco, CA 94111
415-392-8024

Our office building in San Francisco:



Sacramento (branch)
110 Promenade Circle Suite 110
Sacramento, CA 95834
916-333-5710

Our office building in Sacramento:





San Jose (branch)
5201 Great America Parkway #254
Santa Clara, CA 95054
408-533-1107

Our office building in San Jose:



Quality You Can Trust

Since its opening in 2000, AcademyX has provided hands-on computer training for over 10,000 students. Due to rapidly changing software technology, we are constantly updating and improving upon our software, courseware and class offerings in order to continue to offer the highest quality of instruction. We maintain a  (4.5/5) rating on Google and  (4.5/5) on Yelp. AcademyX is approved by the Bureau of Post-Secondary Private Education. As such, we are an Employment Development Department-approved Eligible Training Provider.

Programs that Fit Students' Needs

The AcademyX staff works with clients to ensure that they are selecting the programs of study that best fit their skill level, interests and job skills needs.

If we cannot find a program that seems a perfect fit for a client, AcademyX staff will work with counselors and students to customize a training program that will meet their needs. As most programs of study encompass several 1-5 day class sessions that are offered on a monthly basis, students have a lot of flexibility in terms of class topics and scheduling.

What We Offer

Facilities and Courseware

AcademyX rents its offices in Class A office buildings conveniently located near transportation and business hubs, easily accessible by freeway or public transportation. We maintain classrooms seating no more than 16 students, each with their own workstation. We install the latest versions of software, programming languages, and servers on modern computers (Dell 990 Optiplexes) and re-image them monthly. For Adobe and web technology classes, students are given the choice of Apple (Mac Minis with OS X) or PC workstation depending on their preference. Courseware accompanying the training is bought from professional courseware development companies such as Logical Operations or Axzo Press. Instead of overhead projectors, AcademyX uses the modern dual-monitor technique whereby each student has two monitors on their desk: one for their own workstation and another that displays the instructor's screen.

An AcademyX Classroom



AcademyX Courseware



Job Placement Assistance

AcademyX has several placement assistance services to help our student find that perfect job. Our placement assistance services include:

- **Direct Relationships:** AcademyX, maintains direct relationships with the hiring managers of large and small firms throughout the Bay area. We may forward students' resumes to those firms that are hiring. We subscribe to several job-related groups on LinkedIn including local *"Job Openings, Job Leads and Job Connections"*
- **Job Listings:** As a convenience, AcademyX maintains a folder of jobs pulled from Craigslist and Indeed.com relevant to the courses we teach. We also gather salary data from Glassdoor.
- **Job Search Computers:** For those students who don't have access to a computer for job searching, we have allow them however long they need without charge to use our systems during regular business hours.
- **Resume and Career Help:** Our staff at AcademyX has significant experience in resume development. We review students' existing resumes and offer free workshops on pursuing careers in the industries related to the programs we teach, such as our monthly *"Free Web Careers Workshop"*.

Library and Other Student Resources

As all of our programs of study are computer-related and involve technologies already documented extensively on the Internet, we do not maintain a physical library beyond our inventory of courseware books. However, we do subscribe to a multi-user license for online video training modules which we make available to students. The video training vendor is *Virtual Training Company* (www.vtc.com). Upon written or verbal request, students are given a username and password to access this online library of hundreds of videos illustrating in each program of study; their library access lasts until the end of their program.

Students may, both during the program and up to 2 months after its completion, come back to the facility to use as a lab to study or practice the material they learned while attending classes at AcademyX.

Faculty Qualifications

AcademyX contracts with expert computer trainers, certified in their field of expertise where applicable, each with years of commercial training experience. We conduct evaluations at the end of each program and share the feedback with our instructors. We work with contract instructors that most often have their own consulting firms performing work in their areas of expertise.

Following is a list of AcademyX instructors:

Bob Kermish has been a professional trainer for over 20 years. He runs his own business doing MS Office training and works for AcademyX as a teacher for the *MS Office Foundations*, *Excel/Access MOS Certification Prep*, and *Word/PowerPoint/Outlook MOS Certification Prep* programs.

Diane Presler is an Adobe Certified Instructor in Acrobat, Dreamweaver, Illustrator, InDesign, and Photoshop. She is a veteran of the training industry and teaches parts of our *Web Design Foundations*, and *Adobe ACE Certification Prep* programs.

Dianne Zinky is a BPPE Certified Instructor and professional trainer for over 20 years. She teaches parts of our *MS Office Foundations*, *Excel/Access MOS Certification Prep*, and *Word/PowerPoint/Outlook MOS Certification Prep* programs.

Helen Nishikai has been a trainer for AcademyX since 2008; she specializes in MS Office and open source web design technologies. She has an Adult Education Teaching Credential and been an instructor since 1992. She teaches parts of both our *MS Office Foundations* series and *Web Design Foundations* programs.

Jerry Maletsky has taught for AcademyX since 2006. He runs his own consultancy offering help and training in advanced MS Office features (macros, pivot tables, VBA). Jerry teaches parts of our *MS Office Foundations*, *Excel/Access MOS Certification Prep*, and *Word/PowerPoint/Outlook MOS Certification Prep* programs.

Rob Sanders is a search engine marketing expert; he runs his own company with 5 employees doing PPC marketing. Rob teaches the *SEO* and *Paid Online Advertising* programs and related parts of our *Digital Marketing* program.

Ron Petty is a professional independent programmer and trainer who has been working with PHP/MySQL and Ruby on Rails for over 5 years. He teaches our *Server Side Web Development* and parts of our *Mobile App Development* course.

Sandy Mitchell is an award-winning senior project manager. In addition to holding a PMP certification, she is also certified in Scrum and Agile processes. She teaches our *PMP Certification Prep* course.

Steve Young is a professional independent programmer and trainer specializing in JavaScript and Python. He teaches parts of our *Front End Web Development* course.

Tracy Sestilli is the CEO of Social Strand Media, a social media consultancy. She has over 15 years of project, program and account management experience and over 5000 followers to her Twitter account. She teaches the social media component of our *Digital Marketing* program.

Tuition and Fees

Program Tuition and Total Charges

The following are the total charges for a period of attendance in an AcademyX program. Itemized fees are listed on the following page. See refund disclosures at the end of this catalog for information regarding full or partial withdrawals.

Program	Tuition	STRF	Books & Reg	Total Charges
MS Office Foundations	5,000	0	0	5,000
Word/Powerpoint/Outlook MOS Certification Prep	3,195	0	0	3,195
Excel/Access MOS Certification Prep	4,335	0	0	4,335
PMP Certification Prep	3,690	0	0	3,690
Web Design Foundations	4,885	0	0	4,885
Web Design – Advanced Techniques	4,770	0	0	4,770
Adobe ACE Certification Prep	4,620	0	0	4,620
Digital Marketing	4,565	0	0	4,565
Front-End Web Development	4,995	0	0	4,995
Server-Side Web Development	4,995	0	0	4,995
Mobile App Development	4,900	0	0	4,900

Fees

AcademyX reserves the right to change the tuition and fees as needed. We will honor the tuition and fees listed in an enrollment agreement even if it is signed just prior to tuition and/or fee changes. An explanation of the various fees is listed below.

Registration Fee: \$0

Student Tuition Reimbursement Fund (STRF): \$0 per \$1,000 of institutional charges, rounded up to the nearest \$1000. In the past, this has been \$0.50.

Books: \$0. This fee is the same for all programs and is included in the cost of tuition.

Equipment and supplies: \$0. AcademyX maintains all the equipment and supplies required for each program at its offices and provides them free of charge to enrolled students.

Assessments: \$0. AcademyX admissions screen potential students for meeting prerequisites at no charge.

Ability to Benefit Test: \$50. For students lacking a high school diploma or GED, AcademyX charges \$50 to arrange for an ATB exam. This is not included in the table above due to the rarity of its occurrence.

Enrollment Agreement

Enrolling AcademyX and signing of the enrollment agreement is a legally binding contract. The student is responsible for the full cost of tuition. In the case of a third party payer, AcademyX will send payment request to the third party.

On the following pages are the program descriptions.

Office Productivity Courses

The Microsoft Office Productivity Suite encompasses some of the most widely used software, including Word, Excel and PowerPoint, in a wide array of professional industries. A good command of this software is important for computer users in almost any profession. AcademyX offers a number of Microsoft Office training programs consisting of a number of 1- and 2-days hands-on classes.

Word/Powerpoint/Outlook MOS Certification Prep

108 hours of instruction and labs

Designed to give beginners a comprehensive overview of PowerPoint, Outlook and Word. This program targets the MS Office Specialist Certification in the three applications.

Classes include:

- MS Word Intro
- MS Word Intermediate
- MS Word Advanced
- MS PowerPoint Intro
- MS PowerPoint Intermediate
- MS PowerPoint Advanced
- Outlook Intro
- Outlook Intermediate
- Acrobat Fundamentals
- 24 hours of elective classes from among:
 - Excel (all levels)
 - Access (all levels)
 - Filemaker
 - Quickbooks
 - Crystal Reports

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands.

Excel/Access MOS Certification Prep

126 hours of instruction and labs

This program targets the Microsoft Office Specialist Certification exams in Excel and Access. Students will gain mastery over the features of these two popular data-centric software applications. Intro-level classes may be skipped if student already has some proficiency.

Classes include:

- MS Excel Intro
- MS Excel Intermediate
- MS Excel Advanced
- MS Excel VBA
- MS Excel for Power Users
- MS Excel Pivot Tables
- MS Access Fundamentals
- MS Access Intermediate
- MS Access Advanced
- SQL Scripting
- 24 hours of elective classes from among:
 - MS Access VBA
 - Programming for Beginners
 - MS PowerPoint
 - MS Word
 - MS Outlook
 - Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands.

MS Office Foundations

138 hours of instruction and labs

Designed to give beginners a comprehensive overview of the main components of the MS Office Suite. This program targets the MS Office Specialist Certification.

Classes include:

- MS Access Fundamentals
- MS Access Intermediate
- MS Access Advanced
- MS Excel Introduction
- MS Excel Intermediate
- MS Excel Advanced
- MS Excel VBA
- MS Excel Expert Techniques
- MS Excel Pivot Tables
- MS PowerPoint Introduction
- MS PowerPoint Intermediate
- MS PowerPoint Advanced
- MS Word Introduction
- MS Word Intermediate
- MS Word Advanced
- MS Outlook Intro
- MS Outlook Intermediate
- MS SharePoint Fundamentals
- 24 hours of elective classes, from among:
 - Filemaker Fundamentals
 - Quickbooks Fundamentals
 - Crystal Reports Fundamentals
 - MS Project Fundamentals
 - Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands.

PMP Certification Prep

60 hours of instruction and labs

This training prepares students for the industry standard “Project Management Professional” (PMP) certification exam from the Project Management Institute (PMI). The majority of the training will focus on project management theory: initiating, planning, executing, monitoring, and closing projects. Additional topics include overviews of methodologies such as “Agile Project Management” and hands-on training in alternatives PM applications such as Workday and FastTrack Schedule. Students will be offered additional elective classes in using Excel, Outlook, and Microsoft Project software to fill any gaps in their knowledge. Training for students lacking the 4,500 hours of project management experience required for the PMP exam will target the Certified Associate Project Manager (CAPM) exam.

Classes include:

- 48 hours of PMP Exam Certification Prep
- 12 hours of elective classes, from among;
 - MS Project Fundamentals
 - MS Office
 - Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands.

- Candidates **with** a Bachelor's degree must have the following:
 - Minimum three years/36 months unique non-overlapping professional project management experience. All project management experience must have been accrued within the last eight consecutive years
 - 4,500 hours of project management experience leading or directing project tasks
- Candidates **without** a Bachelor's degree must have the following:
 - High school diploma or equivalent experience
 - Minimum five years/60 months unique non-overlapping professional project management experience
 - 7,500 hours of project management experience leading or directing project tasks

Web Design and Marketing Courses

Web design and marketing are among the major industries in the cities in which AcademyX facilities are located. Up-to-date web skills can give job applicants a competitive edge when applying for a new position in web design and marketing, or any number of professions that are web-centric.

Web Design Foundations

132 hours of instruction and labs

This program is AcademyX's most popular option for WIA students looking to break into the field of web design. Students who are relatively new to the field will receive an introduction in both the programming and design-related aspects of designing and launching a website. Online marketing and search engine optimization techniques are also introduced.

Classes include:

- HTML Fundamentals
- CSS Fundamentals
- CSS Advanced
- Dreamweaver Fundamentals
- HTML 5 and CSS3
- Responsive Web Design
- SEO Fundamentals
- 24 hours of electives from among:
 - HTML Advanced
 - Wordpress Fundamentals
 - JavaScript and jQuery
 - Social Media
 - Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands. Must be familiar with browsers, URLs, and search engines.

Web Design – Advanced Techniques

108 hours of instruction and labs

For those looking to update their existing web design skills, we offer a class that includes the latest new technologies and methodologies in modern web design.

Classes include:

- CSS Advanced
- HTML 5 and CSS3
- jQuery Fundamentals
- Responsive Web Design
- Wordpress Fundamentals
- 24 hours of elective classes, from among:
 - HTML 5 and JavaScript
 - Programming for Beginners
 - SharePoint Fundamentals
 - Dreamweaver Fundamentals
 - SEO Fundamentals
- Labs and Instructor Review Periods

Digital Marketing

180 hours of instruction and labs

Become an online marketing guru by mastering SEO (Search Engine Optimization), Google AdWords and Analytics, and Social Media (Twitter, Facebook, LinkedIn, blogs). We have arranged for three instructors to teach the different parts of the course, each an expert in their field. Each student will be given control over multiple web sites which they will optimize, advertise, and promote. Consultants in the field will be invited as guest speakers to discuss their digital marketing strategies and how they have implemented them for their individual clients. At the end of the course students will be expected to take and pass the Google AdWords Certification test. This course is ideal for an internet-savvy student with strong pattern- recognition skills and an analytical mindset; experience in marketing, advertising, e-commerce, web design, or programming is helpful but not required.

Classes include:

- SEO Fundamentals
- Google AdWords
- Google Analytics and Metrics
- Social Media

- 24 hours of elective classes
- Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands. Must be familiar with browsers, URLs, and web navigation.

Graphic Design Courses

Training in graphic design-related software is not just for print production staff anymore. As graphic design software such as Photoshop, Illustrator, and InDesign become more complex and feature-rich, employers are looking for candidates that have some experience with the latest versions and features.

Adobe ACE Certification Prep

118 hours of instruction and labs

This program targets the three Adobe Certified Expert exams in InDesign, Photoshop, and Illustrator. Students will be introduced to the fundamentals of Adobe's most popular graphic design software applications.

Classes include:

- Photoshop Fundamentals
- Photoshop Advanced
- Illustrator Fundamentals
- InDesign Fundamentals
- InDesign Advanced
- Acrobat Fundamentals
- 12 hours of elective classes
- Labs and Instructor Review Periods

Prerequisites:

Must be PC literate: able to navigate folders and use menu commands.

Programming Courses

In recognizing the high demand for computer and web programmers, AcademyX offers a comprehensive selection of classes in the industry's most popular programming languages. Most of these programs of study are geared for students with some previous programming experience.

Front-End Web Development

150 hours of instruction and labs

As modern web standards have trended towards separating design from interactivity, and with the advent of “mobile-first” development, more and more work has fallen on front-end programmers. This is typically done in JavaScript, although interactive effects can be accomplished with CSS3 as well. Nowadays a host of JavaScript libraries and even server-side JavaScript (node.js) make it a requirement to be familiar with a number of different technologies to do front-end development.

Classes include:

- HTML5
- CSS3
- JavaScript
- jQuery and jQuery for Mobile
- Responsive Web Design
- Ajax
- node.js
- Angular, ember, coffeescript, bootstrap, and other libraries
- 24 hours of elective classes, from among:
 - CSS Fundamentals and Advanced
 - Wordpress Fundamentals
 - HTML Fundamentals and Advanced

Prerequisites:

Basic knowledge of HTML/CSS or equivalent previous experience with HTML, including forms. Basic programming experience (variables, conditionals, loops and functions).

Server-Side Web Development

150 hours of instruction and labs

Modern web development revolves around a suite of integrated technologies and corresponding workflows that can be difficult to master on your own. A typical startup will host its web site and database “in the cloud” using Amazon’s web services; source code from various team members is maintained on a server with version control functionality; developers use both server side code in conjunction with client- side JavaScript libraries to provide rich, interactive web applications. In this 3-month course, 4 nights a week (Mon/Tue/Wed/Thu), we teach the modern web development technologies and methodologies to prepare you to join the cadre of professional web developers using the most cutting edge tools and techniques. The focus is on programming within the Ruby on Rails framework, but includes sessions devoted to other topics. The breakdown is as follows:

Classes include:

- DNS and Client-Server Interactions
- Apache
- Ruby on Rails
- Git and Github
- JavaScript
- jQuery
- Amazon Cloud Services
- HTML5 and CSS3
- 24 hours of elective classes, from among:
 - CSS Fundamentals and Advanced
 - Wordpress Fundamentals
 - HTML5 and JavaScript
 - Responsive Web Design
 - SQL Scripting
 - Labs and Instructor Review Periods

Prerequisites:

Intermediate knowledge of HTML/CSS or equivalent previous experience with HTML, including forms. Basic programming experience (variables, conditionals, loops and functions). Some database experience recommended.

Mobile App Development

130 hours of instruction and labs

Students in this program learn both iPhone and Android application development. At the end of the program students should be able to: design user interfaces specialized for small screens; query and interact with internal hardware features such as accelerometers and cameras; and deploy apps to their own phones and the Google Play and Apple App stores.

Classes:

- Android App Development
- iPhone App Development
- 30 hours of elective classes
- Labs and Instructor Review Periods

Prerequisites:

Experience with object-oriented programming in a compiled language such as Java or C++.

Must own a Smart Phone.

Disclosures

General Required Disclosures

AcademyX is a private, for-profit corporation that is approved to operate by the Bureau for Private Postsecondary Education, part of the California Department of Consumer Affairs. Approval to operate from BPPE means that AcademyX is in compliance with standards set forth by the California Private Postsecondary Act of 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling them at 888-370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

AcademyX does not participate in any federal, state, county, or city program that offers financial aid (loans) to students. We do accept grant funds from the state, county and city for programs such as WIA, SETA, Department of Rehabilitation, Workforce Invest Board, TAA, Veterans Affairs Dept, etc.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

AcademyX is not in, and has never filed a petition, nor had a petition filed against it, for bankruptcy. AcademyX is not operating as a debtor in possession, and has not filed such a petition in the past five years.

Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic

losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Housing

AcademyX does not have dormitories under its control and does not provide housing assistance. Rental housing in the areas surrounding AcademyX branches ranges from \$925/month to \$3,000/month depending on square footage, as referenced from www.craigslist.com, a standard resource for finding rental housing in the areas surrounding AcademyX branches.

Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at AcademyX is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any AcademyX program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AcademyX to determine if your certificate will transfer.

Record Keeping

AcademyX keeps student records for a minimum of 5 years from date of student's enrollment. Transcripts are maintained permanently. Records are securely stored in both electronic format (database and scanned documents) as well as paper files. Students may request copies of their documents at no charge.

Licensure for Post-Class Employment

None of AcademyX's programs lead to occupations that require licensure, such as in the medical or legal professions.

From Admission to Program Completion

Admissions Procedure

All applicants are required to complete a personal interview with an admissions specialist, either in person or by telephone, depending upon the distance from AcademyX's facilities. The admissions process consists of a tour, during which the admissions specialist conducts a personal interview with the prospective student in order to assess individual career goals, training needs, and whether the student meets the prerequisites for a program of study. If AcademyX offers an appropriate program that targets those career goals, we will enroll a student in the desired program, and will select a start date that is convenient for the student. Students whose tuition is paid for through a government program such as WIA or ETP, must have the Contract, Service Agreement, or Training Agreement completely executed before being admitted to class.

Admissions Requirements

All applicants must be at least 18 years of age at the start of their first class and have graduated from high school, or possess a high school equivalency diploma (GED), or take and pass an independently proctored "Ability to Benefit" (ATB) test to satisfy enrollment requirements. The ATB test used by AcademyX is the *Wonderlic Basic Skills Test Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2*, with passing scores of 200 in Verbal and 210 in Quantitative; this exam is approved by the US Department of Education. The test fee is paid by check, charge, or cash by the student prior to testing. If the test is failed, the prospective student must wait 60 days to re-test. Re-testing fee is paid by the student prior to testing.

AcademyX does not accept credits earned at other institutions or challenge exams. AcademyX does not maintain a transfer agreement with any college or university. Students must be able to read and comprehend, in English, at an 8th grade level. Visa services are not provided and we are not responsible for vouching for students' status under such programs. Classes will not be taught in any language other than English and translators are not provided. Unless English is your first language, you must submit official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores.

Each educational program has prerequisites that must be met for admission. Whether a student meets these prerequisites is determined by the admissions specialist during the interview(s) with the student.

All programs require basic PC literacy, but some require more advanced skills. See the program outlines in this catalog for specifics for each program.

Progress and Completion Requirements

To earn a Certificate of Completion, attendance at 85% of class sessions is a requirement for all programs. If a student needs to reschedule a class, at least two business days notice must be given. If a student is in a government paid program such as WIA with a Begin date and Completion date, the courses must be completed in a manner that would not extend the completion date without the written permission of the agency paying for the course. AcademyX's programs do not require internships or externships. Each program has its own subject-specific exam that students must pass with a 75% grade to receive a Certificate of Completion. AcademyX does not accept any credit for prior

experiential learning, applicable towards any program's Certification of Completion.

Attendance, Probation and Dismissal Policies

If a student does not attend three class sessions, AcademX will contact the agency paying for the class to inform them of the absences and seek a remedy. Students attending class will be asked to withdraw from any program for any activity which prevents the classes from benefiting all students. Any student under the influence of alcohol or drugs will be asked to leave the class. Dismissals from the program will be done via email to the student, and if available the students contact at the agency paying for the training.

Leave of Absence

If the student needs to take a leave of absence for any reason, and their training is paid for through a government agency, the contract, service agreement, or training agreement will have to be amended by the agency to allow for the leave of absence. At least a weeks' notice is requested from all students who desire to take a leave of absence.

Miscellaneous

Distance Education is not provided. All training is held at an AcademyX location, and is provided in an instructor-led, hands-on format with each student getting their own computer.

AcademyX does not provide housing or housing assistance for any of its students.

Student Rights and Refunds

Student Rights

AcademyX believes students have the right to: accurate career and wage information relating to the programs we teach; a comprehensive course catalog; a clear student enrollment agreement; honest disclosure of all fees; quality faculty and training resources; reasonable refund and withdrawal policies; access to retention and placement information of graduates; and secure storage of sensitive student information such as social security numbers and wages.

Grievance Policy

AcademyX takes very seriously any student grievances. Students should email grievances directly to the CEO: stephen@academyx.net with a delivery receipt option. An investigation will be made within 24 hours of receipt of the grievance, to include a determination of the cause of the grievance and one or more cures. If no cure is acceptable to the student, and AcademyX staff, faculty, or procedures are found to be the legitimate and sole cause of the grievance, and the grievance prevents the student from achieving the educational goals of their program of study, AcademyX will offer a full refund of all charges, including tuition, books and registration fees, to the student.

Student's Right to Cancel

Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancelling a program must be sent, in writing, by email or postal mail, to the training coordinator at the AcademyX branch where the student is taking classes. The effective cancellation date is the date of email postmark or in-person delivery.

Dismissal and Refund

Students may be dismissed on the basis of lack of attendance or a student's conduct (see "Dismissal Policies" above). Refund policy shall be the same for dismissals as for voluntary cancellations and withdrawals.

Cancellation of Contract and Refund

AcademyX will refund 100% of the amount paid for institutional charges, less the books/equipment/lab, assessment, registration and STRF fees in an amount not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made before attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Withdrawals and Pro-Rated Refunds

If a student withdraws from an educational program prior to completing 60% of the program, the student is entitled to a pro rata refund of charges paid. The refund calculation shall be:

$$\frac{(\text{Total Charges Paid} - \text{Total Nonrefundable Charges}) - [((\text{Total Charges} - \text{Total Nonrefundable Charges}) / \text{Number of Days or Hours in Program}) \times \text{Number of Days or Hours Student Attended}]}{1}$$

Example:

A student registers for a 72-hour course with list price of \$1950. Student pays \$1035 composed of: \$975 in tuition (the other half due later) and \$60 of non-refundable books, equipment, lab, assessment, registration and STRF fees. Student withdraws from course after attending 24 hours of instruction. Refund is:

$$(\$1035 - \$60) - ((\$1,950 - \$60) / 72 * 24) = \$345$$

$$\$975 - (\$1,890 / 72 * 24) = \$345$$

$$\$975 - \$630 = \$345$$

$$\$345 = \$345 \text{ refund due}$$

For the purpose of determining the amount you owe for the time you attended (to include the hours of training offered to the Student but not attended by the Student), you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify AcademyX of your withdrawal or the actual date of withdrawal
2. AcademyX terminates your enrollment due to academic failure or for violation of its rules and policies stated in this Catalog
3. You failed to attend more than 3 class sessions in a row and haven't scheduled any make-up sessions. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance
4. You fail to return on schedule, from an approved leave of absence. Termination will be the scheduled date of return

Refund Timeline and Recipient

AcademyX will pay or credit refunds within 45 calendar days of a student's cancellation or withdrawal. Refund will be sent to the original payer of the agreement (either student or third party payer, as appropriate) - less non-refundable registration fee, STRF, and cost of materials, services (such as equipment processing and installation), and equipment tendered to the student prior to cancellation.

Loans and Refunds

If a student obtained a loan to pay for any educational program, the student will have the sole responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If a student defaults on a federal or state loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student including garnishment of an income tax refund;
- The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.