



# Per Scholas

## School Catalog

2024

### Brooklyn Campus

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VOLUME 1

Certified as True and Correct in Content and Policy

A handwritten signature in black ink, appearing to be "Dm", is written over a horizontal line.

October 1, 2023

School Official's Signature

Effective Date

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### ABOUT THIS CATALOG

This catalog is the official reference document containing approved curricula, policies and standards in effect for students admitted to Per Scholas Bronx Campus. It supersedes any other document with regard to rules and regulations. Per Scholas, reserves the right to limit enrollment for courses, to discontinue courses for which there is insufficient enrollment, and to change times. We also reserve the right at any time to make appropriate changes to the policies and procedures contained in this publication, including admission requirements, tuition, and fees (if applicable), or certificate requirements without formal notice.

# ABOUT PER SCHOLAS

## Overview

Per Scholas is a national organization that has been advancing economic mobility for 25 years. Through rigorous training, professional development, and robust employer connections, we prepare individuals traditionally underrepresented in technology for high-growth careers in the industry. We partner with leading employers to build more diverse talent pools, directly connecting our graduates to new career opportunities at businesses ranging from Fortune 500 companies to innovative startups. With campuses in 14 cities, Per Scholas has trained more than 12,000 individuals in tech skills, building bridges to careers in technology.

## Vision & Mission Statements

At Per Scholas, we believe a thriving workforce starts with equitable access to education. By providing skills training and access to employer networks to individuals often excluded from tech careers, Per Scholas envisions a technology workforce as diverse as the customers it serves. Over 20,000 graduates have launched successful careers in tech to date through our no-cost technical training. Our mission is to advance economic equity through rigorous training for tech careers and to connect skilled talent to leading businesses.

## History

Founded in 1995 as a neighborhood-based effort to increase access to personal computers by a consortium of leading foundations and corporations, Per Scholas was an early pioneer in bridging the digital divide for families and schoolchildren in the South Bronx — the nation's poorest Congressional District. It became especially well known for its two early programs, **Comp2Kids** and **Digital Families**, which promoted free computer access in low-income neighborhoods throughout New York City.

## Our Facility

Per Scholas Brooklyn Campus is located at 630 Flushing Avenue, 6th Floor, Brooklyn, NY 11206. We are a state-of-the-art facility. Per Scholas is easily assessable by bus, train, and car from all 5 boroughs, Long Island, northern New Jersey, and Connecticut. The building is fully handicapped accessible and meets ADA (Americans with Disabilities Act of 1990) requirements.

In Brooklyn, Per Scholas has (3) fully-equipped technical labs, a wellness room and a dedicated prayer room. The Technical Labs are well-lit, spacious, with state-of-the-art computers, software, Internet access, whiteboards, and large monitors, all to enhance classroom instruction. A typical class size is 20 students. Each lab is equipped with a computer and monitor for each student, hardware to perform repairs, software, networking equipment and printers. There is also a simulation lab, which allows students to gain additional hands-on experience, by practicing what they learned, in a real-world setting.

A student lounge, with vending machines and a microwave, is available to students for use prior to and after class, during the lunch hour, and during morning and afternoon breaks.

## BOARD OF DIRECTORS

<b>Lewis E. Miller,</b> Chairman, Per Scholas Actionpoint Advisors, LLC	<b>Wale Akinwande</b> Senior Vice President & Chief Auditor S&P Global	<b>Carolyn P. Landis</b> Former President, Per Scholas Catalyst Partners, LLC.
<b>Plinio Ayala</b> President and CEO Per Scholas	<b>Indy Reddy</b> Chief Technology and Operations Office PGIM Investments	<b>Mary Beth Molloy</b> President MBM Elevate, LLC
<b>Ami Ariel</b> Founder & President G-Way Management, LLC	<b>Jean Hill</b> Managing Director Alvarez & Marsal	<b>Senta Taylor</b> Head of U.S. Credit Card Operations & Infrastructure
<b>Wayne Kunow</b> Head of Cyber Resilience BNY Mellon	<b>J.C. Lapierre</b> Chief Strategy and Communications Office PWC	<b>Faith Rottmann Johnson</b> Vice President, Human Resources TekSystems
<b>David Hannigan</b> Director, Security and Compliance Google	<b>Kevin P. Brown</b> Principal, Consulting Services Ernst & Young, LLP	<b>Gregory W. Sills</b> Managing Director Apollo Global Management
<b>Dwayne Brown</b> Managing Consultant Senior Manager Enterprise Value & Accenture	<b>Blair Greenberg</b> Partner Bregal Sagemount	<b>Ian Shrank</b> Nonprofit Lawyer
<b>Josh Lieberman</b> President & Co-Founder KMS Technology	<b>Dirk Manelski</b> Chief Technology Officer PIMCO	<b>Ian Schaad</b>

## LICENSES AND ACCREDITATIONS

Per Scholas is licensed by the New York State Education Department. Following are the school's accreditations, memberships, and affiliations:

- Computer Technology Industry Association (CompTIA)
- Microsoft IT Academy Member
- Intel Premium Solution Provider

# ***IT SUPPORT (Classroom)***

## **FULL TIME COURSE DESCRIPTIONS**

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### **Course Overview**

Entry-level course offering 13 weeks (M-F, 9am-4pm) of technical and soft skills/career development instruction. Graduates qualify to earn Google IT Support Professional Certificate and CompTIA A+ certification and to fill entry-level IT (primarily infrastructure/desktop support and general field technician) jobs. This course is 357 instructional hours.

### **Description**

The course is a (13) week an intensive and comprehensive hands-on oriented technical training. During the first ten (10) weeks, the training is designed to provide successful candidates with the knowledge and skills required to assemble, refurbish, upgrade, configure and troubleshoot personal computers. It also includes the installation of multiple operating systems (OS), installation of drivers, navigation, management, performance optimization, data management, and security and troubleshooting OS related problems. Preventive maintenance of printers, laptops, and mobile devices will also be discussed as well as the fundamentals of networking. At the end of the eight weeks, learners are expected to take and pass the CompTIA A+ Certification Exam.

To receive the CompTIA A+ Certification, graduates must pass two (2) exams with the current codes 220-1101 and 220-1102

Learners that need more time to obtain their A+ will use the last two weeks to continue to prepare for the certification. If learners obtain their A+ Certification by week 10, during weeks eleven (11) to week twelve (12), learners will have the option of also focus on obtaining the Google IT Professional Certificate. This second credential enhances the core curriculum by adding additional material focused on the following domains.

- Technical Support Fundamentals.
- The Bits and Bytes of Computer Networking.
- Operating Systems and You: Becoming a Power User.
- System Administration and IT Infrastructure Services.
- IT Security: Defense against the digital dark arts.

In addition to development of the technical skills needed in the job market; one day per week, the learners also attend a career development class for 12 weeks. In career development, the learners will learn resume and cover letter preparation, interviewing skills, job hunting, basics of customer service and interpersonal communication. In all learners receive a total of 444 hours of instruction. Upon the completion of the Course, learners will have completed the requirements for the Google IT support Certification.

All assignments can be found on the Per Scholas Academy. Learners will be graded per the following criteria for in-class assignments

- Hands-on Assignments 20%
- Quizzes 20%
- Tests - 35%
- Midterm/Final- 25%

Please note that Per Scholas has a strict academic integrity policy. Plagiarism is considered cheating. Any student caught plagiarizing will automatically be dismissed from the course. Plagiarism includes but is not limited to copying answers or assignments from another student and/or a website. You are allowed to reference material as long as it is properly cited.

### Lab/Assignments Policy

- Student needs to complete all Lab/Assignments according to the schedule given by the instructor
- Student needs to complete all Lab/Assignments required by the Google IT support Certification according to the schedule given by the instructor

### Required Materials and Online Tools

- Course Slides - These will be distributed by the instructor
- CompTIA Official A+ Core 1 and Core 2 Study Guide (Licensed electronic study guide) with access provided through Canvas
- <https://grow.google/programs/it-support/>
- <https://perscholas.instructure.com/login/canvas>

In addition to rigorous on-site computer training, the course includes comprehensive hands-on activities. Learners must complete the entire course, which consists of 13 weeks, or 357 instructional hours.

<b>IT Support (Classroom) - Twelve (13) Weeks</b>			
<b>Class</b>	<b>Daily</b>	<b>Weekly</b>	<b>Total</b>
<b>Technical Instruction Hours</b>	<b>5.5 hours</b>	<b>27.5 hours</b>	<b>297 hours</b>
<b>Professional Development Instruction Hours*</b>	<b>5.5hours</b>	<b>5.5 hours</b>	<b>60 hours</b>
<b>Open Lab/Office Hours**</b>	<b>1</b>	<b>5</b>	<b>65**</b>
<b>Total Instruction Hours</b>	<b>5.5 hours</b>	<b>27.5 hours</b>	<b>357 hours</b>

\* 1 professional development day per week over 7 weeks. Includes 1 day for graduation

\*\* Open Lab/Office Hours do not count toward the total number of hours.

# ***IT SUPPORT (ONLINE)***

## **FULL TIME COURSE DESCRIPTIONS**

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### **Course Overview**

Entry-level course offering 15 weeks (M-F, 9am-4pm) of technical and soft skills/career development instruction. Graduates qualify to earn Google IT Support Professional Certificate and CompTIA A+ certification and to fill entry-level IT (primarily infrastructure/desktop support and general field technician) jobs. This course is 412 instructional hours.

### **Description**

The course is a (15) week an intensive and comprehensive hands-on oriented technical training. During the first ten (10) weeks, the training is designed to provide successful candidates with the knowledge and skills required to assemble, refurbish, upgrade, configure and troubleshoot personal computers. It also includes the installation of multiple operating systems (OS), installation of drivers, navigation, management, performance optimization, data management, and security and troubleshooting OS related problems. Preventive maintenance of printers, laptops, and mobile devices will also be discussed as well as the fundamentals of networking. At the end of the eight weeks, learners are expected to take and pass the CompTIA A+ Certification Exam.

To receive the CompTIA A+ Certification, graduates must pass two (2) exams with the current codes 220-1101 and 220-1102

Learners that need more time to obtain their A+ will use the last two weeks to continue to prepare for the certification. If learners obtain their A+ Certification by week 10, during weeks eleven (11) to week twelve (12), learners will have the option of also focus on obtaining the Google IT Professional Certificate. This second credential enhances the core curriculum by adding additional material focused on the following domains.

- Technical Support Fundamentals.
- The Bits and Bytes of Computer Networking.
- Operating Systems and You: Becoming a Power User.
- System Administration and IT Infrastructure Services.
- IT Security: Defense against the digital dark arts.

In addition to development of the technical skills needed in the job market; one day per week, the learners also attend a career development class for 12 weeks. In career development, the learners will learn resume and cover letter preparation, interviewing skills, job hunting, basics of customer service and interpersonal communication. In all learners receive a total of 444 hours of instruction. Upon the completion of the Course, learners will have completed the requirements for the Google IT support Certification.

All assignments can be found on the Per Scholas Academy. Learners will be graded per the following criteria for in-class assignments

- Hands-on Assignments 20%
- Quizzes 20%
- Tests - 35%
- Midterm/Final- 25%

Please note that Per Scholas has a strict academic integrity policy. Plagiarism is considered cheating. Any student caught plagiarizing will automatically be dismissed from the course. Plagiarism includes but is not limited to copying answers or assignments from another student and/or a website. You are allowed to reference material as long as it is properly cited.

### Lab/Assignments Policy

- Student needs to complete all Lab/Assignments according to the schedule given by the instructor
- Student needs to complete all Lab/Assignments required by the Google IT support Certification according to the schedule given by the instructor

### Required Materials and Online Tools

- Course Slides - These will be distributed by the instructor
- CompTIA Official A+ Core 1 and Core 2 Study Guide (Licensed electronic study guide) with access provided through Canvas
- <https://grow.google/programs/it-support/>
- <https://perscholas.instructure.com/login/canvas>

In addition to rigorous on-site computer training, the course includes comprehensive hands-on activities. Learners must complete the entire course, which consists of 15 weeks, or 412.5 instructional hours.

IT Support (Online) - Fifteen (15) Weeks			
Class	Daily	Weekly	Total
Technical Instruction Hours	5.5 hours	27.5 hours	352 hours
Career Development Instruction Hours	5.5 hours*	5.5 hours	60 hours
Lab/Office Hours	1	5	75** hours
<b>Total Instruction Hours</b>	<b>5.5 hours</b>	<b>27.5 hours</b>	<b>412 hours</b>

\* 1 professional development day per week over 7 weeks. Includes 1 day for graduation

\*\* Open Lab/Office Hours do not count toward the total number of hours.

# **CYBER SECURITY TRAINING COURSE**

## **Course Overview**

15-week (M-F, 9am-4pm) cybersecurity training leading to the brand new CompTIA CySA+ credential and entry-level roles in Security Operations Centers (SOCs). Additional Qualifications: Strong aptitude for cybersecurity (including curiosity, attention to detail, logic, mathematics and related skills). At least 1 year of experience in tech is recommended. This course is 412 instructional hours.

## **Description and Course Overview**

This course is a fifteen (15) week intensive and comprehensive hands-on oriented technical training with a focus on Cyber Security. The course is split into 5 major units.

### **Unit 1**

Is an introduction to Linux. Linux skills are an important part in the job of a cybersecurity professional. Learners will learn the following skills

1. Acquire open source concepts and progressively master Linux commands
2. Understand how Linux is used and the basics of the command line
3. Gain hands-on experience using a Linux virtual machine
4. Automate tasks using scripts

### **Unit 2**

Focuses on Networking Fundamentals and Server Administration. This portion of the course covers fundamental networking concepts. Learners will learn the following skills:

1. How to plan and install a network using real equipment in a virtual environment
2. Troubleshooting network and internet connectivity
3. Develop critical thinking and problem solving skills using Cisco Packet Tracer
4. Configure common internet applications, basic IP services, and set up sharing between computers.
5. Setting up a SOHO (small-office/home-office) network
6. Manage and control computer systems using Windows Server
7. Configure roles and permissions using Group policy and Active Directory
8. Implement administrative and security templates
9. Follow best practice guidelines when deploying software packages.

### **Unit 3**

Focuses on the Cybersecurity Analyst Certification (CYSA+) exam. The CYSA+ exam is an IT workforce certification that applies behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats through continuous security monitoring. This unit focuses on a combination of lectures and hands on activities, to ensure learners have the skills needed to succeed in the workplace. Learners will learn the following core skills from the following domains.

1. Threat Management
  - Learners will apply environmental reconnaissance techniques using relevant tools, such as Zenmap, Nmap. Learners will analyze the results, and implement the recommended response.
1. Vulnerability Management
  - Learners will use tools like Nessus and Microsoft Baseline Security Analyzer to detect vulnerabilities in systems. Learners will learn how to harden systems in order to prevent an attack from intruders.
1. Cyber Incident Response
  - Learners will distinguish threat data to determine the incident impact and prepare a toolkit with appropriate forensic tools, communication strategy, and best practices as a response. Learners will work in the Cisco IOS to implement access lists (ACLs) to protect against various attacks.
1. Security Architecture and Tool Sets
  - Learners will use data to recommend remediation of security issues related to identity and access management and recommend implementation strategy while participating in the Software Development Life Cycle(SDLC). Learners will be using the following tools and technologies, Wireshark, Syslog, SIEM, Netflow, Alienvault. Learners will also configure core ASA features, NAT, Security Policies, and modular policy framework.

Learners will gain exposure to the following tools and techniques

1. IPS/IDS - Suricata, Snort, BRO
2. Firewalls- Cisco, Fortinet, Opnsense
3. Web Application Firewall (WAF)- ModSecurity, Naxsi, Imperva
4. SIEM- ArcSight, Qradar, Splunk, AlienVault, OSSIM, Kiwi Syslog
5. Vulnerability Scanning- Qualys, Nessus, OpenVAS, Nexpose, Microsoft Baseline Security Analyzer
6. Exploit tools- Burp Suite, Zap, Vega, Metasploit, Nexpos, john the ripper,
7. Monitoring Tools- SolarWinds, NetFlow Analyzer
8. Forensics- Cain & Abel

#### Unit 4

This unit focuses on test taking strategies and focuses on preparing learners for the exam, at the end of this unit learners will take the certification exam,

- Learners are expected to pass the CYSA+ exam with current code CS0-001

#### Unit 5

The final unit of the course focuses on an introduction to Python along with learner's electives in the AWS Educate Platform. In addition, learners will complete a Capstone project.

Throughout the course, learners will be completing dozens of hands on activities using real word servers, tools, and technologies.

All learners will be graded per the following criteria for in-class assignments

- Hands-on Assignments and in class labs **10%**
- Daily Chapter Quizzes **20%**
- Unit Exams (4) **40%**
- Final **30%**

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### Attendance Policy

- No more than 2 absences and 4 late shows

### Lab/Assignments/Quiz Policy

- The student needs to complete all Lab/Assignments according to the schedule given by the instructor
- Failure to complete 3 or more assignments, quizzes, or exams is grounds for immediate dismissal from the program
- Daily quizzes are to be assigned by the instructor

### Required Materials and Online Tools

- Course Slides - These will be distributed by the instructor
- <https://www.netacad.com/>- Accounts to be set up during class
- Per Scholas Academy-<https://perscholas.instructure.com/>
- Textbook, distributed by the instructor
  - CompTIA Cybersecurity Analyst (CySA+) Cert Guide (Certification Guide)  
ISBN:978-0789756954

<b>Cyber Security Training Course - Fifteen (15) Weeks</b>			
Class	Daily	Weekly	Total
Technical Instruction Hours	5.5 hours	27.5 hours	352 hours
Career Development Instruction Hours	5.5 hours*	5.5 hours	60 hours
Lab/Office Hours	1	5	75** hours
Total Instruction Hours	5.5 hours	27.5 hours	412 hours

\*Career development is once a week full day

\* Open lab / Office hours are not mandatory and are not included in course total hours.

# **CYBERSECURITY (ONLINE)**

## **Course Overview**

15-week (M-F, 9am-4pm) cybersecurity training leading to the brand new CompTIA CySA+ credential and entry-level roles in Security Operations Centers (SOCs). Additional Qualifications: Strong aptitude for cybersecurity (including curiosity, attention to detail, logic, mathematics and related skills). At least 1 year of experience in tech is recommended. This course is 412 instructional hours.

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### **Unit 1**

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6. Understand how Linux is used and the basics of the command line
7. Gain hands-on experience using a Linux virtual machine
8. Automate tasks using scripts

### **Unit 2**

Focuses on Networking Fundamentals and Server Administration. This portion of the course covers fundamental networking concepts. Learners will learn the following skills:

10. How to plan and install a network using real equipment in a virtual environment
11. Troubleshooting network and internet connectivity
12. Develop critical thinking and problem solving skills using Cisco Packet Tracer
13. Configure common internet applications, basic IP services, and set up sharing between computers.
14. Setting up a SOHO (small-office/home-office) network
15. Manage and control computer systems using Windows Server
16. Configure roles and permissions using Group policy and Active Directory
17. Implement administrative and security templates
18. Follow best practice guidelines when deploying software packages.

### **Unit 3**

Focuses on the Cybersecurity Analyst Certification (CYSA+) exam. The CYSA+ exam is an IT workforce certification that applies behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats through continuous security monitoring. This unit focuses on a combination of lectures and hands on activities, to ensure learners have the skills needed to succeed in the workplace. Learners will learn the following core skills from the following domains.

- 2. Threat Management
  - Learners will apply environmental reconnaissance techniques using relevant tools, such as Zenmap, Nmap. Learners will analyze the results, and implement the recommended response.
- 2. Vulnerability Management
  - Learners will use tools like Nessus and Microsoft Baseline Security Analyzer to detect vulnerabilities in systems. Learners will learn how to harden systems in order to prevent an attack from intruders.
- 2. Cyber Incident Response
  - Learners will distinguish threat data to determine the incident impact and prepare a toolkit with appropriate forensic tools, communication strategy, and best practices as a response. Learners will work in the Cisco IOS to implement access lists (ACLs) to protect against various attacks.
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- 12. SIEM- ArcSight, Qradar, Splunk, AlienVault, OSSIM, Kiwi Syslog
- 13. Vulnerability Scanning- Qualys, Nessus, OpenVAS, Nexpose, Microsoft Baseline Security Analyzer
- 14. Exploit tools- Burp Suite, Zap, Vega, Metasploit, Nexpos, john the ripper,
- 15. Monitoring Tools- SolarWinds, NetFlow Analyzer
- 16. Forensics- Cain & Abel

#### Unit 4

This unit focuses on test taking strategies and focuses on preparing learners for the exam, at the end of this unit learners will take the certification exam,

- Learners are expected to pass the CYSA+ exam with current code CS0-001

#### Unit 5

The final unit of the course focuses on an introduction to Python along with learner's electives in the AWS Educate Platform. In addition, learners will complete a Capstone project.

Throughout the course, learners will be completing dozens of hands on activities using real word servers, tools, and technologies.

All learners will be graded per the following criteria for in-class assignments

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- Daily Chapter Quizzes **20%**
- Unit Exams (4) **40%**
- Final **30%**

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- Textbook, distributed by the instructor
  - CompTIA Cybersecurity Analyst (CySA+) Cert Guide (Certification Guide)  
ISBN:978-0789756954

<b>CyberSecurity (Online) - Fifteen (15) Weeks</b>			
<b>Class</b>	<b>Daily</b>	<b>Weekly</b>	<b>Total</b>
Technical Instruction Hours	5.5 hours	27.5 hours	352 hours
Career Development Instruction Hours	5.5 hours*	5.5 hours	60 hours
Lab/Office Hours	1	5	75** hours
<b>Total Instruction Hours</b>	<b>5.5 hours</b>	<b>27.5 hours</b>	<b>412 hours</b>

\*Career development is once a week full day

\* Open lab / Office hours are not mandatory and are not included in course total hours.

# Software Engineering (Online)

## Course Overview

15-week intensive course (M-F, 9am-4pm) leading to diverse software engineering skills and the creation of a GitHub-based work portfolio to share with potential employers. Begins with thorough grounding in HTML/CSS and JavaScript; later modules customizable according to student interests/regional employer needs. Also provides introduction to computer science sufficient to prepare for college-level achievement. Course can be tailored toward specific market demands (1-2 week customizable modules). Additional Qualifications: Aptitude for coding (including logic, mathematics, procedural thinking, and spatial reasoning). This course is 412 instructional hours.

## High Level Unit Overview

- Pre-Work: Programming Fundamentals  
Self - paced learning in the PS Academy to be completed before the beginning of class. Topics include programming fundamentals, Linux basics, Html and CSS basics.
- JavaScript & CS Concepts  
After diving into the fundamentals of programming, learners get comfortable with object-oriented programming, Git, advanced HTML/5 & CSS3. Learners will make an ajax api request and output the data into the DOM. Learners will learn some data massaging as well as ES6 syntax.
- Front-end Frameworks  
Learners build SPAs and web applications built entirely with React. They will understand MVC (Model-View-Controller) and how to implement it on large-scale applications. Learners will make API requests using Fetch and render the data using React components. Finally, learners will have an introduction to databases using Google Firebase and implement Authentication.
- Back-end Frameworks & Databases  
Learners build full-stack web applications, deepening their knowledge of client-facing and server-side development. In addition, learners will explore object-oriented concepts. Topics will include building full CRUD applications, token-based authentication, as well as advanced JS. Advanced JS techniques include promises, closures, & data structures, including linked lists, stacks and queues, sets, and trees.
- Student Choice  
Learners will be given 5 1-week self-paced modules to choose from. With help of the TA/IA, learners will be responsible for incorporating 1 of the 5 options into their capstone project.
- Portfolio Development  
Learners will fine tune their portfolios and dive into interview prep with their Career Coaches or Technical Instructor.

## Course Materials

- <https://perscholas.instructure.com>
- <https://aws.amazon.com/education/awseducate/>
- <https://www.khanacademy.org/computing/computer-science/algorithms>
- <https://acloud.guru/>

Software Engineering (Online) - Fifteen (15) Weeks			
Class	Daily	Weekly	Total
Technical Instruction Hours	5.5 hours	27.5 hours	330 hours
Career Development Instruction Hours	5.5 hours*	5.5 hours	82 hours
Lab/Office Hours	1	5	75* hours
Total Instruction Hours	5.5 hours	27.5 hours	412 hours

## ***AWS Cloud Practitioner (Online)***

### **Course Overview**

15-week course (M-F, 9am-4pm), AWS re/Start is a full-time, classroom-based skills development and training program that prepares individuals for careers in the cloud and connects them to potential employers. A technology background is not required to apply. Through real world, scenario-based learning, labs, and coursework, learners gain the skills they need for an entry-level cloud role. AWS re/Start also provides learners with resume and interview coaching to prepare for employer meetings and interviews. Graduates earn the AWS Practitioner Level certification. This course is 412 instructional hours.

### **Curriculum**

AWS re/Start focuses on two key technical areas IT Fundamentals and AWS Cloud. IT Fundamentals covers topics for support, operations, and automation roles such as Linux, networking, security, programming, Python and databases. AWS Cloud Fundamentals that highlights AWS core services, from introductory level to more in depth hands on operational procedures. The technical portion of the curriculum is predominantly hands on and includes the end-to-end completion of a project from ideation to reporting, in order to exercise real life processes. In addition to technical skills, AWS re/Start teaches soft skills to prepare learners to succeed in a professional environment by preparing them to think critically, build multi-level projects, team dynamics, project planning, communication, and collaboration. AWS re/Start cohorts are delivered in-person or in a virtual instructor led delivery for increased flexibility.

### **Learning Objectives**

- Working knowledge of operation systems like Linux, scripting, automation, programming languages and software lifecycles
- Understanding of networking concepts, protocols, security
- Knowledge of security fundamentals such as identity, authentication, authorization, AWS' shared responsibility model and web access firewalls
- Fundamental understanding of databases concepts
- Application of core AWS services in the area of compute, storage and networking, including EC2, S3, IAM, VPC, Lambda, Cloud Formation, RDS, and Route 53
- Understanding of professional information technology working environment, including communication skills, collaboration tools, project management, presentation skills, project reporting, behavioral attitude

AWS Cloud Practitioner (Online) - Fifteen (15) Weeks			
Class	Daily	Weekly	Total
Technical Instruction Hours	5.5 hours	27.5 hours	352 hours
Career Development Instruction Hours	5.5 hours*	5.5 hours	60 hours
Lab/Office Hours	1	5	75** hours
Total Instruction Hours	5.5 hours	27.5 hours	412 hours

**Professional Development Training**

Included in all of the above full time courses is a comprehensive series of workshops that teach critical and timely job ready skills that are necessary to search for, attain and retain IT jobs, and succeed in the competitive IT industry. The Professional Development curriculum includes resume and cover letter creation, interviewing skills, job searching strategies and techniques, customer service skills, workplace success, and diversity, equity and inclusion/belonging. 8 hours/week for the duration of the course.

**REFUND POLICIES FOR IT Support (Classroom)**

(any full or partial refunds will be paid to the funder)

Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the student, as outlined below.
- A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus

<u>Time of Withdrawal</u>	<u>School Will Retain</u>
Prior to or during first week of instruction	0%
During the second week of instruction	25%
During the third week of instruction	50%
During the fourth week of instruction	75%
After the completion of the fourth week of instruction	100%

**Payment Method:** The cost of training is provided by a third party and as a result any reimbursements may go back to the source.

## **REFUND POLICIES FOR IT Support (Online)**

(any full or partial refunds will be paid to the funder)

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Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the student, as outlined below.
- A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus

<u>Time of Withdrawal</u>	<u>School Will Retain</u>
Prior to or during first week of instruction	0%
During the second week of instruction	25%
During the third week of instruction	50%
During the fourth week of instruction	75%
After the completion of the fourth week of instruction	100%

**Payment Method:** The cost of training is provided by a third party and as a result any reimbursements may go back to the source.

## **REFUND POLICY FOR Cyber Security Training Course**

(any full or partial refunds will be paid to the funder)

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Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- 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.
- Thereafter, a student will be liable for
  1. The non-refundable registration fee plus

2. The cost of any textbooks or supplies accepted plus
3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If Termination Occurs	School Will Retain
0-15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**Payment Method:** The cost of the Cyber Security Training (In Person) Course is funded by Private Philanthropy and any reimbursements may go back to the source.

### **REFUND POLICY FOR Cybersecurity (Online)**

(any full or partial refunds will be paid to the funder)

Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- 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.
- Thereafter, a student will be liable for
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus
  3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If Termination Occurs	School Will Retain
0-15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**Payment Method:** The cost of the Cyber Security (Online) Course is funded by Private Philanthropy and any reimbursements may go back to the source.

### **REFUND POLICY FOR Software Engineering (Online)**

(any full or partial refunds will be paid to the funder)

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Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the student, as outlined below.
- A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus

<u>Time of Withdrawal</u>	<u>School Will Retain</u>
Prior to or during first week of instruction	0%
During the second week of instruction	25%
During the third week of instruction	50%
During the fourth week of instruction	75%
After the completion of the fourth week of instruction	100%

**Payment Method:** The cost of training is provided by a third party and as a result any reimbursements may go back to the source.

### **REFUND POLICY FOR AWS Cloud Practitioner (Online)**

(any full or partial refunds will be paid to the funder)

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Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the student, as outlined below.
- A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus

<u>Time of Withdrawal</u>	<u>School Will Retain</u>
Prior to or during first week of instruction	0%
During the second week of instruction	25%
During the third week of instruction	50%
During the fourth week of instruction	75%
After the completion of the fourth week of instruction	100%

**Payment Method:** The cost of training is provided by a third party and as a result any reimbursements may go back to the source.

### **REFUND POLICY FOR REACT Developer (Online)**

(any full or partial refunds will be paid to the funder)

Students who withdraw prior to the end of the course should immediately notify the director. A student will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the student. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition for the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the student, as outlined below.
- A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
  1. The non-refundable registration fee plus
  2. The cost of any textbooks or supplies accepted plus

<u>Time of Withdrawal</u>	<u>School Will Retain</u>
Prior to or during first week of instruction	0%
During the second week of instruction	25%
During the third week of instruction	50%
During the fourth week of instruction	75%
After the completion of the fourth week of instruction	100%

**Payment Method:** The cost of training is provided by a third party and as a result any reimbursements may go back to the source.

## TUITION – FEES - BOOKS - SUPPLIES

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<b>Course</b>	<b>IT Support (Classroom)</b>
Hours	357
Tuition	\$6,750.00
Books/Tool Kit	\$700.00
Registration Fee	\$50.00
Total	\$7,500.00
Refund Policy	Any refund will go directly to the funder.
<b>Course</b>	<b>IT Support (Online)</b>
Hours	412
Tuition	\$6,750.00
Books/Tool Kit	\$700.00
Registration Fee	\$50.00
Total	\$7,500.00
Refund Policy	Any refund will go directly to the funder.
<b>Course</b>	<b>Cyber Security Training Course</b>
Hours	412
Tuition	\$6,750.00
Books/Tool Kit	\$700.00
Registration Fee	\$50.00
Total	\$7,500.00
Refund Policy	Any refund will go directly to the funder.
<b>Course</b>	<b>Cybersecurity (Online)</b>
Hours	412
Tuition	\$6,750.00
Books/Tool Kit	\$700.00
Registration Fee	\$50.00

Total	\$7,500.00
Refund Policy	Any refund will go directly to the funder.

<b>Course</b>	<b>Software Engineering (Online)</b>
Hours	412
Tuition	\$6,750.00
Books/Tool Kit	\$700.00
Registration Fee	\$50.00
Total	\$5,000.00
Refund Policy	Any refund will go directly to the funder.

<b>Course</b>	<b>AWS Cloud Practitioner (Online)</b>
Hours	412
Tuition	\$7,007.00
Books/Tool Kit	\$133.00
Registration Fee	\$50.00
Total	\$7,140.00
Refund Policy	Any refund will go directly to the funder.

<b>Course</b>	<b>REACT Developer (Online)</b>
Hours	412
Tuition	\$11,500.00
Books/Tool Kit	\$0 (all materials provided online)
Registration Fee	\$50.00
Total	\$11,500.00
Refund Policy	Any refund will go directly to the funder.

## ADMISSIONS PROCESS

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We greatly appreciate your interest in enrolling in a Per Scholas training course. As a school founded specifically to deliver high-impact technical training, Per Scholas prepares students for entry-level careers in the fields of Information Technology and Software Engineering. We will do everything we can to make the application and admissions process as simple as possible.

As many prospective students and partner organizations already know, the admissions process at Per Scholas is broad-based, open to all interested applicants, and highly selective. In recent years, the Office of Admissions in the Bronx has received over 6,000 applications for admission, making the decision process for selecting approximately 800 candidates most difficult. We expect the same demand for our training in Brooklyn. However, as selective as admission to Per Scholas may be, we still provide a process in which every single application is given a thorough review. Additionally, there is no minimum amount of IT experience, or college level education that an applicant must have, in order to gain admission to our courses.

Most successful Per Scholas candidates have a consistent work history. Additional considerations are work performed as community service, and other significant personal achievements. We welcome applications from applicants who can demonstrate they are up to the challenge of our intensive and rigorous courses, and are truly passionate and sincere about working in the field of Information Technology.

In addition to the basic eligibility requirements listed below, the Office of Admissions will also evaluate other factors, including interests (both career and personal), responsiveness, and interpersonal skills.

For more information about the admissions process at Per Scholas, please contact the Office of Admissions at (718) 991-8400 or visit our website:

<https://perscholas.org/eligibility/>

### Eligibility Requirements

All qualified applicants will be considered regardless of race, religion, nationality, ethnic origin, gender, sexual orientation, marital status, or physical disability. Upon successful completion of all coursework requirements, graduates of the course will receive a certificate of completion.

Requirements for admission to our non-degree programs include:

- High School Diploma or GED
- Be at or above the age of 18
- U.S. Citizen or Permanent Resident, or be eligible to work in the United States
- Pass the ABLE exam (90-minutes) with a minimum passing score for math and reading

- Be English proficient
- Have basic computer skills
- Have a genuine interest in a career in the Information Technology field
- Be available to participate in classroom training 5 days per week, 6 hours per day, for the entire length of the course
- **Note:** We do not accept applicants who have a Master's degree or higher
- **Previous Credit:** We do not grant credit for previous education and training. Applicants who are approved for a course must successfully complete the entire course.

Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our courses. Information Sessions are held virtually on Tuesdays at 10:00 am.

All applicants who pass the ABLE test with the minimum passing scores, will go through the following application process:

1. Fill out a comprehensive training admissions application.
2. Participate in a first interview with a staff member from the Office of Admissions. Based on the outcome of that interview, the candidate may be scheduled to return to participate in a panel interview, with other candidates we are considering.
3. After the interview, applicants will be notified by email of the acceptance or rejection of their application.

Applicants who are selected to participate in the training will be notified by email, and scheduled for an upcoming class based on seating availability. (Refer to the class schedule on the following page.) If an applicant is not selected to participate in the training, he/she will be notified via email. Any applicant who is not selected to participate in the training is eligible to re-apply ninety (90) days post the date of the non-acceptance letter.

All selected applicants are required to attend a full day orientation session (Kick-off meeting). Kick-off meetings are held to provide candidates with a full overview of the course, introduce staff and instructors, and fill out required administrative paperwork, including an Enrollment Agreement. Candidates who complete this process will be ready to begin classroom training the following day.

**Note:** Applicants selected to participate in the training will be required to submit paperwork verifying identity, education, employment eligibility, residence, and income. All required paperwork must be submitted prior to class start date – no exceptions.

## 2024 Class Schedule

Training Track	Application Deadline	Start Date	End Date	Location	Instruction Hours
IT Support (Classroom)	1/22/2024	2/5/2024	5/3/2024	Brooklyn Campus	357
IT Support (Classroom)	1/22/2024	2/5/2024	5/3/2024	Brooklyn Campus	357
Cybersecurity Training Course	3/25/2024	4/8/2024	7/26/2024	Brooklyn Campus	412
IT Support (Classroom)	5/6/2024	5/20/2024	8/23/2024	Brooklyn Campus	357
IT Support (Classroom)	5/6/2024	5/20/2024	8/23/2024	Brooklyn Campus	357
Cybersecurity Training Course	7/29/2024	8/12/2024	11/22/2024	Brooklyn Campus	412
IT Support (Classroom)	8/26/2024	9/9/2024	12/6/2024	Brooklyn Campus	357
IT Support (Classroom)	8/26/2024	9/9/2024	12/6/2024	Brooklyn Campus	357

Holidays	2024	2025
New Year's Day	Monday, January 1 <sup>st</sup> , 2024	Wednesday January 1 <sup>st</sup> , 2025
Martin Luther King, Jr. Day	Monday, January 15 <sup>th</sup> , 2024	Monday, January 20 <sup>th</sup> , 2025
Presidents' Day	Monday, February 19 <sup>th</sup> , 2024	Monday, February 17 <sup>th</sup> , 2025
Memorial Day	Monday, May 27 <sup>th</sup> , 2024	Monday, May 26 <sup>th</sup> , 2025
Juneteenth	Wednesday, June 19 <sup>th</sup> , 2024	Thursday, June 19 <sup>th</sup> , 2025
Independence Day	Monday, July 1 <sup>st</sup> thru Friday July 5 <sup>th</sup> , 2024	Monday, June 30 <sup>th</sup> thru Friday, July 4 <sup>th</sup> , 2025
Labor Day	Monday, September 2 <sup>nd</sup> , 2024	Monday, September 1 <sup>st</sup> , 2025
Indigenous Peoples' Day	Monday, October 14 <sup>th</sup> , 2024	Monday, October 13 <sup>th</sup> , 2025
Veterans' Day	Monday, November 11 <sup>th</sup> , 2024	Tuesday, November 11 <sup>th</sup> , 2025
Thanksgiving Day	Thursday, November 28 <sup>th</sup> and Friday November 29 <sup>th</sup> , 2024	Thursday, November 27 <sup>th</sup> and Friday November 28 <sup>th</sup> , 2025
Winter Break	Monday, December 23 <sup>rd</sup> , thru Wednesday, January 1 <sup>st</sup> , 2025	Monday, December 22 <sup>nd</sup> , thru Thursday, January 1 <sup>st</sup> , 2026

### Hours of School Operation

Our facility is open Monday through Friday from 8:30 a.m. to 5:30 p.m. When applicable, extended hours of operation are announced in advance. During weather

emergencies, Per Scholas may suspend classroom activities early, or cancel operations for the day. All class suspensions will be announced with as much notice as possible. On days when class activities are suspended due to weather emergencies, the main office voicemail announcement will be updated no later than 6:15 a.m.

On occasion, classes may stop early for the day due to Per Scholas staff meetings. Any changes to class schedules will be made in advance, with no less than a 24-hour notice given prior to the change in schedule. Instructional time lost due to changes or weather emergencies will be added to the class schedule as class make-up time at the discretion of the IT instructor and approval of the Director.

## Typical Class Schedule

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- Classes are held every day, **Monday - Friday**.
- Each day consists of an 8 hour day, which includes instruction, assigned breaks, and tutoring.
- There will be 4 days of technical instruction and 1 day dedicated to Career Development.
- Additional support is available on an as-needed basis and will be detailed in the course syllabus. (*See Mandatory Tutoring Policy.*)
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.
- The Student-Instructor Ratio is 20:1

## EXAMS AND ASSIGNMENTS

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Students are expected to participate in class discussions, and complete all lab assignments and activities. All projects and homework must be handed in on time.

Assessment exams (tests) are given to measure and evaluate what the student has learned in specific reading assignments and classroom instruction. These tests are designed to measure students' reading comprehension and retention of information on important subjects taught, such as hardware, software and network configuration, management and troubleshooting skills. Additionally, students receive shorter quizzes, to test for understanding.

There will also be comprehensive midterm and final exams, using formats similar (with minor variations) to the actual certification exams (for those courses that lead to a certification). The essays and oral exams on our tests are designed to prepare students to be articulate and credible when interviewing, which many times involves technical conversations.

- All exams are to be taken on the assigned date and time. Assignments are due at the start of class on the assigned date and time.
- Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances. On the first day the student returns to the class, it is his/her responsibility to check with the instructor about makeup exams and missed assignments.

## FIELD ACTIVITIES

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To enhance learning and provide real world experiences, all students are required to participate in certain field activities that are scheduled during course hours, as assigned by the instructional team. Field activities could include: job fairs, trade shows, mock interviews, corporate tours, and other activities.

## MAKE-UP WORK

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Students are expected to attend all classes and arrive on or before the start of class. Students who have missed coursework or assignments must arrange with their instructor to make up the work whenever possible. The student is responsible for making up the work and collecting any notes/assignments that he/she missed. The instructor will inform the student about the work that needs to be made-up and the date it will be due back to the instructor. Students must make up the work during their own time, and the work must be completed within a two-week period. Coursework submitted after the due date will not be accepted and will affect the student's final grade.

## GRADES AND GRADUATION REQUIREMENTS

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Final grades are determined as follows (unless otherwise indicated in course description):

Attendance and assessment quizzes	25%
Tests	25%
Essays, oral exams and class projects	10%
Comprehensive mid-term and final exams	40%
<b>Total</b>	<b>100%</b>

### Grading

At the end of each course, each student is assigned a final grade, as follows:

Point Range	Grade
90-100	A
85-89	B+
80-84	B
75-79	C+
70-74	C
65-69	D
64 and below	F

### Graduation Requirements

Students who successfully meet the requirements for graduation will receive a certificate of completion. At a minimum, students must achieve the following:

1. A 70% or higher GPA (grade point average) on all tests
2. Completion of the full length of the course

3. Completion of all required examinations
4. Adherence to the school attendance policy
5. Submit all required coursework, including lab exercises and projects, and Career Development assignments, including final resume approved by the Career Coach
6. Take the certification exams (students who fail the exam are still eligible to graduate)
7. **For students who take the Network+/CCNA Certification Training Course only:**
  - a. Take and pass the Network+ certification exam. Students who do not pass the Network+ exam will not be able to continue to the CCNA portion of the course
  - b. Complete and pass each of the 4 final exams for each section of the CCNA portion of the course. Students must pass each *course section final* to advance to the following section of the CCNA portion of the course.
  - c. Take the CCNA exam. The exam must be taken within 4 weeks of completing the course
8. 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.

### Academic Probation

Students must maintain academic progress towards the completion of the course. In addition to on-going feedback, students will receive two formal evaluations to review their progress in the course.

A student who has not maintained a 70% average after the 4<sup>th</sup> week of the course, will be placed on academic probation for two weeks. The student will be immediately informed both verbally and in writing. An action plan will be created to assist the student. For instance, the student will be required to attend mandatory tutoring, which we provide to assist the student in improving his/her academic performance. Mandatory tutoring is offered before and/or after class with the instructor, a teacher's assistant, or a student mentor. Students may be required to join a study group. A student who does not improve his/her performance by the date given in the probationary letter, will be dismissed from the course.

### Mandatory Tutoring Policy

If a learner is struggling with their grades, prior to dismissal from the training course, mandatory tutoring sessions will be required in order to get the learner's exam grade point average (GPA) at or above 70%.

- The **same day** a learner's exam GPA falls below 70%, the technical instructor will issue a probation letter requiring the learner to achieve an average score of at least 70% on their next **2 exams**.
- As a condition of probation, the learner **must** participate in tutoring every day Monday-Friday, until the required exam GPA is obtained. Dates and times are set by the instructor and documented in the course syllabus.

- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from training. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the training course.

## Teaching Strategies and Methods

A variety of teaching methods are utilized in our courses by our instructors, including but not limited to: lecture, discussion, self-study, written classroom exercises, written lab exercises, performance based lab exercises, demonstrations, quizzes and examinations.

There are also lectures and discussions conducted by employers and industry professionals, on leading topics and industry trends (when they are available).

## ATTENDANCE POLICY

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In education and the workplace, regular attendance is necessary in order to excel. There is a direct correlation between attendance and academic success. Excellent attendance at Per Scholas is mandatory. Students are expected to arrive on time every day, attend all classes, and follow all Per Scholas policies, as documented in the Enrollment Agreement. Additionally, students are expected to maintain responsive communication with the Per Scholas staff during the training and following graduation, including responding to all emails and telephone calls the same day.

The faculty encourages all students to arrive at least 5-10 minutes before the class begins. Classes begin promptly. Anyone entering the classroom after the designated start time will be marked as late. Individuals will also be marked late if they return from breaks and/or lunches after the return time designated by the instructor. Individuals missing more than three (3) hours in any given day will be marked absent. Any individual missing less than three (3) hours in a day will be marked late.

The classroom instructor maintains the attendance roster. The attendance roster is kept at the school at all times. All students are required to record daily attendance by signing in and out.

Attendance will be taken in the following manner and expectations:

- Learners are expected to arrive in class at least 15 minutes before training each day.
- Learners must email or call a site staff member if they are going to be late or absent.  
Anyone entering the classroom *after the designated start time* will be recorded as late. Individuals will also be recorded as late if they return from breaks and/or lunches after the return time designated by the instructor.
- Individuals *missing more than three (3) hours* in any given day will be recorded as absent.

- Any individual *missing less than three (3) hours* in a day will be recorded as tardy.
- Calling a site staff member to inform us that you will be tardy or absent **does not excuse the tardy or absence**. This is what the allotted tardies and absences are for.
- The below chart outlines the allotted absences and/or tardies based on the length of your class:

Class Duration	Allotted Absences	Allotted Tardies
18+ weeks	4 days	5 tardies
15 - 17 weeks	3 days	4 tardies
12 - 14 weeks	2 days	3 tardies
Less than 12 weeks	1 day	2 tardies

Beginning with Week 2 of the course through the end of the training, missing more than the allotted absences or tardies outlined above will result in immediate dismissal from the training.

- Learner's time and attendance will be monitored by the Instructor and Career Coach. Once a learner has accumulated lates and absences, the learner will be issued a written warning via email that outlines your current attendance status. Additionally, once you've accumulated two or more tardies and one or more absences, you will be placed on probation for attendance and reminded that you are in jeopardy of being **dismissed** from training.

### **Attendance Policy Exceptions [In-Person/Online]**

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While the attendance policy is designed to ensure learners have intentional access to instruction and hands on learning opportunities, there are two exceptions to the attendance policy. Learners will be provided bereavement and civic time off; these absences will not put the learner in jeopardy of dismissal and will not count against the allocated absences for the course.

- **Bereavement Leave:** Learners are permitted bereavement leave for the death of an immediate family member. Learners will receive up to 3 days without attendance penalty. Members of immediate family include: spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents in law and parents of domestic partners. Learners must inform their instructor they will be absent and complete all missed work within 1 week of returning to the classroom. If a learner's leave extends more than the allotted days, they may be asked to withdraw and have the

opportunity to re-enroll in a future class. (Reference “Re-Enrollment Guidelines” below.)

- **Civic Time Off:** Learners will receive a ½ day to participate in any municipal, county, state or federal election, general primary or special primary without an attendance penalty. Learners must inform their instructor they will be absent, provide documentation and complete any missed work by the close of the instructional week. In addition, if a learner is summoned for jury duty, they will receive time off to participate in the jury selection process without attendance penalty. Learners must inform their instructor of the summons, provide documentation and complete any missed work by the close of the instructional week. If a learner is selected for a jury, they will be asked to withdraw and have the opportunity to re-enroll in a future class.

### Attendance Week One [In-Person/Online]

Week One at Per Scholas provides us **(the Per Scholas team and the Learners)** the opportunity to assess if training is a good fit for both parties. *Any **absences** during the first week of the course may result in immediate dismissal from the course.* It is urgent that you speak with your Recruitment & Admissions Specialist immediately should you have any concerns about your Week One attendance.

- During the first week of training, it is imperative that learners are on time for training. In the event a learner is late during week one, the learner will be required to use one of their tardies and will receive coaching from a Per Scholas Career Coach.
- During the first week of training, all enrollment documentation must be submitted to the Admissions team. Failure to submit these requirements may result in immediate dismissal from the course. Receipt of all requested documents are necessary, so our training can remain cost-free to our learners.

### If in a Online Learning Space:

- Have a clean space, clear of clutter, and distractions in their home, before logging in.
- Log on 15 minutes before the scheduled class time to navigate any unforeseen technical issues.
- Proactively communicate any connectivity, technology, and personal challenges with your instructor(s) immediately.
- Log in using a headset or headphones with a microphone.
- Log in with your legal name, not an avatar or nickname. Your preferred name can be in the parenthesis for your Zoom display, as well as your preferred pronouns. If you have had a name change since applying to Per Scholas, it is recommended that you advise your Recruitment & Admissions Specialist as well as your instructor(s) of this information, so that our records can be updated accordingly.
- Remain on camera the *entire* time for *all* classroom instruction, labs assessments, and group work.

- Ensure that no items that could be considered offensive be visible in the background of the workplace.
- Connect from a location with little to no background noise.
- Learners should keep themselves on mute during the class unless called upon by the instructor, to reduce distractions from any background noise.

### Measures Taken When a Student Drops Out Of The Course

- If a student is absent three (2) consecutive days without notifying the school, the student will be considered to have dropped out of the course. The school will contact the student by telephone (or in writing if necessary) to formally advise the student of this status. Results of the conversation will be documented.
- If appropriate, the student will be informed that a leave of absence is available.
- If a student is forced to drop the course for personal reasons, the student will be eligible to take the course over, with approval from the school director.
- If applicable, the student will also be informed that any tuition paid will remain valid, unless there has been a significant financial or educational change to the course, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide a reason for withdrawal.

### Measures Taken When a Student Is Terminated From The Course

- If a student is terminated from the course due to violation of the attendance policy, or for behavior or academic performance reasons, if appropriate, the student will be eligible to take the course over, with approval from the director.

### Re-Enrollment Guidelines

In the event that you are dismissed or need to withdraw from the course early, Per Scholas has a Re-Enrollment Policy, and you must wait at least 90 days before you're eligible to return. Additionally, the reason for departure must be related to attendance, performance, or personal reasons, such as health (not behavioral). Please speak to your local Recruitment & Admissions Specialist for more information.

Of course, the goal is for you to successfully graduate from this course, so once you graduate and become an alumni, there are several upskilling and volunteer opportunities available to you post-graduation. During the two-year period, enrollment into a traditional full-time course is not permitted, unless approved by the Managing Director. Our Alumni Engagement team will contact you to provide more information about the resources and support available at that time.

### Professional Dress Code

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When attending the class (**including labs, virtual sessions, Career Development, and jeans day**), you are required to dress in *appropriate business casual and/or business professional attire*. Should you require assistance or resources for business attire, any Per Scholas staff member can provide you with the necessary information.

In-Person Jeans Days: Your instructor may occasionally designate a “jeans day.” All the other clothing guidelines apply except that blue or black jeans may be worn. All jeans must be clean and in good condition (i.e. no rips, holes or stains, no large logos). Extra baggy jeans hanging off the waist with no belt are not allowed. Jeggings are not allowed.

*If someone is dressed outside of the guidelines listed above, a staff member will provide a coaching session to support the learner in this area.*

## Per Scholas Guidelines and Policies

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- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, will result in *immediate dismissal* from the course. At no time will learners use their computer or one provided to them for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Learners certify that the information provided on their application is true. Any intentional falsification of information may result in *immediate dismissal* from the course.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in *immediate dismissal* from the course.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who are visibly under the influence of drugs or alcohol *may result in immediate dismissal* from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; learners should be aware that decisions regarding drug use during the course period may affect their future employability. No possession of alcohol or illegal drugs is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site, building, or remote learning environment. Smoking is allowed in designated places only with the appropriate disposal of smoking-related trash, i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy *may result in dismissal* from the course.
- Possession of any dangerous weapon while in the building or classroom setting will result in *immediate dismissal* from the course. Threatening, intimidating, or physically harming any staff, affiliate, or fellow learner will result in *immediate dismissal* from the course.
- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Learners that are deemed disruptive, argumentative, or unprofessional may be removed from the training.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional and not permitted. This applies to the entire building, any areas surrounding the building, and at any corporate engagement events provided as part of the training at any corporate provided

facilities, and on all digital communication channels used for Per Scholas purposes. Inappropriate comments and conversations are not allowed at any time. Any discriminating or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, gender identity, sexual orientation, disability or other identity markers are grounds for *immediate dismissal* from the course.

- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff in danger will result in *immediate dismissal* from the course.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.
- Learners participating in onsite activities or learning are required to comply with building and office rules, including participation in fire drills, temperature screenings, and mask mandates.

All learners are expected to adhere to the following guidelines and policies:

### **Vaccine Mandate**

The health and safety of our community continues to be our highest priority; as such, all campuses will remain a mask-optional environment. Those who feel more comfortable wearing a mask while on campus always have an option to do so. Per Scholas does not require proof of vaccination for our learners, except where required by local jurisdiction. Please note: The local Managing Director has the ultimate autonomy to make real-time decisions to update protocols for their local campuses as conditions warrant.

### **Non-Fraternization Policy**

To create an effective, safe learning environment, Per Scholas requires all learners and staff members to maintain a professional and ethical relationship at all times. Learners are prohibited, under any circumstances, to engage in any improper fraternization or personal, romantic relationships with other learners or staff members during training. Inappropriate behavior includes, but is not limited to:

- flirting
- making suggestive comments
- dating
- requests for sexual activity
- physical displays of affection
- giving inappropriate personal gifts
- engaging in sexual contact and/or sexual relations.

Any learner who believes that he/she has been subjected to inappropriate behavior as enumerated in this policy by a Per Scholas learner or staff member, or any third parties who have knowledge of or witness any possible occurrence of inappropriate fraternization, shall report the incident to the Site or Managing Director. If the incident involves the Site or Managing Director, the learner shall report to the Chief Training Officer, or the designated individual in the interim role, if applicable. In all events, such

reports shall be forwarded to the Director of Human Resources for further investigation; the anonymity of the complaints will be maintained during the investigation. Per Scholas shall promptly investigate all complaints of inappropriate fraternization and take prompt corrective action to stop such conduct if it occurs. Per Scholas prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate fraternization.

### **Certificate of Eligibility**

It is the policy of Per Scholas, Inc. that any covered individual may attend or participate in a course run by Per Scholas during the period beginning on the date on which the individual provides to Per Scholas a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28- 1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date Per Scholas certified tuition and fees following the receipt of the certificate of eligibility.

Per Scholas will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to Per Scholas due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

The above policy is required by law so that covered individuals can obtain certain governmental benefits and does not mean that anyone will be charged tuition or fees as a result of enrolling in a course with Per Scholas.

### **Professional Behavior**

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- Any discriminating or derogatory remarks or behavior against another learner or staff in reference to age, religion, culture, disability, race, gender identity, sexual orientation or other identity markers are grounds for immediate dismissal from the course.
- All enrolled learners are required to create a professional email address.
- While in all Per Scholas spaces, in-person and remote, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace.
- Cell phones are to be turned off and not in sight during class. Calls are limited

to breaks and lunch.

- Per Scholas does not condone cheating in any form or the use of outside study materials. Learners enrolled in training will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Any newly found study materials should be submitted to the instructor for approval. Anyone found to be cheating or using or passing around unauthorized materials will be dismissed from training.
- Supplementary materials such as a bookbinder, USB storage drive, pens, and notebooks are the responsibility of the learner. Any materials issued to the learner must be brought to class daily.
- Inappropriate use of Per Scholas technology is prohibited. Under no circumstances should a learner surf any unrelated non-IT websites. Entering any unauthorized website may result in immediate dismissal from the course. **Internet usage is monitored internally.**

## Learner Technology

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### Technology Access

All learners participating in an In-Person Training course will have access to a Per Scholas laptop or desktop to be used during training hours.

All learners participating in a Remote Training Course will be expected to log in from home during regular class hours via Zoom. Learners will be required to have a Zoom account; to create a free account log onto <https://zoom.us/join>. In order for remote or hybrid learners to access all course materials, learners will need the following as a **minimum**:

- regular internet access
  - Speed of 20/mbps+
- a desktop or laptop with the following:
  - **Operating Systems:**
    - Windows 10 / 11 is accepted in all courses.
    - Mac OS is accepted for Java and SE courses only.
      - (Mac OS version 10.15 - 11)
  - **Hardware Specifications:**
    - CPU: Intel i5 quad-core
    - RAM: 8 GB
    - Storage: 250 gb HD / SSD with 50 GB free
    - 100 gb of available storage or greater (200 gb required for Cybersecurity)
    - Webcam with Microphone or Webcam+headset

## Technology Equipment Kits

To provide an innovative, hands-on learning experience, Per Scholas will provide learners a tech kit based on their training track and delivery model, in-person, hybrid, or remote. These kits are designed to enhance the learning experience and will be utilized in labs throughout the course. It is the learner's responsibility to come prepared to class each day with their tech kit and to secure any and all tech kit equipment when not in use. All learners with tech kits should report loss or theft immediately to a Per Scholas team member. In the case of theft or loss, Per Scholas cannot replace the item; the learner will be required to secure backup equipment or will need to withdraw from a class for the duration of the training.

## Loaner Equipment

Learners who receive loaned equipment from Per Scholas understand that they must secure any and all loaned devices when not in use. All learners with equipment will report any damage, loss, or theft immediately to a Per Scholas team member. In the case of theft or loss, Per Scholas cannot replace the item; the learner will be required to secure backup equipment or will need to withdraw from the class for the duration of the training. In the case of theft, learners must obtain a police report identifying the item or items stolen and immediately report the theft, with the associated police report, to Per Scholas.

## Loaner Equipment Return

If a learner does not have the necessary equipment specifications listed above, they may be given a loaner laptop. Once a learner completes the training, withdraws or is dismissed, the learner has 72 hours to return the equipment to Per Scholas by bringing it to the local site or by mailing it to the office with the prepaid label provided to the learner/graduate. Learners who fail to return the equipment within the allotted time frame may be subject to restitution.

## Academic Integrity

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- If a student is caught cheating on exams he/she will be dismissed from the course.
- The preparation of reports and examinations, assigned on an individual basis, must represent each student's own effort. Assistance from other students or aides of any kind during a written examination, except when the use of books or notes has been approved by an instructor, is a violation of the standards of conduct.
- Additionally, dismissal from the course will occur for intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts.

## PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF STANDARDS OF CONDUCT

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### *Reporting of Alleged Violations*

A faculty member who observes or suspects that a violation of the standards of conduct may have occurred, will bring the matter to the school's director.

#### *Meeting with the Director*

Upon receipt of an alleged violation, the school director will schedule a meeting with the student and faculty member who made the allegation to review the evidence and circumstances. The school director will inform the student about the charges and provide a summary of the facts, which support the charges. The student will have an opportunity to explain their interpretation of events.

#### *Action by the Director*

Upon careful review of the facts, and interviews with the faculty and student, the school director will make a decision. If it is determined that the student did in fact violate the Standards of Conduct, s/he may be issued a warning notice, letter of probation, or dismissed from the course.

### **PROCEDURE FOR HANDLING ALLEGED THEFT OR VANDALISM OF MATERIALS OR EQUIPMENT**

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Theft of books, materials or equipment belonging to Per Scholas or vandalism to the facility are prohibited. If a faculty member discovers a suspected instance of theft or vandalism, the following procedures will be followed:

- The name of the suspected student will be requested.
- A brief report of the incident will then be prepared by the faculty member involved in discovering the occurrence and forward the report to the school director.
- If the incident appears to be a clear instance of attempted theft or vandalism, based on the judgment of the faculty member and director, the director may choose to take disciplinary action. Such action can involve filing criminal charges or dismissal from the training, or both.

### **PROCEDURE USED IN CASES OF ALLEGED MISUSE OF INFORMATION RESOURCES**

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Information resources include any information in electronic or audio/visual format, or any hardware or software that make possible the storage and use of such information. For example, electronic mail, local and external databases, proprietary curriculum or other written materials, and photographs owned by Per Scholas.

In accordance with established practices, policies and procedures, confirmation of inappropriate use of Per Scholas resources may result in termination from the course, disciplinary review, and/or legal action. The school characterizes as unethical and unacceptable, any activity through which an individual:

- Violates such matters as the school's or a third-party copyright or patent protection
- Violates authorizations, as well as license agreements and other contracts

- Interferes with the intended use of the information resources
- Seeks to gain or gains unauthorized access to information resources
- Destroys, alters, dismantles, prevents rightful access to without authorization, or otherwise interferes with the integrity of computer-based information and/or information resources
- Without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources

If a student is accused of participating in any of the above activities, the procedures outlined in the above section on *alleged theft or vandalism of materials or equipment* will apply.

## NON-DISCRIMINATION POLICY

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Per Scholas is committed to equal opportunity in admission and employment. It is the policy of Per Scholas to provide equal opportunity for all qualified applicants, students and employees and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. Related inquiries should be addressed with the school director.

## SEXUAL HARASSMENT POLICY

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Per Scholas maintains an academic and work environment free of sexual harassment for students, faculty and staff. Sexual harassment is illegal and it will not be tolerated. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972, and in both employment and education contexts, by Michigan's Elliot-Larsen Civil Rights Act, adopted in 1976. A claim under this policy may be brought by the school or by a faculty, staff or student member of the school based on the conduct of any school employee.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by a charging party, an accused party, or any member of the school. A person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action.

Sexual harassment by a staff member or student, are grounds for immediate termination from the school (employee) and from the course (student).

## STUDENT SERVICES

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**Kick-off Meeting:** A full day introduction to the course is held prior to the start of each new class. Students receive information about the course, school rules and regulations, the attendance policy, academic requirements and a description of all services provided by Per Scholas. In addition, students meet the faculty, and are provided with their contact information.

**Communicating with Students:** Communication is critical to success in the course, and during the post graduation job search. It is expected that all students will respond quickly to all requests from the instructional team and the general administrative staff. Communication could be in person, as well as via e-mail and phone calls. Students are expected to respond within 24 hours to requests for information, job opportunities, and other important matters that affect the student's coursework and ability to locate a job. Additionally, students are expected to inform the Administrative Staff of any changes in their e-mail or home/cell number.

**Personal Property:** The school cannot assume liability for loss or theft of personal property, or for damage to personal property on the school premises. The use and care of personal property is the responsibility of the student.

**Referral Services:** Student services and counseling are provided to students who need assistance with personal problems that could interfere with the training. Per Scholas services are augmented by a strong network of local community resources that provide students with services based on need. When necessary, students are referred to other service providers for support services.

**Transcripts:** Each student is entitled to a transcript upon request at the end of a course. Official transcripts, with the school's official seal, are sent by the school to other institutions, upon request from the student, by completing the [online request form](#).

## STUDENT RECORDS

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### Purpose of Student Records

The school collects information about students and maintains student records for purposes of counseling students and assisting them in the completion of their training. The school also uses information from student records to collect and analyze statistical information to improve instruction and services delivered to students. Information on student outcomes is also shared with funders.

### Information in Student Records

Five basic categories of information are included in student records:

1. Admissions materials including the application for admission, test scores, and essay
2. Financial aid material including vouchers, financial information supplied by students and/or parents, and correspondence
3. Official school academic information including a copy of the student's progress reports, test scores, and other correspondence
4. Notes placed in the file by a staff member, summarizing the purpose of the student's contact with the staff member, matters discussed and/or commitments made, and relevant observations
5. After training, and once a graduate becomes employed, Per Scholas collects employment verification

## Access to Student Records

Any student currently or formerly enrolled in the school may examine all materials in his/her record. Students who wish to examine their record shall file a written request with the director. Every attempt will be made to schedule an appointment for the student to review the record. Access to a student's record will not be delayed for more than one week. Once a request has been received, no material shall be removed from the file until the student has reviewed it. All records shall be examined in the presence of a faculty member of the school.

The school's agents, director and appropriate staff members will have direct access to student records, as their particular responsibilities require.

The school's director may provide information from student records to other staff members who demonstrate a need to know, consistent with their official functions for the school and consistent with normal legal and professional practices.

Other than public information, persons outside the school shall be given personally identifiable information from student records only upon the specific written authorization of the student involved except:

- When the request is made by a sponsoring partner organization; or
- Disclosure is required by subpoena or by federal or state law; or
- In connection with a student's application for, or receipt of, financial aid; or
- In connection with studies conducted for the purpose of school evaluation, administration of student aid programs or improvement of instruction; or
- When there is a health or safety emergency

All persons or organizations receiving such information shall be notified in writing that they may use it only for the purpose for which it was furnished, that they may not make it available to others without obtaining the written consent of the student involved, and that they must destroy it when it has served the purpose for which it was intended.

## Employment Services and Assistance

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All graduates of the training courses are assigned to work with an Associate Director of Business Solutions.

Per Scholas has been successful in assisting our graduates in obtaining industry-recognized professional credentials and to become employed upon completion of the training course. Upon the successful completion of the course, students will be eligible for job placement assistance. Every effort will be made to place every graduate in a job. While placement services may be provided, it is understood that Per Scholas does not promise or guarantee employment to any student or graduate.

Students receive employment preparation training through the Career Development training classes. Working independently, and with assistance from a Career Coach and an Associate Director of Business Solutions, students research job opportunities and receive job referrals for positions available at small, mid-size and large companies that work with Per Scholas. Employment and career assistance is also available to all graduates of the training course for up to two years after graduation.

## SCHOOL DIRECTORY

Name & Title	Telephone	Email
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<b>Mike Lindgren</b> Manager, Business Solutions	(516) 987-8635	<a href="mailto:mlindgren@perscholas.org">mlindgren@perscholas.org</a>
<b>Vanessa Turner</b> Manager, Business Solutions		<a href="mailto:vturner@perscholas.org">vturner@perscholas.org</a>

## CONTACTING THE SCHOOL

All inquiries should be addressed to the appropriate staff member.

### Issues Concerning

Matters relating to general policies

Interests and welfare of the school

Faculty

Admissions

Contributions to the school

Inquiries about our training and how to apply

Transcript requests

General information

### Write/Email

Managing Director

Managing Director

Director of Instruction

Senior Director of Recruitment and Admissions

President & CEO

[newyorkinfo@perscholas.org](mailto:newyorkinfo@perscholas.org)

[Complete this form](#)

[info@perscholas.org](mailto:info@perscholas.org)

## COMPLAINT PROCEDURE

Any student or employee of a Licensed Private or Registered Business School in the State of New York, who believes that the school or anyone representing the school has acted unlawfully, has the right to file a complaint with the New York State Education Department. You can write or visit:

New York State Education Department  
Bureau of Proprietary School Supervision  
116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor  
New York, NY 10001

**Attention:** Bureau of Proprietary School Supervision

T: (212) 643-4760 F: (212) 643-4765

<https://www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools>

A copy of a complaint form will be made available upon request at the school. Grievances subject to requirements of Section 5003-1C of the Education Law shall be handled in accordance with said requirements of that section.

## DISCLOSURE STATEMENT

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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 provide in this catalog. In addition, a catalog will contain information on the school's teaching personnel and course/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.

## DIRECTIONS TO THE SCHOOL

### BROOKLYN



#### By Subway

Take the G, M or J train to Flushing Avenue. The school is across the street from the G subway station.

#### By Bus

**B43 Tompkins Avenue / Flushing Avenue**

**B57 Flushing Avenue / Gerry Street**

**B57 Flushing Avenue / Marcy Avenue**

**B57 Flushing Avenue / Tompkins Avenue**

#### By Car / Parking

Street Parking is available but limited.



# Per Scholas

## Addendum

2024

### Brooklyn Campus

630 Flushing Avenue, 6th Floor,  
Brooklyn, NY 11206

Telephone: (718) 991-8400

Fax: (646) 793-9511

E-mail: [newyorkinfo@perscholas.org](mailto:newyorkinfo@perscholas.org)

Certified as True and Correct in Content and Policy

A handwritten signature in black ink, appearing to be "P. Scholas", is written over a light blue background.

School Official's Signature

October 1, 2023

Effective Date

## ADDENDUM

### Credit for Prior Learning Policy

1. *Credit for Prior Learning (38 CFR 21.4254(c)(3).* The school maintains a written record of the previous education and training of the VA education benefits recipient and grants credit appropriately, with the training period shortened proportionately.
2. *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*

### Refun Policy

3. *Pro Rata Refund (38 CFR 21.4254(c)(13), 21.455).* We will refund the unused portion of prepaid tuition and fees on a pro rata basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of \$10.00 for an enrollment fee or registration fee will also be prorated.
4. 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.

### Trademark Gi BILL®

We acknowledge that on P. 33 of this catalog, the use of the Gi BILL® Trademark is correct. However, it was not accompanied by the following statement. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official. Moving forward statement will be included in all future publications. For more information visit the U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### Completion and Placement Data for the last two years

	2021	2022
Program Completion	85%	88%
Placement Date	80%	80%