BrainStation®

Catalog

New York

TABLE OF CONTENTS

Our Story

BrainStation is the global leader in workforce transformation and digital skills training, with diploma programs, certificate courses, workshops, events, and corporate training offered online and in state-of-the-art campuses.

Approvals

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

Faculty & Staff

Name	Degree
Jason Field	Founder & CEO Bachelor of Commerce - Western University
Calina Ammache	VP, Education M.Ed Educational Leadership & Policy - University of Toronto
Radek Meljon	VP, Recruitment & Admissions Master of International Business - Monash University
Julia Osmar	VP, Education Experience Bachelor of Commerce - McGill University
Jenna Tanenbaum	Lead Educator & Team Lead, User Experience Design Diploma Bachelor of Science, Visual Communication Design - Ohio State University
Lauren Owen	Educator, User Experience Design Diploma Master of Integrated Digital Media - New York University
Paul Smith	Lead Educator, Data Science Diploma Doctor of Philosophy, Biological Sciences - Columbia University
Laura Cornejo Paulino	Educator, Data Science Diploma Master of Science, Computer Science - Montclair State University
Stephen Savchik	Associate Educator, Data Science Diploma Bachelor of Science, Data Science - University of Rochester
Patrick McCullough	Senior Educator, Software Engineering Diploma Bachelor of Applied Science, A.A.S. - Herkimer County Community College

Joseph Young	Associate Educator, Software Engineering Diploma Full-stack Web Development Certificate - Fullstack Academy Master of Arts, Music Composition - Hunter College
Matt Meyer	Educator, Software Engineering Diploma Bachelor of General Studies, Human Services - University of Connecticut
Kevin Tate	Educator, Software Engineering Diploma Bachelor of Science in Business Administration, Management Information Systems - The Ohio State University
Eli Boninger	Senior Educator, Software Engineering Diploma Bachelor of Science in Computer Science - Tufts University
Roberta Nin Feliz	Educator, Software Engineering Diploma Bachelor of Applied Science in Computer Science - University of Pennsylvania

Facilities & Equipment

All classes are taught at 136 Crosby St, 4th Floor, New York, NY 10012. The campus is handicap accessible and has an elevator.

Accessibility

BrainStation is committed to treating all people in a way that respects and preserves their dignity, independence, and sense of well-being. We believe in equal opportunity. We are committed to addressing the needs of people with disabilities in a timely manner. We will seek to prevent and remove barriers to accessibility and to meet accessibility requirements in the jurisdiction where we operate.

For more information, view our Accessibility Policy.

Holidays

BrainStation is closed on the following federal holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Black Friday, and the Holiday Shutdown (December 22, 2024 to January 2, 2025).

The schedule of programs offered may be found on our website at: www.brainstation.io.

Hours

Class hours: Monday to Friday from 9:30 AM – 5:30 PM

Administration Hours: Monday to Friday from 9:00 AM – 5:30 PM

Academic Calendar

Start Date	End Date
January 30, 2024	April 19, 2024
April 23, 2024	July 12, 2024
July 09, 2024	September 27, 2024
September 10, 2024	November 27, 2024

Notice

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

Programs Offered & Descriptions

Program Name: Software Engineering Diploma
Total Hours: 400 hours
Total Weeks: 12 weeks
Instructional Language: English
Graduation Document: Diploma
Potential Entry-level Occupations: Students will graduate the program to fill roles as an entry level, Jr. Web Developer. Variants to this profession may include, but are not limited to, Jr. Front-end Developer, Jr. Back-end Developer, Jr. Full-stack Developer, Jr. Software Engineer.

Program Description & Objectives: In this program, students learn the fundamentals of programming to build web applications. The program focuses on project-based learning to provide students sufficient practical time to master the design, development, and architectural aspects of the construction of web applications. Upon completion of the program, students will be able to ideate and develop their own application utilizing all the skills required of an industry software engineer. In addition to practical development, students are also exposed to auxiliary topics in technology, design, and computing to help broaden their understanding of the current product lifecycle.

Program Outline

Units	Number of hours
Unit 1: Introduction to Web Development	50
Unit 2: Web Development Fundamentals	105
Unit 3: Programming with JavaScript	105
Unit 4: Collaborative Development	70
Unit 5: Professional Development	70

Program Name: User Experience Design Diploma
Total Hours: 400 hours
Total Weeks: 12 weeks
Instructional Language: English
Graduation Document: Diploma
Potential Entry-level Occupations: Students will graduate the program to fill roles as an entry level, Jr. UX Professional, UX or UI Designer, UX Researcher, Visual Designer etc.

Program Description & Objectives: Upon completion of this program, students will have reliably demonstrated the ability to create user-centric digital products within a comprehensive design project cycle. They will conceptualize, wireframe, design, and prototype a high fidelity mobile app prototype along with responsive website designs taught by leading industry professionals using current software tools. Additionally, students will learn to formulate their own user experience research and strategies, as well as apply design thinking methodologies towards their final project. At the end of the program, students will have an in-depth understanding of user experience and product strategy, visual and user interface design fundamentals, as well as the hard-skills required to create user experience and user interface designs using various software.

Program Outline

Units	Number of hours
Unit 1: User Experience Design Fundamentals	60
Unit 2: Design Research and Strategy	110
Unit 3: Applied Design Thinking	40
Unit 4: User Interface Design	65
Unit 5: Responsive Design	50
Unit 6: Professional Development	75

Program Name: Data Science Diploma
Total Hours: 400 hours
Total Weeks: 12 weeks
Instructional Language: English
Graduation Document: Diploma
Potential Entry-level Occupations: Students will graduate the program to fill roles as entry-level, Data Analysts, Business Intelligence Analysts and Junior Data Scientists.

Program Description & Objectives: Upon completion of this program, the successful student will have reliably demonstrated the ability to work with, manipulate, analyze and model data using programming and querying languages, and related packages used for data analysis and machine learning. They will use their theoretical understanding of various statistical and machine learning data model building techniques, in order to build and communicate models of various types as well as validate/test the accuracy of models created. Students will be able to use various tools to build data visualizations and dashboards to communicate and showcase their findings in a compelling way. Students will also gain exposure to Big Data best practices, tools and techniques enabling them to handle large, and complex data sets. At the end of the program, students will apply the skills they've acquired to a final project for presentation.

Program Outline

Units	Number of hours
Unit 1: Data Fundamentals	65
Unit 2: Analysis for Data Science	105
Unit 3: Machine Learning Techniques	80
Unit 4: Big Data Fundamentals	85
Unit 5: Professional Development	65

Program Name: Digital Marketing Diploma
Total Hours: 400 hours
Total Weeks: 12 weeks
Instructional Language: English
Graduation Document: Diploma
Potential Entry-level Occupations: Students will graduate the program to fill roles as an entry level, Digital Marketing professionals, Content Strategists, Social Media Specialist, Demand Generation Coordinators or Specialists, Digital Marketing Planner, Marketing Strategist.

Program Description & Objectives: In this program, students will learn the fundamentals of digital marketing. The program focuses on project-based learning to provide students sufficient practical time to master the different aspects of digital marketing, including strategy, planning, SEM, content, social media, performance marketing, analytics and reporting. Upon completion of the program, students will be able to develop an end-to-end digital marketing strategy utilizing all the skills required of an industry digital marketing professional.

Program Outline

Units	Number of hours
Unit 1: Brand, Strategy & Planning	65
Unit 2: Content Marketing	100
Unit 3: Social Media Strategy	70
Unit 4: Performance Marketing	70
Unit 5: Analytics & Reporting	35
Unit 6: Professional Development	60

Admission Policy & Procedure

Program admission requirements may not be waived by the student or the institution. All information provided in an admissions application must be true and accurate. Provision of false or inaccurate information may be the basis for expulsion from the program.

For the User Experience Design, Data Science and Digital Marketing Diploma programs, the admissions requirements are as follows:

1. Have a secondary school diploma or equivalent, or
2. Be at least 18 years of age and pass the Wonderlic Basic Skills Test (Level 3) with minimum scores of 303 for verbal and 294 for quantitative.
3. Satisfactory completion of a Personal Statement.
4. Satisfactory completion of an Admissions Interview.
5. Satisfactory completion of a Technical Challenge.
6. If English is a second language, completion and submission of one of the following:
    a. Minimum overall score of 90 on the TOEFL iBT test
    b. Minimum overall band score of 6.5 on the IELTS (academic)

For the Software Engineering Diploma program, the admissions requirements are as follows:

1. Have a post-secondary degree or equivalent
2. Satisfactory completion of a Personal Statement.
3. Satisfactory completion of an Admissions Interview.
4. Satisfactory completion of a Technical Challenge.
5. If English is a second language, completion and submission of one of the following:
    a. Minimum overall score of 90 on the TOEFL iBT test
    b. Minimum overall band score of 6.5 on the IELTS (academic)

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

Application Deadline

Applicants must apply by the application deadline outlined on www.brainstation.io.

Required Equipment

Required course materials and technological resources not provided by the institution:
- Students are required to bring their own laptop to the program (Mac or Windows, not Chromebook):
  - CPU: Intel i5 - i7 processor with at least 2.7 GHz or Mac M1/M2 chips
  - Minimum 128 GB HDD/SDD (recommended 256GB)
  - Minimum 8GB RAM (recommended 16GB)
  - macOS 11.0 Big Sur (or higher)
  - Windows 10
- Students also need a webcam and microphone.
- In addition to these requirements, students must ensure that their system meets the requirements of the videoconferencing tool, Zoom outlined here.
- It is preferred that students use the latest version of Chrome as their browser

College Credit - Disclaimer Statement

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

BrainStation does not grant credit for previous education training.

Academic Guidelines

Project Work

Students may be required to spend up to 20 hours outside of instructional time per week working on projects. These hours are in addition to required course hours.

Hours

The program is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

Program Completion & Graduation Requirements

Students must attend 90% of the classes as defined in the attendance policy, and receive a minimum passing grade of 70% in the overall program to be considered to have graduated from the program.

Academic Evaluations

Students will be evaluated throughout each unit of the program (see "Programs Offered" Section) and will receive the results of their first evaluation in week 3 of the program, with the following project evaluations to follow on a weekly or bi-weekly basis depending on the program of study.

Grading Scale

The BrainStation grading system employs a numerical marking system. Below is a description of grade meanings. The chart also includes the conversion to the New York Department of Education, Bureau of Proprietary School Supervision 4.0 measurement scale.

Grade Meanings	BrainStation Grade Scale	BPSS GPA Scale	Result
Excellent	90-100%	4	Pass*
Very Good	80%-89%	3	Pass*
Good	70%-79%	2	Pass*
Developing	60%-69%	1	Do not pass
Limited	0-59%	<1	Do not pass

*subject to Attendance Requirements. Please see Graduation Requirements.

Students need a 1.5 GPA to stay enrolled and a 2.0 GPA to graduate.

Grading Policy

For the purpose of the grading policy, completion of an assignment or project is defined by the requirements attached to each assignment or project. Requirements are available electronically on the BrainStation Learning Platform, Synapse. Each assignment must be submitted on the dates specified in Synapse.

Late submissions will have 10% of total marks deducted for each school day beyond the due date for up to 2 school days, after which they will receive a zero on that assignment.

In special circumstances this Policy may be modified or exceptions may be made if the overall learning and program requirements are achieved.

Probation

A student is put on academic probation when they fail to meet the minimum academic standing defined above. The student will be notified in writing. When a student is on probation they must achieve a cumulative average of at least 70%, on all units taken during the probation period. In order to be removed from Academic Probation, the student must meet the above Conditions of Probation. If a student fails to meet any of the above Conditions of Probation for two units, they may be withdrawn from the program.

Attendance Policy

For the purpose of this document, "attendance" is defined as being present in all classes as outlined in the class schedule, for the full duration of the class, unless otherwise specified below.

Completion of a BrainStation Diploma Program has the following attendance requirements:

1. Minimum of 90% of classes attended as outlined in the curriculum syllabus.
2. Attendance and presentation or submission of a final project, on the day as scheduled by the Program's Lead Educator and outlined in the curriculum syllabus.

Please contact the Educator to notify them of any absences. Students who miss coursework due to an absence approved prior to the absence are responsible for making up missed coursework by the last day of class to receive a passing grade.

Students that for valid reasons, either approved by the Program's Lead Educator or a member of the BrainStation staff, fail to meet the minimum attendance requirements, have the following options available to them:

● Schedule a session with their Educator, or
● Complete an extra assignment that the Educator deems sufficient.

If a student fails to meet the minimum attendance requirements, they are considered not to have graduated from the program.

Leave of Absence

A leave of absence may be granted only in extenuating circumstances, including an accident, prolonged illness, maternity leave, or the death of a relative. Due to the short duration of BrainStation programs, a leave of absence may not be possible.

To request a leave of absence, the student is to complete and submit the Leave of Absence Form to the school Director. The Director will then meet with the student to review the request. Not all leave requests are granted. If approved, the Director shall notify the student in writing. An evaluation upon the student's return may be performed. If the student fails to return on the agreed upon date outlined in the Leave of Absence Form, the student will be dismissed and a refund calculation performed.

Make-Up Work

Students who miss coursework due to an absence approved prior to the absence are responsible for making up missed coursework. Students are encouraged to schedule timely one-on-one meetings with their Educators to review missed content.

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

BrainStation reserves the right on a case-by-case basis to interpret and apply these policies, including any exceptions to them, in a manner consistent with the spirit and intent of the policies while maintaining applicable academic standards.

Academic Integrity Policy

BrainStation is committed to fostering and upholding the fundamental values of honesty, trust, respect, fairness and responsibility in our community. Students, staff and educators have the responsibility to adhere to these shared values in the classroom (physical or virtual) and in their academic conduct in order to preserve the integrity of education at BrainStation and the credentials granted by BrainStation.

A student must not:
- Submit work that is not their original work.
- Submit someone else's work including another student's work from current and past cohorts, and claiming parts of or in its entirety, that work as their own.
- Submit work done as a group as their individual work.
- Engage in conduct that could undermine BrainStation's or an Educator's ability to fairly evaluate a student's work, assignments, submissions in the program or eligibility for graduation.

- Publish, post, transmit, share or otherwise make available BrainStation course content, assignments, or student answers or work product.

Coding:
The following constitutes academic dishonesty in relation to coding:
- Submitting someone else's code from previous cohorts.
- Submitting your own work from other educational institutions and/or courses you have taken in the past.
- Submitting code that you found on public repositories and other open source websites, which directly leads to the solution to assignments without giving proper credit, unless the assignment instructions explicitly allow it.
- Having someone else write the code for you, including a classmate.

Use of ChatGPT and/or generative AI tools for any coursework and unit projects:

The use of tools such as ChatGPT, Copilot and/or any other generative AI tools to create deliverables for any unit projects is not permitted. Students are permitted to use these tools for purposes such as ideation and debugging, but should not incorporate any outputs from these tools in their work product. Representing that work product that you did not write, code, or create, as your own original work is a violation of the Academic Integrity policy. This includes but is not limited to computer-generated text, code, and images. If students are not sure about whether AI tools are allowed, please reach out to your Educator for clarity and guidance.

This policy is applicable to all assessments in the Diploma program. Unless specifically authorized by the educator or explicitly allowed in the assignment instructions, all assignments and projects are to be individual original work by the student. You can consult other resources, however, directly copying any content in any format (AI-generated or not) to complete your unit project constitutes academic dishonesty. Whenever you copy code, you must cite the source of the code in your assignment or project. Please consult your Educator if you are unsure about the assignment instructions.

If an Educator suspects academic dishonesty, they will reach out to the student involved and ask for explanations. Following the meeting, the Educator will inform the student whether they have indeed plagiarized and apply the appropriate academic penalties. The student will be reported to the Academic Committee to consider appropriate penalty and sanction. A violation of this policy may result in the student receiving a zero on the assignment where the violation occurred, expulsion from the program, or such other sanction as the Academic Committee may determine appropriate. In some cases, such as the Capstone Project, the violation may result in failure to complete the program and receive a Diploma.

Students may appeal academic penalties in writing to the Academic Committee within 5 days. The committee will conduct an investigation with Educators and then forward the recommendations to the Educator within 5 days of the date of the appeal.

The foregoing is not an exhaustive Policy. Any conduct that contravenes the principles set out in this policy may be subject to sanction under this Policy.

Grade Appeal Policy

Grade appeal requests must be submitted within 5 business days of the release of the grade. The process by which a student may appeal a grade received in a program at BrainStation is outlined below.

A BrainStation student voices their concern to their Educator to try to resolve the issue. If the student is not satisfied with the outcome, they are to contact the Manager, Education Experience through an email or written statement for review. In order to be considered, the written request must include:

The specific grade you are appealing.

Written reason(s) as to why your grade doesn't reflect your academic performance. Please be specific and provide any supporting documentation as required.

The Manager, Education Experience will meet with the Student to discuss their concern. Following the meeting, the Manager, Education Experience will review the request and get back to the student within 10 school days.

If the student is not satisfied with the outcome, they are to submit a written request to the Academic Committee at BrainStation within 10 school days of being informed of the decision: academic@brainstation.io.

The Committee will examine the student's request and, within 10 business days, will propose a resolution or decide that the original decision is confirmed. At this point, BrainStation's Grade Appeal process will be considered complete.

Note that the outcome of the appeal may be a grade that is lower, stays the same or is higher.

Community Guidelines & Code of Conduct

Please review our Community Guidelines.

Student Conduct & Dismissal

Expulsion Policy

The following conduct will result in a student's immediate expulsion from the program:
- Intentionally causing or intending to cause bodily harm to a student, educator, onsite patron, or BrainStation Staff;
- Any form of harassment which makes any individual on a BrainStation campus uncomfortable with the offending individual;
- Any theft of BrainStation or student property, both physical and intellectual;
- Possession on campus of any illegal substance or item
- A minimum of 3 disputes filed against the student that had resulted in disciplinary action taken against the student.
- Failure to meet academic requirements outlined in the grading policy;
- Failure to meet the minimum attendance requirement outlined in the attendance policy.

Any violation of the BrainStation Code of Conduct may also result in an investigation into whether or not the student should be expelled from the program as outlined below.

The process by which a student may be expelled from a program is as follows:

1. Concerns or complaints regarding a Student or an individual's misconduct must first be directed in accordance with the dispute resolution policy.

2. The Manager, Education Experience as outlined in the dispute resolution policy, will arrange to meet with the Student to discuss the concern(s) within 7 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate expulsion may be warranted, the Manager, Education Experience will meet with the Student as soon as is reasonably possible.

3. Following the meeting with the Student, the Manager, Education Experience will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

4. Any necessary inquiries or investigations shall be completed within 7 school days of the initial meeting with the Student.

5. The Manager, Education Experience will meet with the Student and do one of the following:

   a. Determine that the concern(s) were substantiated, in whole or in part, and either:

      i. Give the Student a warning setting out the consequences of further misconduct;

ii.   Set a probationary period with appropriate conditions; or

iii. Recommend that the Student be dismissed from
      BrainStation Courses, or removed from a BrainStation
      event/campus.

6. The Manager, Education Experience will prepare a written summary of the
    determination and appropriate course of action. A copy shall be given to the
    Student, and the original will be placed in the Student's file.

7. If the Student is issued a warning or placed on probation, the Manager,
    Education Experience and the Student will both sign the written warning or
    probationary conditions and the Student will be given a copy. The original
    document will be placed in the Student's file.

8. If the recommendation is to dismiss the Student, the Academic Committee of the
    institution will review the recommendation and accept or reject it. If the
    recommendation is accepted by the Committee, the Manager, Education
    Experience will meet with the Student to notify them of the expulsion and the
    basis for it. The Manager, Education Experience of the institution will deliver to
    the Student a letter of expulsion and a calculation of refund due or tuition
    owing, in accordance with BrainStation's tuition refund policy. If the Manager,
    Education Experience rejects the recommendation, the Manager, Education
    Experience will follow steps 5 through 7, above.

9. If a refund is due to the Student, BrainStation will ensure that a refund is
    forwarded to the Student within 30 days of the expulsion.

10. If the Student owes tuition or other fees to the institution at the time of
    expulsion, BrainStation may undertake the collection of the amount owing.

Complaint Procedure

This policy governs complaints from students respecting BrainStation diploma programs and
their operations. BrainStation provides an opportunity for a Student to resolve serious conflicts
in a fair and reasonable manner. This policy applies to every BrainStation Student who is
currently enrolled or has been enrolled 6 months prior to the submission of their concern. The
Student will not be subject to any form of retaliation as a result of filing a complaint. All
student complaints must be made in writing.

The process by which the student complaint will be handled is as follows:

1. Once a student has submitted a written complaint form, they are to send it to the
    Manager, Education Experience or feedback@brainstation.io, who will act accordingly
    and with urgency to reconcile the situation. Throughout the process, the student will
    have an opportunity to make an oral presentation of the complaint and to have another

person present or make the oral presentation on their behalf. The student making the complaint may be represented by an agent or a lawyer. All meetings will be minuted.

2. The Manager, Education Experience, or a Manager of their team, will arrange a meeting with the student within 10 days of receipt of the written complaint. Following the meeting, the Manager, Education Experience will review with their team to determine whether the Student's concerns are substantiated. The necessary enquiries shall be completed and written reasons for the determination will be provided to the student within 10 days of the meeting. The response will outline the discussion, a decision statement, and any proposed and/or agreed upon solution(s) with the reasons on which the decision is based and minutes of meetings held. The Student will have 10 business days to appeal the decision. At any time from this point forward the student may proceed as their own representative, may authorize an agent as their representative, or authorize a lawyer as their representative. If the Student is not satisfied with the outcome, they can proceed to step 3.

3. If the Student is not satisfied with the findings of the Campus Management team, the Student may escalate the matter and advise the Director, Education Experience within 10 school days of being informed of the findings, who will review the complaint and either confirm the decisions already taken or decide if any additional action is required. The Director, Education Experience will inform the Student in writing of his determination. At this point, BrainStation's complaint procedure will be considered complete.

BrainStation will maintain a record of every student complaint at the location where it originated for a period of at least five years from the date of the decision, including a copy of the student complaint, any submissions filed and the decision. Students will be provided with a copy of the complaint and any submissions.

Tuition, Withdrawal & Refund

Tuition & Fees Schedule

Program Name	Registration Fee	Tuition	Total
Software Engineering Diploma	$100	$16,850	$16,950
Data Science Diploma	$100	$16,850	$16,950
User Experience Design Diploma	$100	$16,850	$16,950
Digital Marketing Diploma	$100	$16,850	$16,950

Tuition Refund Policy - Quarters

A. 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.
B. Thereafter, a student will be liable for
   1. the non-refundable registration fee plus
   2. the cost of any textbook or supplies accepted plus
   3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

If termination occurs:

Quarters Refund Policy (This program consists of 1 Quarter of 12 weeks)		
First Quarter	BrainStation may keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

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

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.

Withdrawal

A Student may withdraw from a program at any time. In order to withdraw from a program, the Student must provide a dated, written (or electronic), notice of withdrawal to the Manager, Education Experience. Refunds are calculated in accordance with the BrainStation Tuition Refund Policy.

Withdrawal Procedure:

A student must submit a written or emailed withdrawal request to the Manager, Education Experience outlining their reasons for withdrawal and the effective date of their withdrawal from the program.

The Manager, Education Experience will respond within 1 business day, or less, depending on the effective withdrawal date requested by the student. A member of the admin team will reach out to the student and notify them of any applicable refund policy.

A student may rescind their withdrawal request by notifying the Manager, Education Experience through email or written notice, up until the effective date.

After the effective date, if a withdrawal request is still active, the student may no longer participate in the program.

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.

Financial Assistance

BrainStation does not participate in federal or state financial aid programs. BrainStation offers a variety of payment plans and scholarships. Upon request, we will also provide information on a range of financing options through independent, private funding sources, the availability of which may vary by program and individual eligibility.

Information For Students & Student Rights

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

What is the purpose of this pamphlet?

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

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

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

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

Who can file a complaint?

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

What can a student or employee complain about?

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

How can a complaint be filed by a student or employee?

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

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

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years

after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

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

State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

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

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

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent

who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

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

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

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it

does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

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

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department

116 West 32nd Street, 5th Floor

New York, New York 10001

Attention: Bureau of Proprietary School Supervision

(212) 643-4760

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

BPSS Occupational Educational Data Survey

July 1, 2021 - June 30, 2022 Occupational Educational Data Survey

Zero (0) reported enrollments as currently approved programs were not offered during this reporting period.

COVID-19 Campus Guidelines

This section outlines BrainStation's COVID-19 Campus Guidelines. The health and safety of our staff and students is our top priority.

<u>COVID-19 Symptoms, Positive Tests and Exposure</u>
If you experience any symptoms of COVID-19, then you must not attend the campus until either:
1) you have no symptoms and have received a negative COVID test, or
2) you have no symptoms and it has been 7 days since your symptoms first started.

If you test positive for COVID-19, you must not attend the campus for at least 5 days and then may return to the campus once either:
1) you have no symptoms and have received a negative COVID test, or
2) you have no symptoms and it has been 7 days since your symptoms first started.

If you have come into contact with someone with a confirmed or suspected case of COVID-19, you should monitor your symptoms closely.

<u>Being on Campus</u>
Hand Sanitizer and Disinfectant Wipes
Hand sanitizer and disinfectant wipes will be available throughout the office. You should regularly use hand sanitizer and wash your hands.

<u>Cleaning and Disinfection</u>
Campus Cleaning
The office will be cleaned and all surfaces will be disinfected each night by our janitorial vendor.

<u>Symptoms and Positive Cases of COVID-19</u>
If while on campus you develop symptoms of COVID-19 you should notify your Instructor or Educator, immediately leave the campus, and follow public health guidelines.

The guidelines found in this section are subject to change and may be amended from time to time, as required.

Emergency Procedure

There is a **First Aid Kit** at the reception desk on the 4th floor.

There are **2 Emergency Exits** on the 4th floor:
1. Near the elevators on the Crosby Street side
2. Across from the classrooms on the Broadway Side

There are **2 Fire Extinguishers**:
1. Across from the Emergency stairwell on the Crosby St side
2. Next to the Emergency stairwell on the Broadway side

Our **Meeting Point** in the event of an Emergency is across E Houston St at the Soho Village Parking garage.

In case of emergency evacuation, call 911, and proceed to the closest emergency exit, and meet at the muster point for an attendance check.

Key Contacts

Name	Title	Mobile	Email
Jessica Rymer	Director, Operations	407-625-6585	jrymer@konradgroup.com
Ryan Cooley	VP, Operations	212-518-3106	rcooley@konradgroup.com
Julie Garcia	Senior Campus Coordinator	330-696-7601	jgarcia@brainstation.io

These are the contact numbers utilized for emergency situations. These numbers are utilized when assistance is required from a Public Emergency Response Unit. Please note, listed below are the non-emergency numbers as well.

Department	Contact #
EMERGENCY - Police, Fire, Ambulance	911
Non-Emergency - Police, Fire, Ambulance	311

Fire Emergency Procedure

If a fire begins in the building:
- Remain calm and exit the building
- Activate the closest fire alarm
- Immediately call 911
- Leave the building via the nearest entry point (emergency exits, etc.) and proceed to the Emergency Meeting Point

If the building fire alarm sounds, follow the below steps to exit the building:
- Before opening a door, use the back of your hand and touch the top of the door and around the door handle. If it feels hot or warm, do not open the door. An indication of heat means there could be a fire behind the door.
- If the door is cool to the touch, brace your foot and shoulder against the door and open it slightly
- If it appears safe to do so, exit your area and close any doors behind you.
- Go to the nearest exit. Using the same procedures as mentioned above, check the door for heat before you open it slightly.
- Do not use the elevator.

Follow the procedure indicated below when your path is blocked by smoke:
- If you see smoke, do not go this way. You must use another exit. Close the door tightly and go to an alternate exit.
- Before you open the door, again check for heat and check the stairwell for smoke.
- If the stairwell is clear of smoke, enter it and close the door tightly behind you
- Exit the building

When your exit or stairwells are blocked by smoke, or you are physically unable to exit the building, you should do the following:
- Remain calm
- Keep the door closed
- Seal the door jam completely. This will help prevent smoke from seeping into the area.
- Call 911 and tell them your location. Advise them that there is an emergency situation in your building and you are unable to evacuate. The 911 operator will give you further directions.

If smoke has already entered the area, you should do the following:
- Remain calm and keep low, below the smoke.
- Call 911, tell them your location and that you are trapped by smoke
- Stay low and wait for rescue

Appendix A - Occupational Education Data Survey

July 1, 2022 - June 30, 2023

	Data Science Diploma	User Experience Design Diploma	Software Engineering Diploma	Digital Marketing Diploma
The number of students admitted to the program:				
The number of students who applied to the program	30	60	57	N/A
The number of students who were accepted to the program	28	58	47	N/A
The number of students who enrolled into the program:				
New enrollments after July 1, 2022	22	39	24	N/A
Continued enrollments prior to July 1, 2022	0	0	0	N/A
The number of students enrolled in the program or course of instruction during the 12-month reporting period who:				
Withdrew/dropped	3	2	2	N/A
Graduated: enrolled prior to July 1, 2022 and graduated this reporting year	0	0	0	N/A
Graduated: enrolled and graduated this reporting year	15	27	17	N/A
Continued: enrolled this reporting period & continued on into the next period	4	10	5	N/A

The number of students enrolled in the program or course of instruction who were:				
Placed in occupation	10	15	10	N/A
Placed in a related field	0	0	0	N/A
Placed in unrelated field	0	5	1	N/A
Seeking employment	1	1	2	N/A
Status unknown	2	5	2	N/A
Unavailable for employment	2	1	2	N/A
The number of students who used financial assistance:				
TAP	0	0	0	N/A
ACCES-VR	0	0	0	N/A
ISA/ISL	0	0	0	N/A
WIOA	0	0	0	N/A
VA	0	0	0	N/A
PSL	0	0	0	N/A
SIC	0	0	0	N/A
ES-HCA	0	0	0	N/A
Other (State subsidies)	0	0	0	N/A
Other institutional credit to be repaid by student	10	22	16	N/A
Self funded	12	17	8	N/A
Education Opportunity Grant	0	0	0	N/A