



Byte Academy

CATALOG

New York City

January 1, 2017 – December 31, 2017



Contents

About Us	2
Mission / Objective	3
Governance.....	3
Approvals	4
Facility and Equipment	4
Holidays.....	4
Hours.....	5
Courses Offered	6
Admission Policy and Procedure.....	7
Transfer of Credit	8
Course Descriptions and Objectives	9
Python Full-Stack	9
Python Full-Stack with FinTech	12
Data Science.....	12
Academic Policies.....	13
Student Services.....	16
Grievance Procedure	19
Cancellation, Withdrawal and Refund Policy.....	20
Tuition and Fees.....	22
Financial Assistance	23
Consumer Information.....	23
Appendix A	25
Board of Directors.....	25
Ownership.....	25
Administration, Staff, and Faculty	25
Appendix B	26

About Us



Byte Academy is a coding bootcamp that offers intensive industry focused programs. We emphasize full-stack programming using Python code with the option to be industry focused with bootcamps in FinTech, Software Development, and Data Sciences. You will also get exposure to exciting networking and job opportunities through our partnerships with industry leading companies and central Manhattan location. When you graduate you will be equipped with the skillset to get a head start on your new career and have access to our career guidance and placement services.

Mission / Objective

Our mission is to build a community and center of excellence for people to learn and develop their skills and build careers they love by:

- Teaching them latest applications and uses of technology;
- Providing a community of like-minded individuals to share ideas and opportunities;
- Creating a network of industry professionals and enthusiasts.
- Continuously bring down the cost of education

Governance

Byte Academy is governed by its Board of Directors
A list of owners and Board members is attached as Appendix A.



Approvals

Byte Academy is licensed by the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision (BPSS).

Byte Academy is not accredited.

Facility and Equipment

All classes are taught at:

295 Madison Avenue, 35th Floor
New York, NY 10017

Byte Academy's facilities are being upgraded to meet ADA accessibility standards. Campuses are equipped with classrooms, student lounge space, private conference rooms for group work and 1:1 meetings with teachers, restrooms, daytime storage for student belongings, and a pantry for student use. BA currently provides equipment for student use or loan at no extra fee. Equipment includes: Desks, chairs, tables, projectors, projector screens, monitors, whiteboards, HDMI cables, and DVI <> HDMI adapters.

Holidays

Byte Academy is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Instructors may choose to reschedule class on the following dates with advance notice to students: Day after New Year's Day, Martin Luther King Day, Presidents Day, Columbus Day, Veterans Day, Day after Thanksgiving.

Byte Academy campuses will remain open for student use on those days when no classes are held. Opportunities to make up any material missed will be provided at no extra fee provided that arrangements are made prior with the instructor.



When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via email and Slack. Opportunities to make up any material missed will be provided at no extra fee.

Hours

Class Hours

Full-time:

Monday – Friday 10:00 am – 5:00 pm (lunch - 12:00 pm to 1:00 pm)

Part-time:

Monday-Friday 6:00 pm- 9:00 pm

Administration Hours

Monday – Friday 10:00 am – 6:00 pm



Courses Offered

There are two categories of courses offered at BA: full-time and part-time courses.

- 1) BA's full-time bootcamp courses are designed to prepare students for a new career in their field of study.
- 2) Part-time bootcamp courses aim to achieve the same results as the full-time bootcamp but over a longer period of time for professionals who are currently employed and do not wish to quit their jobs. Other part-time courses are designed to help students learn new or expand existing skillsets. These courses are not geared for career transitioning.

Byte Academy's courses are not designed to lead to positions in a profession requiring licensure.

Byte Academy offers the following courses:

Courses Offered	Course Length*	Type of Course	
		Full-time	Part-time
Python Full-stack	420 hours / 14 weeks	x	
Python Full-stack + FinTech	420 hours / 14 weeks	x	
Data Science	420 hours / 14 weeks	x	
Python Full-stack	144 hours / 24 weeks		x

*Hours listed represent required attendance with instructors in-class. Significant additional hours are required for homework and practice, especially for part-time courses.



Admission Policy and Procedure

Entrance Requirements and Enrollment Dates

Admission into any Byte Academy course requires that the student have:

High school diploma or equivalent or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education. Byte Academy does not admit ability-to-benefit students.

Required Equipment

Students are required to have access to a laptop to bring to each class session. A laptop with the most up-to-date LINUX operating system and wireless capability is recommended for all of our Python courses.

Admissions Procedure

Our admissions process helps us determine the core traits we've seen help students succeed in and after the program:

- 1) Submit an application, we will review and generally respond within 2 business days.
- 2) Conduct video or in-person interview.
- 3) Pay a \$500.00 deposit to reserve a seat in the class.
- 4) Complete at least 80% of pre-admission course work for all full and part time courses.
- 5) Once you have completed all requisite steps in the process, you will receive confirmation of your admission from your admissions representative.
- 6) Set a date to meet with teachers to get set up and review before class officially starts (where applicable).

Pre-Admission Course Work Requirement for the Following Courses

Python Full Stack Bootcamp (Full-time / Part-time)
Python Full Stack Bootcamp with FinTech
Data Science

Students are given pre-admission course work for certain courses after they've been accepted and enroll in the program. It is designed to ensure all students start off with an introductory level of knowledge in the subject. Completion of at least 80% of the pre-work is mandatory and ensures a baseline level of knowledge in each class. Mastery of each subject is not expected.

If a student is unable to complete the work prior to the first day of the course and seeks to cancel enrollment, he or she should refer to the Cancellation Policy in this document and speak with an Admissions officer.



Admissions Deadline

For bootcamp courses, the admission deadline is 14 days before the first meeting of the course. Byte Academy reserves the right to make exceptions and admit students to a given course after the admission deadline has passed under special circumstances.

Foreign Transcript Evaluation

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

Transfer of Credit

Byte Academy courses are not credit-bearing. Courses taken at Byte Academy are unlikely to count as credit at another institution. Byte Academy does not accept any transfer of credits earned at other institutions.



Course Descriptions and Objectives

Python Full-Stack

(Full-time 420 Hours / 14 Weeks)

(Part-time 144 Hours/24 Weeks)

Our Python Bootcamp teaches full stack development utilizing Python as the programming language. Technology instruction covers basic data structures and algorithms, object oriented programming concepts, Python, and JavaScript. Students are encouraged to work on final projects in their area of interest.

Below is a detailed syllabus (As technology constantly evolves, Byte Academy reserves the right to make amendments to the Syllabus):

Language Basics

- Programming basics: Names & objects, data structures, iteration, recursion, control flow, class organization, running python.
- Writing Python using Git & Github.
- Practicing Best Practices: Keeping it simple, writing short tests and good documentation.
- Start with Python mini project: Well-documented python module.
- Start with Standard Libraries: They typically include definitions for commonly used algorithms, data structures, and mechanisms for input and output.

Standard Library and Framework

- Explore Python standard library like ipython, virtualenv, and the python ecosystem
- Django framework (modeling relational data, building admin interfaces)
- Python development on Django (online tutorial: “Start with Django”, “How I use Git and Django (and GitHub)” and “Starting a Django Project the Right Way”)
- Project: building and deploying a simple static website using git and github
- Google App Engine: Tools and webapps
- Using NDB and templates, MVC style. (quick start)
- Data modeling on a non-relational DB
- Offline operations with Task Queues
- Project: SQL or NoSQL Server Side Application



Front-End Development

- Chrome developer tools (DevTools are a set of web authoring and debugging tools built into Google Chrome. The DevTools provide web developers deep access into the internals of the browser and their web application. Use the DevTools to efficiently track down layout issues, set JavaScript breakpoints, and get insights for code optimization.)
- CSS preprocessing (It is a front-end technology which provides predefined functions for transformations, selector nesting, variables, and mix-ins. It allows you to transfer the CSS code into something more like real programming language: having structure, variable and other features. It makes the style code modularized, portable, reusable and be developed much faster.)
- Canvas Interface; (simple interface to most common graphical objects, and matplotlib functions)
- How to use Google Pagespeed (Fast and optimized pages lead to higher visitor engagement, retention, and conversions. The PageSpeed family of tools is designed to help you optimize the performance of your website. PageSpeed Insights products will help you identify performance best practices that can be applied to your site, and PageSpeed optimization tools can help you automate the process.)
- Project: Single Page App/Advanced Website

Plugging Into the Web Ecosphere

- From embedding to javascript APIs: Youtube, Google Analytics and Google maps. (This will teach you how to embed these popular website/Tools as a module in your own through javascript APIs)
- REST: RSS, flickr, twitter, Google Data APIs (Explore the REST APIs provided by all famous social networks. With them you could obtain the most recent hot topics in all the tweets or get the most liked pictures in flickr.)
- Design and develop a Mini App: Using one from the javascript APIs and one of the REST protocol
- Security: Server (personal/sensitive data) and client (XSS, CSRF attacks)
- Analytic Papers(Topic not decided yet): could be about all the famous sites & apps
- Project: Facebook/any social media alike app (It requires the knowledge and developing experience gained in the previous weeks)



Useful Open Source Toolset

- Linux theory and practice: distributions, package repositories, bash, ssh and grep...
- Automatic deployment with Fabric (Fabric is a Python (2.5-2.7) library and command-line tool for streamlining the use of SSH for application deployment or systems administration tasks. It provides a basic suite of operations for executing local or remote shell commands (normally or via sudo) and uploading/downloading files, as well as auxiliary functionality such as prompting the running user for input, or aborting execution.)
- Automating testing with Selenium; Simple load and performance testing
- Final Project part 1/3: From ideas to mockups

Going deep

- Explore advanced topics through guided self-study and practice, choose one
- Building jQuery plugins; Coffeescript or dart; AngularJS, d3.js or processing
- Optimizing, caching; scaling; mongodb
- html5 mobile apps
- html video and audio
- Async servers: tornado (or node.js)
- Anything else, or just give some more love to an open source project
- Final Project part 2/3: Design, Code, peer-review

Final Project Presentations and Mock Interviews

- Final Project part 3/3: Presentation and feedback collection
- Interview-focused Algorithm Lectures, Guidance on job interviews



Python Full-Stack with FinTech

(Full-time 420 Hours / 14 Weeks)

Teaches all of the Full Stack development described above in the “Python Full-Stack” class and introduces students to basic concepts across several areas of finance. Finance instruction covers an introduction to Fixed Income Markets, Equity Valuation, Options, Futures and Swaps, and Asset Management. We will relate these financial concepts to real world applications and help students determine if they have an interest in building a project related to FinTech. IF the student decides to build a project around FinTech, our finance instructor can provide further assistance to the student(s) to build a comprehensive FinTech project.

Data Science

(Full-time 420 Hours / 14 Weeks)

Data Science has grown in popularity and necessity with the large amounts of data becoming readily available. From big companies like Facebook, Amazon, and Google to small start-ups in Silicon Valley, these companies are using their data for business analytics and insight.

In this 12-week course, students will learn the necessary skills to become a Data Analyst, Data Engineer, or Data Scientist. Beginning with Intro to Python, R, and statistics, students will further their skills into data acquisition, cleaning, management in phase 1 of the course. In phase 2 of the course, we venture further into database development, exploratory analysis, and prediction modeling. Finally, phase 3 will bring these skills together through a final project.

By the end of the course, students will learn:

- Python and R, including variables, data types, lists, vectors, matrices, and more.
- Statistics, including probability & statistics, bayesian statistics, and statistical inference.
- Data Acquisition, including web scraping and API usage, and Data Cleaning techniques
- Databases, including SQL, NoSQL, and MySQL
- Big Data technologies, including Amazon Web Services, Hadoop, and Spark
- Machine Learning Algorithm Implementations, including Regression, K-Means, Support Vector Machines, Decision Trees, Random Forests, and more.
- Natural Language Processing, including nltk in Python, regular expressions, sentiment analysis, topic modeling, and word2vec
- Deep Learning, including Recurrent Neural Networks, Concurrent Neural Networks, and Long-Short Term Memory Neural Networks.



Academic Policies

Homework

Students in some courses may be required to spend up to 20 hours outside of instructional time per week working on homework/projects. Homework hours are in addition to required course hours.

Hours

Academic credit is measured in hours. One hour is defined as a fifty-minute period.

Standards of Progress

Byte Academy measures student progress through frequent homework assignments and in-depth projects.

Students are graded with pass or fail. To receive a passing grade, students must:

1. Receive a passing grade on 80% of all homework assignments. Homework is graded on the basis of completion. To receive a passing grade on a homework assignment, students must complete 100% of the minimum tasks specified in that assignment.
2. Maintain consistent attendance as outlined in the Attendance section. A passing grade in attendance will be given to students with no more than two or four absences, depending on the length of the program.
3. Receive a passing grade on all course projects. Course projects are graded with Pass or Fail. Students are formally evaluated for progress towards completion at the following point:

Course Length	Evaluation Point
14 weeks	End of 4th week, end of 8th week and end of 14 th week
24 weeks	End of 4th week, end of 8th week and end of 12 th week of every Quarter

Byte Academy does not have a cumulative final test for the completion of any of our courses.



Grading System

Grade	Definition
P (Pass)	Has satisfactorily met all minimum course requirements as outlined under Standards of Progress.
F (Fail)	Has not satisfactorily met all minimum course requirements as outlined under Standards of Progress.
I (Incomplete)	An incomplete is provided only if a faculty member gives an extension to a particular student to complete a course project. An extension can only be granted for a maximum of 30 days from the last day of class. If a student is not able to complete his/her project within this amount of time, he/she will be given an F.

Probation

Byte Academy 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, he or she may be provided with additional assistance outside of class and is allowed to repeat that portion of the class once. If the student is unable to make satisfactory academic progress with this assistance, he or she will be withdrawn from the program. Informal feedback is provided to students throughout the course.

Attendance

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance. A minimum of 85% attendance is required to complete the program.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

If absent a first, second, and third time, that student will be contacted by email and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth and fifth time, the student will be contacted by email and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

If absent a sixth time, the student will be informed in writing that the current Phase (4 week segment) must be repeated and the student will be subject to paying additional tuition for the



repeat. The student will not be able to repeat the Phase more than once per program due to absences.

Measures Taken When a Student Drops

If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

Leave of Absence

In the event of extenuating circumstances, such as medical necessity or death in the family, the student may request to take a leave of absence and be readmitted to study with a new cohort by submitting a written request with supporting documentation to the campus director for a minimum of seven (7) days and a maximum of thirty (30) days. Students who receive approval to return to Byte Academy must restart the program within twelve (12) months of the date of the request. Students restarting after a leave of more than thirty (30) days will be required to take a knowledge retention assessment. A new application not required for admittance after an approved leave of absence. Additional tuition will not be charged for admittance after an approved leave of absence.

Make-Up Work

All students who miss coursework due to an absence have the option to make up hours and are responsible for making up missed coursework by the last day of class to receive a passing grade.

Byte Academy classes are not offered on alternative schedules for students who miss classes. Students who miss class are encouraged to schedule 1 : 1 meetings with teachers to review missed content.

Completion

A Certificate of Completion is issued to each student who has successfully fulfilled the Byte Academy requirements of obtaining a "Pass" in a course.

Student Rights (See Appendix B-page 25)

- 1) Students have the right to equal opportunity education and non-discrimination based on sex, race, color, religion, or other categories protected by federal and state law of the states in which we operate.
- 2) Students have the right to view their own academic records.



- 3) Students have the right to cancel or withdraw from their course, per Byte Academy Cancellation, Withdrawal and Refund Policy.
- 4) Students have the right to file a grievance, per Byte Academy's Grievance Procedure.

Student Conduct and Dismissal

Byte Academy is a community of learners. Should a student be disruptive to the community, he or she may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats towards other students, teachers, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by teachers or staff; or other behavior identified as disruptive to the learning environment of other students by teachers or staff. Students may also be withdrawn for academic violations, per Byte Academy's withdrawal policy below.

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; 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 will be dismissed and prohibited from re-enrollment in another course. Students dismissed due to disruptive and/or disrespectful conduct will not be re-admitted to Byte Academy.

Byte Academy will issue a written warning for any infraction incurred. Warnings will be filed in the student's file at Byte Academy. The third infraction will result in immediate dismissal and refunds will be processed as per the Refund Policy.

Should any members of the media (including bloggers) approach you for comment about Byte Academy, or your experience at Byte Academy, you must get approval from your teacher or the Director before participating in any interviews or media opportunities.

Equal Opportunity

Byte Academy is an equal opportunity organization and does not discriminate based on sex, race, color, religion, or other categories protected by federal law or the law of the states in which we operate. Byte Academy will conduct its courses, services and activities consistent with applicable federal, state and local laws and regulations. Students who seek accommodations related to a disability should contact their Director.

Student Services

TUITION REIMBURSEMENT GUARANTEE

We will refund your tuition if you do not get a job** within six months of graduating our full-time 14 week programs. However, you must hold up your end of the job search, which means:

1. Working with career services from Phase 1 of enrollment



2. Completion of our full-time 14 week course with satisfactory evaluations without repeating any phases
3. Completion of our Career Services form within one week of the first day of class (this helps us understand you goals and come up with the best path to achieve them)
4. Completion of all career-prep check points
5. Follow-up and acceptance of all Career Services recommendations, including on jobs that will be relevant to your experience and program.
6. When communicating with Career Services you must be responsive and reply within 72 hours
7. You must apply to at least 5 relevant jobs per week and submit weekly job search logs to the Career Services team.
8. We're going to require you to track all the employers and positions you apply to, as well as dates, email correspondence, and application materials related to your job search. You'll need to provide all of this to the Career Services team so they can help you as much as possible.
9. You must be eligible to work in the metropolitan area of your program and country of choice for 18 months post -graduation.
10. You must be willing to accept a job** in a relevant field as recommended by our Career Services team.
11. If you live in a rural area or plan to move to one it is difficult for Byte to guarantee you a job**. Therefore, you must live in one of 23 major North American metro areas encompassing 100 cities. If you are a Singapore student you must live in Singapore.
12. You must explicitly request your reimbursement in writing within 15 days of completing your job search. If for some reason you do not hear from us you must have a written email record of writing to us.
13. You must be a fluent English speaker and writer and at least 18 years old

If you do not meet all of the conditions above you can still enroll and waive the tuition reimbursement guarantee. You will still have full access to Career Services.

Academic Advising

Academic Advising may be initiated by teachers or other staff when the need is identified.

**A job is defined as employment, including internships which require over thirty (30) hours of work per week.



Housing

Byte Academy does not provide student housing.

Library

Byte Academy has an online library which archives some key lessons and resources as well as a small physical library of programming and finance books made available to students. Upon enrollment students will receive login credentials for resources from on Github and additional library resources will be made available to the student on their first day of attending class.

Employment Assistance

Byte Academy offers job search assistance for graduates of its programming bootcamp courses (full-time, and part-time). Our job assistance team provides the following:

- 1) Communication skills
- 2) Networking
- 3) Identifying career opportunities
- 4) Improving social media presence, especially LinkedIn
- 5) Resume and interview training
- 6) Job search checklist

Student Records

Student transcripts and descriptions of courses offered are maintained permanently. Student transcripts are maintained in student records and made available to the Bureau of Proprietary School Supervision upon request. Student transcripts contain the following information: name, address and date of birth; date of enrollment; name of course taken; record of all final grades earned for each course; date of completion or discontinuance and a notation whether a Certificate of Completion was issued and date issued. All other school and student records will be maintained electronically for seven years.

Students may view their own academic records at no cost to the student. Students who seek to view their own records should contact the School Director.

Byte Academy will take reasonable steps to protect the privacy of personal information contained in student records.



Grievance Procedure

Internal Grievance Procedure

When a concern occurs, the student is asked to discuss the concern directly with his/her teacher who will attempt to resolve the situation. If a resolution does not occur, the student or teacher should provide a written description of the concern to the Director who will investigate the complaint and provide a prompt response. Byte Academy attempts to resolve all complaints fully within a week. The Director's decision is final within Byte Academy's grievance procedure.

Students may file a complaint with the New York State Education Department prior to or in addition to filing a complaint internally at Byte Academy.

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

External Grievance Procedures

Any person who believes he or she has been aggrieved by a violation of the New York Education Law has the right to file a written complaint with the New York State BPSS within two years of the alleged violation or within one year of receiving notification from a guarantee agency that the student has defaulted on a student loan payment. No complaint may be filed after three years from the date of the alleged violation. The Commissioner shall send to the complainant a form acknowledging the complaint and requesting further information if necessary and shall advise the director of the school that a complaint has been made and, where appropriate, the nature of the complaint. The Commissioner shall within twenty days of receipt of such written complaint commence an investigation of the alleged violation and shall within ninety days of the receipt of such written complaint, issue a written finding. The Commissioner shall furnish such findings to the person who filed the complaint and to the chief operating officer of the school cited in the complaint. If the Commissioner finds that there has been a violation of the Education Law, the Commissioner will take appropriate action.

Information for Students -Student Rights

Please refer to Appendix B (on page 25)



Cancellation, Withdrawal and Refund Policy

Cancellation

- 1) You have the right to cancel your course of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
- 2) Cancellation is effective when the student provides a notice of cancellation at the address of attendance stated on his or her enrollment agreement.
- 3) The notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- 4) The 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 Enrollment Agreement.
- 5) If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee specified below in the Tuition and Fees chart within 30 days after the notice of cancellation is received. If a student withdraws after the cancellation period, a refund will be made in accordance with the refund policy stated below.

Withdrawal

You may withdraw from the school 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 of instruction when any of the following occurs:

- 1) The student notifies the institution in writing of the student's withdrawal or as of the date of the student's last physical appearance in class, whichever is later. The failure of a student to immediately notify the school Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education Law.
- 2) The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- 3) The student has failed to attend class for 4 class meetings without prior approval.

The official termination date of enrollment shall be the student's last day in class.

Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another Byte Academy course following approval by the Director.



Refund Policy

All students requesting a refund should do so in writing to Byte Academy by any one of the following methods: emailing info@byteacademy.co, a letter delivered to Byte Academy at 295 Madison Ave., 35th FL, New York, NY 10017, or a letter given to the Administrative Office of Byte Academy located at the same address.

All refunds will be paid within 30 days of withdrawal. Refunds will be less a registration fee (described in the below Tuition and Fees section) and any course materials that you have received.

Student's Right to Cancel

1. A student who cancels within 7 days of signing the enrollment agreement receives a full refund with the exception of the non-refundable registration fee. To cancel this Agreement, student must let us know by any reasonable means of intent to cancel no later than the 7th day after signing the enrollment agreement.

Calculation of Refund

This Refund Policy applies to all bootcamp based courses: full-time and part-time.

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for
 - the non-refundable registration fee plus
 - the cost of any textbooks or supplies accepted plus
 - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

- First Quarter:

If termination occurs:	School may keep:	Student may keep:
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%



- Subsequent Quarters:

If termination occurs:	School may keep:	Student may keep:
Prior to or during the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
After the third week	100%	0%

All refunds due will be made within 30 days of the student's effective withdrawal date or cancellation. Byte Academy's refund calculation will be based on the scheduled days of class attendance. The last date of actual attendance is used in calculating any refund amount.

Byte Academy reserves the right to delay or cancel the start of a scheduled bootcamp program for reasons such as low enrollment. If you choose not begin the Program on the delayed starting date or the Program start is cancelled, then Byte Academy will refund all fees paid including the nonrefundable registration fee.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

If a third party paid for tuition on your behalf, the refund 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 to Byte Academy). If there is an excess balance of the refund after payment to that third party, that amount will be refunded to you.

Tuition and Fees

Unless otherwise agreed to by Byte Academy, students must pay a refundable deposit prior to the start of the course and pay the remaining balance of the tuition at least a week before the first day of class. Byte Academy may allow the delay of payment under extraordinary circumstances.

Additional fees will apply in the following circumstances:

- \$25.00 fee for returned checks



Course	Non-Refundable Registration Fee	Tuition
Python Fullstack (Full-time)	\$100	\$14,850
Python Fullstack + Fintech (Full-time)	\$100	\$14,850
Data Science (Full-time)	\$100	\$14,850
Python Fullstack (Part-time)	\$100	\$14,850

Financial Assistance

Byte Academy does not participate in federal or state financial aid programs. We do provide information on a range of financing options through independent, private funding sources, which you can read more about on our website.

Loans

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Consumer Information

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Byte Academy has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Information about Byte Academy is published in this catalog that contains a description of policies, procedures, and other information about the school. Byte Academy reserves the right to change any provision of the catalog at any time. Changes to the catalog must be approved and reviewed by the New York Bureau of Proprietary School Supervision. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling Byte Academy, the Student agrees to abide by the terms stated in the catalog and all school policies.



Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.



Appendix A

Board of Directors

Rak Chugh

Emily Hunt

Kai-Lin Chuang

Lokesh Chugh

Ownership

Byte Consulting Inc. owns 100% of Byte Academy.

Administration, Staff, and Faculty

Rak Chugh, Chief Executive Officer and Campus Director

Emily Hunt, Chief Business Development Officer

Kai Chuang, Chief of Operations and Campus Agent

Jenna Driggers, Careers Services Manager

Jeffrey Maxim, MEd, Reading, Writing and Literacy, University of Pennsylvania
Web Development Instructor, LPCST



Appendix B

Information for Students and Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the Purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who Can File a Complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.



What can a Student or Employee Complain About?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a Complaint be Filed by a Student or Employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

- 1) Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
- 2) If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
- 3) The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.



What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the Tuition Refund and Cancellation Policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What Should Students Know About "Private School Agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What Should Students Know About "Grants and Guaranteed Student Loans?"

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).



Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can Students file a Complaint, File a Claim to the Tuition Reimbursement Fund, or get Additional Information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.