Wyncode Academy is not accredited

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St, Ste 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224 6684
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Statement of legal control

Institution name: Wyncode Academy
Official company name: JMJ Clutch Enterprises LLC
Members of the company: Juha Mikkola & Johanna Mikkola

Purpose of the institution

Wyncode Academy’s purpose is to develop successful computer programmers (commonly referred to as “coders”) who also have relevant business skills, such as effective communication and an understanding of “start-ups”, which are new technology related businesses at the initial stage of growth.

After completion of the Wyncode Academy Immersive Web Development program, students are expected to have the skills to create their own web application. A web application, or “web app”, is any application software that runs in a web browser or is created in a browser-supported programming language and relies on a common web browser to render the application.

The skills that students learn at Wyncode Academy are intended to allow them to apply for jobs as an entry-level junior web developer. Entrepreneurial students can use the skills to create a minimum viable product (commonly referred to as an “MVP”), which is
a simplified version of a web application used for fast and quantitative market testing of a product or product feature, before pursuing their own start-up.
Admissions Requirements

Wyncode Academy’s admissions are done through the website at www.Wyncode.co. Candidates click “Apply” on the website, where they are then asked for their name, email and phone number along with a resume. Candidates are given a choice of times to speak with an admissions officer. The admissions officer will assess the candidate’s eligibility using the criteria defined in the program outline, which includes:

- Be at least 18 years old.
- Have a high school diploma or GED.
- Have a personal interview and demonstrate:
  - Capability to learn and thrive in a fast-paced, boot camp environment
  - Demonstrable past success in an academic and/or business environments
  - Polished and presentable demeanor
  - Prior experience with coding to demonstrate an interest and a hunger to learn. This may include self-taught or online courses or previous attempts to learn coding through traditional educational institutions.
  - Realistic expectations for what the course will provide and where the candidate will be after completing the nine week boot camp
- Candidates must supply their own computer (a Mac or Linux laptop is recommended)
- Wyncode Academy is serious about promoting diversity in programming and considers this during the admission process
- Submit a signed enrollment agreement
Educational programs and curricula

Wyncode Academy has one program for Immersive Web Development. It is described as a “bootcamp” because it is a full-time and intensive program designed to take ambitious students with limited computer programming experience from relative newcomers to becoming familiar with the basics of web development in a short time period.

Students will receive training in the skills required to create a “full-stack” web application. A “full-stack” web application is one that is interactive and combines a front end, which the user sees, with a back-end, that is commonly a database containing information that is then displayed on the site. The program lasts for nine weeks and Wyncode Academy plans to organize four such programs per year, referred to as cohorts.

Wyncode Academy believes that an intensive nine weeks is an appropriate length for the program as it gives students sufficient exposure to the skills needed to create and present their own full stack web application. The average program length for code schools in the United States is 10.4 weeks\(^1\), which is slightly longer than Wyncode Academy due to a few outlier programs that teach different skills that are up to 30 weeks in length.

The technologies taught are Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), Ruby, Ruby on Rails and JavaScript. These technologies are programming languages or coding frameworks that form the basis of the modern World Wide Web and the web pages and applications. These technologies are taught at 70% of code schools across the United States\(^2\).

The Immersive Web Development program is also offered in Spanish. Completing a course or program in a language other than English may reduce employability where English is required.

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The Wyncode Academy program is offered completely in-person and there is no online component or online delivery of the learning material. The topics covered at Wyncode Academy's web development bootcamp are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA101</td>
<td>Computer Science &amp; Ruby Introduction</td>
<td>35</td>
</tr>
<tr>
<td>WA102</td>
<td>The Basics of Computer Programming</td>
<td>35</td>
</tr>
<tr>
<td>WA103</td>
<td>Understanding Object Orientated Programming</td>
<td>35</td>
</tr>
<tr>
<td>WA104</td>
<td>Intro to Web Programming</td>
<td>35</td>
</tr>
<tr>
<td>WA105</td>
<td>Front End Development</td>
<td>35</td>
</tr>
<tr>
<td>WA106</td>
<td>Dynamic Web Development</td>
<td>35</td>
</tr>
<tr>
<td>WA107</td>
<td>Understanding Databases</td>
<td>35</td>
</tr>
<tr>
<td>WA108</td>
<td>Project and Product Management</td>
<td>35</td>
</tr>
<tr>
<td>WA109</td>
<td>Advanced Ruby on Rails Topics</td>
<td>35</td>
</tr>
</tbody>
</table>

The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.

Course Descriptions

**WA101 Computer Science & Ruby Introduction**
- The Computer Science and Ruby Introduction course introduces students to the common principles of computer science and the basics of the Ruby programming language, including methods.
- Students will learn to use Pivotal Tracker, write their first lines of Ruby code as 1-liners via Interactive Ruby (IRB) and work on Ruby Syntax.

**WA102: The Basics of Computer Programming**
- In the Basics of Computer Programming students will be introduced to various Data Types, which are a classification identifying one of various types of data, such as real, integer or Boolean, which determines the possible values for that type; the operations that can be done on values of that type; the meaning of the data; and the way values of that type can be stored.
- The course includes an introduction to Computer Hardware and Performance and Boolean Logic
- Students will become familiar with Cloud9IDE, using the Command Line. RubyGems, ActiveSupport, Multi-Line Ruby Code and Control flow.
- Students will complete a project where they have to apply these basics and demonstrate their understanding of the concepts.

**WA103: Understanding Object-Orientated Programming (OOP)**
- In this course, students will learn about OOP, starting with variables. A variable is a storage location and an associated symbolic name. It contains some known,
or unknown quantity or information, a value. The variable name is the usual way to reference the stored value; this separation of name and content allows the name to be used independently of the exact information it represents.

- Methods: In OOP, a method is a subroutine associated with an object, and which has access to its data; its member variables. Put simply, methods define the behavior of certain instances of a class in an application.

- Test-Driven Development: Test-driven development (TDD) is a software development process that relies on the repetition of a very short development cycle: first the developer writes an (initially failing) automated test case that defines a desired improvement or new function, then produces the minimum amount of code to pass that test, and finally rewrites the new code to acceptable standards. Kent Beck, who is credited with having developed or 'rediscovered' the technique, stated in 2003 that TDD encourages simple designs and inspires confidence.

- Classes: In OOP, a class is a template for creating objects, providing initial values for state (variables) and implementations of behavior (like methods).

- Object-Oriented Programming: OOP is a programming paradigm that represents the concept of "objects" that have data fields (attributes that describe an object) and associated procedures known as methods.

- Students will complete a project where they have to apply the concepts behind OOP and demonstrate their understanding of them.

**WA104: Intro to Web Programming**

- This course begins with an Intro to the modern Web
- Students will learn about Git and how to use it in web programming
- Students will apply Ruby programming specifically for the web, including web scraping, accessing application programming interfaces (API) and using Sinatra. An API specifies how some software components should interact with each other.
- The course ends with a project using Ruby code to access an API.

**WA105: Front End Web Development**

- This course focuses on the front end of web development, which is what a user sees when they access a website.
- Students will learn about static websites as they focus on Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS). Dynamic technologies like JavaScript, jQuery and AJAX (an acronym for asynchronous JavaScript and Extensible Markup Language) are introduced.
- The course ends with a project where each student creates a web based portfolio or resume of themselves

**WA106: Dynamic Web Development**
Students taking this course will work on Dynamic Websites using Ruby on Rails. They will learn about the MVC (Model, View, Controller) framework with a focus on Models. The course ends with a project to create a Ruby on Rails application, following specific user stories given to the student for applying concepts of the MVC.

**WA107: Understanding Databases**
- This course introduces students to the database portion of a web application. Important concepts covered include:
  - Databases & Structured Query Language (SQL)
  - ActiveRecord
    - Representational state transfer (REST)
    - Misc. Rails features:
      - advanced forms
      - pagination
      - file uploads
- The course ends with a project to create a Ruby on Rails application, following specific user stories given to the student to apply database concepts.

**WA108: Project and Product Management**
- Students will be given their final project assignment, which is to create a web application and present (“pitch”) in front of a crowd at the end of the program.
- Students will learn about agile project management. Agile project management is an iterative and incremental method of managing the design and build activities for software development projects in a highly flexible and interactive manner. It requires capable individuals from the relevant business, with supplier and customer input. There are also links to lean techniques, as well as other management styles like Kanban and Six Sigma. Agile techniques are best used in small-scale projects or on elements of a wider program of work, or on projects that are too complex for the customer to understand and specify before testing prototypes.
- Students will be introduced to lean software development. Lean software development (LSD) is a translation of lean manufacturing and lean information technology principles and practices to the software development domain. Adapted from the Toyota Production System, a pro-lean subculture is emerging from within the Agile community.

**WA109: Advanced Ruby on Rails Topics**
- The final course at Wyncode Academy is dedicated to advanced topics, with specific topics based on need for student projects and portfolios. Examples of topics that will be covered include:
  - async/message-passing systems (Resque or Sidekiq)
  - big data and machine learning
  - JavaScript single-page apps (SPAs)
The course is 315 clock hours long, including 90 hours of theory/lecture and 225 hours of lab/hands-on coding time. One clock hour represents 50 minutes of supervised directed instruction and appropriate breaks.

Each morning before lecture, students take part in a “stand up”, which is common in technology-based start up companies. The stand up is an opportunity for students to tell the group what they did the day before, what their goal is for the current day and any issues or obstacles they face. This serves as an important indicator and assessment of issues that students have that the instructor will address during lecture or in a supplemental session in the afternoon. Students may also use this time to collaborate with each other and the instructor to reach a solution to any issue discussed in the stand up.

During the lab, or the hands-on coding time, the students work on individual or group assignments and have access to the instructor and teaching assistants to ask any questions or clarify concepts that are causing confusion. When needed, break out sessions are organized if more than one student needs help with a particular concept that is identified during the stand up or in conversation with students.

Grading or Marking System

Daily Assignments
The head instructor and teaching assistants assess the students’ work for completeness based on their submitted answers to questions they are given on a daily basis, which relate to the technical (theory) lecture of the day. In computer programming, you can arrive at the same result multiple different ways so rather than assigning a numerical grade value to answers, they are marked as accepted or rejected along with comments, where needed. Students, who do not submit the correct answers the first time will need to submit them again until the answer is accepted. If a student struggles with a concept, he or she is given individual attention to review the concept until they are able to understand it and submit an acceptable answer on their own. This individual attention can be provided during the guided coding (lab) time, during break out sessions designed for a group of students struggling with a concept, or after hours by appointment.
Course Projects

Each of the Wyncode Academy courses ends with a practical project that is submitted by the student. These projects are provided in the form of user stories, which are one or more sentences in the everyday or business language describing what a user does or needs to do as part of his or her job function. It captures the 'who', 'what' and 'why' of a requirement in a simple, concise way, often limited in detail by what can be handwritten on a small paper notecard.

There are many attributes associated with good software. Some of these can be mutually contradictory (for example, software that is delivered very fast versus taking time to do full error checking), so it is important to consider the relative priorities when assessing the projects. The head instructor and the teaching assistants assess each course project in the same manner as the daily assignments. Upon completion of a project the head instructor or teaching assistants provide each student with an accepted or rejected mark along with comments, as needed.

The assessment of student projects considers the following criteria, adapted from best coding practices:

- Usability
- Dependability
- Efficiency
- Maintainability

The instructors will ask the following questions when reviewing work:

- Does a program meet its specification; "correct output for each possible input"?
- How adaptable is the program to cope with changing requirements?
- Is the program efficient enough for the environment in which it is used?
- Is the program produced on schedule?

There are other objectives related to software quality that will also be considered, including:

- Clear definition of purpose
- Simplicity of use
- Ruggedness (difficult to misuse, kind to errors)
- Reliability
- Extensibility in the light of experience
- Efficiency (fast enough for the purpose to which it is put)
- Minimum cost to develop
- Conformity to any relevant standards

When assessed, the minimum standard expected is for the software to run error-free in a manner that is consistent with its purpose, as defined by the user stories. If the head instructor and the teaching assistants feel that a project is not of the standard expected to pass the course, the student is assisted individually to help them get the project to the minimum standard expected. For information on the final project required to graduate the program, refer to the section on Program Graduation.
Final Project & Program Graduation

To satisfactorily complete the program students must complete all of the Wyncode Academy courses and then create their own final project web application. Students will present the concept of their web application, along with user stories, to the head instructor and managing director for approval. When complete, their final project and portfolio will be approved by the Wyncode Academy staff. The final project is a “full-stack” web application. A web application or web app is any application software that runs in a web browser or is created in a browser-supported programming language and relies on a common web browser to render the application. A “full-stack” web application is one that is interactive and combines a front end, which the user sees, with a back-end, that is commonly a database containing information that is then displayed on the site. The portfolio includes the final project and other projects and assignments the student has completed during the Wyncode Academy program.

Skills that Wyncode Academy expects students to master and demonstrate in their final project include setting up their computers for computer programming and creating and designing a computer program that will run error-free on common web browsers using relevant aspects of the computer programming languages learned at the school. For details, please refer to the assessment criteria for course projects, which will be used for the final project as well.

Upon completion of the program and approval of their final project by the head instructor, students can refer to themselves as “Wyncode Academy Graduates” and display an “approved by Wyncode Academy” logo on their online portfolio, which serves as their diploma for completion of the Wyncode Academy program. The credential offered shall be a diploma.

If a student’s final project is not approved, the student can continue working on it for up to two weeks after the completion of the course in Wyncode Academy’s space, with access to an instructor two times a week. If after this time period, the final project is still lacking, the student can make arrangements with Wyncode Academy to audit the next cohort and continue working on the project until it is at the level required for approval.

Satisfactory Academic Progress

- Students must attend 60% of all technical (theory) lectures and 40% of all guided coding (lab) sessions
- Students must answer 80% of all daily assignments correctly and receive a passing mark on their course project to move onto the next course.
  - If students do not answer at least 80% of daily assignments correctly, do not receive a passing mark on a course project, do not attend 60% of technical (theory) lectures and 40% of guided coding (lab) sessions, the managing director and head instructor will work with the teaching assistants to discuss an improvement plan. The head instructor will then
speak with the student individually to determine the appropriate course of action to complete the daily assignments and course project.

- This may include one-on-one sessions with the head instructor or the teaching assistants, participation in break out sessions on the topics the student is struggling with or other measures agreed to by the student and head instructor. All actions will be notated and placed in the student file.

- A student who does not answer 80% of all daily assignments correctly, does not receive a passing mark on their course project or does not meet the minimum attendance requirements will be placed on academic probation for the next course.
  - At the end of the probationary period, the student must have answered 80% of all daily assignments correctly and received a passing mark on their course project.
  - If the student has not achieved this, the student may be dismissed from the course.
  - The student can appeal the decision to the managing director at their discretion. All appeals must be submitted within ten days and in writing.

- Students who have dropped out of a respective course or program or who have been dismissed due to unsatisfactory progress, may be readmitted within one year by engaging in a personal interview with the managing director. At the time of drop out or dismissal the student will be refunded according to the Student Cancellation and Refund Policy outlined in the Fee Schedule Section. The student must be in good financial standing with Wyncode Academy to be readmitted to any program.

- The conditions for re-entrance for those students suspended for unsatisfactory performance is to complete the nine week course again, students will not be able to join midway through a program.

**Student Attendance**

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory Attendance is when a student is absent more than 40% of technical lectures or 60% of guided coding sessions.

If a student has unsatisfactory attendance, the student is placed on probation until the following conditions are met as follows:

- The student establishes satisfactory progress or meets the conditions of probation.
- The student has corrected the problems that caused the unsatisfactory attendance.
The student has satisfactorily completed work missed because of the absence either by performing required work outlined by the head instructor and/or managing director.

A student is terminated for Unsatisfactory Attendance if the student does not meet the conditions within 15 days.

**Student Transcript**
Each student’s grading will be recorded on an official transcript. The transcript will say whether the student has passed or failed the course. Student records are kept permanently at the school.
Prerequisites

Wyncode Academy does not have prerequisites. While Wyncode Academy accepts students with varying experience levels, Wyncode Academy strongly recommends applicants at least complete free online coding tutorials prior to applying to Wyncode Academy. Examples include Code School\(^3\) and Treehouse\(^4\). Upon admission to Wyncode Academy, students receive pre-cohort assignments to complete prior to attending the course, which are designed to bring each student to the same starting point prior to starting at Wyncode Academy.

Transferability of Credits

Wyncode Academy’s policy is to not accept prior learning credits or clock hours earned at other similar institutions. The transferability of clock hours earned at Wyncode Academy is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

\(^{3}\) https://www.codeschool.com

\(^{4}\) http://teamtreehouse.com
2016 Academic Calendar

Wynwood Location
January 2016 Cohort #WYN08
Enrollment Begins December 1st, 2015
Enrollment Ends January 11th, 2016
Course Begins January 11th, 2016
Course Ends March 11th, 2016

March 2016 Cohort #WYN09
Enrollment Begins January 1st, 2016
Enrollment Ends March 28th, 2016
Course Begins March 28th, 2016
Course Ends May 27th, 2016

June 2016 Cohort #WYN10
Enrollment Begins January 1st, 2016
Enrollment Ends June 13th, 2016
Course Begins June 13th, 2016
Course Ends August 12th, 2016

October 2016 Cohort #WYN11
Enrollment Begins January 1st, 2015
Enrollment Ends October 3rd, 2016
Course Begins October 3rd, 2016
Course Ends December 2nd, 2016

Miami Beach Location
January 2016 Cohort #MIA01
Enrollment Begins January 1st, 2016
Enrollment Ends January 25th, 2016
Course Begins January 25th, 2016
Course Ends March 25th, 2016

April 2016 Cohort #MIA02
Enrollment Begins January 1st, 2016
Enrollment Ends April 11th, 2016
Course Begins April 11th, 2016
Course Ends June 10th, 2016

June 2016 Cohort #MIA03
Enrollment Begins January 1st, 2016
Enrollment Ends June 27th, 2016
Course Begins June 27th, 2016
Course Ends August 26th, 2016

October 2016 Cohort #MIA04
Enrollment Begins January 1st, 2016
Enrollment Ends October 17th, 2016
Course Begins October 17th, 2016
Course Ends December 16th, 2016

Ft. Lauderdale Location

January 2016 Cohort #WYNFLL04
Enrollment Begins January 1st, 2016
Enrollment Ends January 19th, 2016
Course Begins January 19th, 2016
Course Ends March 18th, 2016

April 2016 Cohort #WYNFLL05
Enrollment Begins January 1st, 2016
Enrollment Ends April 4th, 2016
Course Begins April 4th, 2016
Course Ends June 3rd, 2016

June 2016 Cohort #WYNFLL06
Enrollment Begins January 1st, 2016
Enrollment Ends June 20th, 2016
Course Begins June 20th, 2016
Course Ends August 19th, 2016

October 2016 Cohort #WYNFLL07
Enrollment Begins January 1st, 2016
Enrollment Ends October 11th, 2016
Course Begins October 11th, 2016
Course Ends December 9th, 2016
### Statutory Holidays

#### 2016

<table>
<thead>
<tr>
<th>DAY</th>
<th>PUBLIC HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>January 01 2016</td>
</tr>
<tr>
<td>Monday</td>
<td>January 18 2016</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 02 2016</td>
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<tr>
<td>Monday</td>
<td>February 15 2016</td>
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<tr>
<td>Friday</td>
<td>April 15 2016</td>
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<tr>
<td>Sunday</td>
<td>May 08 2016</td>
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<td>Monday</td>
<td>May 30 2016</td>
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<td>Sunday</td>
<td>June 19 2016</td>
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<td>July 04 2016</td>
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<td>November 11 2016</td>
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<tr>
<td>Thursday</td>
<td>November 24 2016</td>
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<tr>
<td>Friday</td>
<td>November 25</td>
</tr>
<tr>
<td>Monday</td>
<td>December 26</td>
</tr>
</tbody>
</table>

Please note: There are no classes on statutory legal holidays, however Wyncode Academy reserves the right to reschedule classes on weekends to the extent reasonably necessary.

### Description of physical facilities

Wyncode Academy operates its locations in co-working spaces. Co-working is a style of work that involves a shared working environment and independent activity.

**Miami (Wynwood) Location**
Wyncode Academy operates within the LAB Miami, South Florida's premier co-working space which houses 160 companies and individuals working in technology and related fields.

**Miami Beach Location**
Wyncode Academy operates within WeWork on Miami Beach. WeWork is the world’s leading co-working organization, with locations across the United States and the world.

**Ft. Lauderdale Location**
Wyncode Academy has leased a space within the General Provision co-working space where its classroom is located outside of the general co-working environment in a dedicated classroom.

**Miami (Wynwood) Location**
Wyncode Academy has leased a space within the LAB Miami where its classroom is located outside of the general co-working environment. In its own space, Wyncode Academy has a classroom space to host classes and uses a shared office space for the Wyncode Academy staff, which is completely separated from the classroom space. The learning space is used exclusively for learning and not for other business and lectures occur without interruption.

Wyncode Academy’s space is designed for 30 students in the classroom, which is the maximum number of students that will be accepted for each cohort of the program. Wyncode Academy has recently invested in cutting edge audiovisual equipment, including a projector, drop down screen and speaker system, and The LAB Miami is providing all new furniture from Herman Miller. The space has one classroom with a total square footage of around 700 square feet. Wyncode Academy’s administrative staff works in the co-working space outside the classroom. Men’s and women’s restrooms are available on-site.

The LAB Miami provides the appropriate infrastructure for Wyncode Academy, including the fastest internet of any co-working space in the United States, power ports for all students, coffee, tea and water, as well as regular cleaning, security and front desk and other services. The LAB Miami represents that it is in compliance with all local safety & health codes, including fire, building and sanitation. Wyncode Academy has a dictionary and thesaurus on hand for students to use, as needed.

**Miami Beach Location**
Wyncode Academy’s new Miami Beach location is located within WeWork, the world’s leading co-working space with locations across the United States and the world. Wyncode’s space is a dedicated classroom designed for an intensive 10-person group with the option to build out a dedicated and unique classroom for up to 30 students in mid-2016. WeWork provides the appropriate infrastructure for Wyncode Academy, including fast internet, power ports for all students, coffee, tea and water, as well as regular cleaning, security and front desk and other services. WeWork represents that it is in compliance with all local safety & health codes, including fire, building and sanitation. Wyncode Academy has a dictionary and thesaurus on hand for students to use, as needed. The space has one classroom with a total square footage of around 550 square feet. Wyncode Academy’s administrative staff works in the co-working space outside the classroom. Men’s and women’s restrooms are available on-site.

**Ft. Lauderdale Location**

Wyncode Academy has leased a space within the General Provision co-working space where its classroom is located outside of the general co-working environment in a dedicated classroom. In this space, Wyncode Academy has a classroom space to host classes along with office space for the Wyncode Academy staff, which is separated from the classroom space. The learning space is used exclusively for learning and not for other business so that lectures occur without interruption.

Wyncode Academy’s space is designed for up to 30 students in the classroom, which is the maximum number of students that will be accepted for each cohort of the program. The space has one classroom with a total square footage of around 700 square feet.
Wyncode Academy’s administrative staff works in the co-working space outside the classroom. Men’s and women’s restrooms are available on-site.

General Provision provides the appropriate infrastructure for Wyncode Academy, including fast internet, power ports for all students, coffee, tea and water, as well as regular cleaning, security and front desk and other services. General Provision represents that it is in compliance with all local safety & health codes, including fire, building and sanitation. Wyncode Academy has a dictionary and thesaurus on hand for students to use, as needed.

**Staff**

**Full-time and part-time administrators**

- Juha Mikkola, Co-Founder and CEO
- Johanna Mikkola, Co-Founder and Managing Director
- Carlos Vazquez, Admissions Director
- Rita Rovira, Director of Hiring Partnerships
- Matthew Campbell, Miami (Wynwood) Campus Director
- Bianca Monaco, Miami Beach Campus Director
- Gabriel Noboa, Ft. Lauderdale Campus Director

**Faculty with degrees held**

**Miami (Wynwood) Location**

- Edward Toro, Head Instructor Miami (Wynwood), Bachelor’s of Computer Science (Massachusetts Institute of Technology)
- Sean Sellek, Lead Teaching Assistant, Associate’s in Engineering (Miami Dade College)
- Timothy Reen, Lead Teaching Assistant, Bachelor of Science in Mathematics Education (Florida State University)
- Mario Aguayo, Teaching Assistant, CEO and Founder, MyStyleBlox
• Jonathan Rose, Teaching Assistant, Bachelor of Science in Electrical Engineering (College of New Jersey)
• Sean Hendricks, Teaching Assistant, Associate in Arts (Miami Dade College)
• Kyra Fillmore, Teaching Assistant, Bachelor of Science in Psychology (Bradley University)
• Spencer Dellis, Bachelor of Arts in Cognitive Science (Rochester University)
• Bryce Kerley, Teaching Assistant, Bachelor’s of Computer Science (University of South Florida)
• Daniel Llinas, Teaching Assistant, Bachelors of School Psychology (Florida International University) and Wyncode Academy graduate. One year of experience as a developer.
• Fermin Carranza, Teaching Assistant, Bachelor of Business Administration (Florida International University)
• Todd Metheny, Teaching Assistant, Juris Doctor (University of Missouri)

**Miami Beach Location**
• Bryce Kerley, Head Instructor Miami Beach, Bachelor’s of Computer Science (University of South Florida)
• Frank Ortiz, Lead Teaching Assistant, Wyncode Academy diploma
• Auston Bunsen, Teaching Assistant, JP Tavarella High School and Former Chief Technical Officer of 1Sale.com. 8 years of experience as a developer.
• Rima Gerhard, Teaching Assistant, Masters of Computer Engineering (University of Florida) and Bachelor’s of Computer Science (University of Ulm, Germany)
• Sean Canton, Teaching Assistant, Bachelor’s in Communications (Humbult State University)

**Ft. Lauderdale Location**
• Alvaro Escobar, Head Instructor Ft. Lauderdale, (Kutztown University, Masters in Computer Science)
• Jose Carlos Fernandez, Instructor, Electronics and Telecommunications Engineer (CUJAE, Havana City, Cuba)
• Mashon Thomas, Teaching Assistant, Bachelor of Business Administration & Florida Teacher Certification (University of Toledo)
• Jose Cartagena, Teaching Assistant, (West Broward High School, Pembroke Pines, FL)
• Celeste Morford, Teaching Assistant, (Broward College, Associates of Arts in Information Technology)
• Angel Vanegas, Teaching Assistant, Music Composition (Florida International University)
• Krystal Klumpp, Teaching Assistant, International Relations (American Military University) and Bachelor of Arts (University of Georgia)
• Dominique Miller, Teaching Assistant, (St. Pius X Catholic High School, Atlanta, GA)
• Alex Miller, Teaching Assistant, (University of Iowa, Bachelor in Liberal Arts)
• German Nieto, Teaching Assistant, (Syracuse University, Bachelor of Information Management and Technology)

Faculty and administrative office hours

Wyncode Academy’s faculty and administrative office hours will take place every weekday from 9 AM to 10 AM and from 5 PM to 6 PM. Alternatively, one-on-one sessions can be scheduled with faculty or administrators at the student’s request between the hours of 9 AM and 6 PM with the exception of 10 AM to noon when lectures are held.

Wyncode Academy provides an unabridged dictionary and thesaurus at each campus. Wyncode Academy also provides access to industry leading coding resource Code School free of charge for all students and staff, so that they can get access to this library of content online, to supplement the free online resources available. This is a $29/month value.

Fee Schedule (including non refundable charges)

The total fee for Wyncode Academy is $10,000.

$500 is due upon admission as a deposit to secure a seat in the cohort of choice, $150 of which is a non-refundable registration fee.

For students paying up front, there are two payments which are due before the start of the cohort – one payment of $4,500 a month before classes begin and a second payment of $5,000 two weeks before the first day of class.

Wyncode Academy offers students the ability to finance their education through financing partners Pave, Affirm and Climb. These financing options are independent of Wyncode Academy and are available for those that qualify. Students will apply directly to the financing partners and receive a link to do so from Wyncode Academy upon submission of their deposit and enrollment agreement. The following information websites provide information about each of the financing partners and their terms:

• Pave: http://hello.pave.com/wyncode/
• Affirm: https://www.affirm.com/education/wyncode/info/
• Climb: https://climbcredit.com/students?school=wyncode
To the extent the student obtains financial assistance, all terms of such assistance will be provided in writing (including all repayment terms) and the student will be required to sign and date an acknowledgment that the student understands that he or she is obligated to repay the loan, the terms and amounts of repayments, and when repayments will begin.

Accepted payment methods for the tuition are check, bank transfer or credit card.

**Student Cancellation and Refund Policies**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
Student services

Each institution shall designate a properly trained individual to provide each of the following student services: academic advisement, financial aid advisement, personal advisement (must have a credentialed faculty at the school or may refer to outside agency/source), and placement services.

Wyncode Academy had designated a properly trained individual to provide each of the following student services:

Academic Advisement
The Lead Instructor at Wyncode Academy’s campuses provides academic advisement: Ed Toro (Miami), Bryce Kerley (Miami Beach) and Damon Davison (Ft. Lauderdale). This service is provided one-on-one for each student that requires advisement on their academic progress.

Financial Aid Advisement
Wyncode Academy does not currently provide financial aid or financial aid services for students.

Personal Advisement
Wyncode Academy’s Co-Founder & Managing Director Johanna Mikkola provides personal advisement. This service is provided one-on-one for each student during the program to discuss their personal goals and progress during and after the course. Students can request additional sessions by appointment.

Placement Services
Wyncode Academy’s Hiring Partnerships Director Rita Rovira provides placement services. A one-on-one meeting is scheduled with each student during the program. After the program, two weekly WynWork meetings are held for all students searching for employment. In addition one-on-one meetings can be scheduled with Rita Rovira up to one per week during the employment process. Rita Rovira also hosts workshops during the program to assist students with common concerns such as resume preparation, interview techniques, networking and more.
Employment placement services

Wyncode Academy students are connected with local employers through several means:

- Potential employers and selected tech recruiters are invited to Wyncode Academy throughout the duration of each cohort to speak about their companies and needs directly to students. Many of these employers are based at the LAB Miami, WeWork or General Provision or in their immediate network.
- Students are encouraged to take part in pre-selected Miami and Ft. Lauderdale tech events where they can meet and connect with potential employers.
- The Wyncode Academy leadership keeps the students informed of open positions in the Miami and Ft. Lauderdale tech communities.

Towards the end of the cohort and for up to six months after the program, Wyncode Academy’s co-founders and selected tech recruiters will assist students in their search for work, including helping with resume and online portfolio creation, interview preparation and connecting with companies in need of talent.

The institution does not guarantee employment.

Policies regarding course cancellations

Should Wyncode Academy cancel any web development boot camp cohort prior to its starting date, students will be refunded in full, and their non refundable deposit applied to a future cohort of their choice. If Wyncode Academy cancels the course during the cohort, the pro-rated refund policy will apply. Cancellation or withdrawal after attendance has begun, but prior to 41% completion of the program will result in a Pro Rata refund of tuition based on the number of Clock Hours completed of the total published program Clock Hours required. All students will be informed of all course cancellations in advance.

Student code of conduct

It is the responsibility of students to:

- Act within the law
• Act in the best interest of Wyncode Academy as a whole – considering what is best for the organization and its beneficiaries and avoiding bringing Wyncode Academy into disrepute.
• Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorized to do so.
• Respect confidentiality – understanding what confidentiality means in practice for Wyncode Academy, including, without limitation, intellectual property rights of Wyncode Academy, its members, faculty and staff, and fellow students.
• Have a sound and up-to-date knowledge of Wyncode Academy and its environment – understanding how Wyncode Academy works and the environment within which it operates.
• Attend classes, meetings and other Wyncode Academy events
• Prepare fully for classes, labs and all work for Wyncode Academy – reading papers, querying anything you don’t understand and thinking through issues in good time.
• Actively engage in discussion, debate and contributing in class and during lab – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
• Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually.
• Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Violations of this code of conduct will be handled in accordance with the disciplinary policy and procedures set forth in the Student Complaints & Disciplinary Action Handling and Resolution Policy Statement.

Student Complaints & Disciplinary Action; Handling and Resolution Policy Statement

Complaint policy statement
Wyncode Academy is committed to continuous improvement of its non-academic and academic support services for its students. Wyncode Academy also provides adequate, easily activated procedures to deal with student complaints. Effective complaint resolution processes provide Wyncode Academy with valuable opportunities to analyze recurring or persistent problems and ensure continuous development and improvement of student services and student satisfaction. Wyncode Academy has a commitment to ensuring that all student complaints are resolved quickly, using a clear, fair and reliable management process. Wyncode Academy treats complaints seriously and ensures all processes are clear, prompt,
confidential and fair to all parties and will use its best endeavors to ensure an acceptable resolution is achieved.
Wyncode Academy is also committed, wherever possible, to dealing with complaints at the local level (within the confines of Wyncode Academy). Complaints that are resolved quickly, locally and with the fewest people have the greatest chances of removing any impediment to good working/teaching/learning relationships.

The complaints policy and procedures are based on the following principles:
1. That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
2. That complaints are treated confidentially and information is only used for the purposes for which it was collected;
3. That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint.
Application
This policy covers issues of concern relating to any aspect of the Wyncode Academy life, including:
- The delivery of academic and administrative services
- The delivery of other support services
- Discrimination on equal opportunity grounds.

Accountability
All faculty/staff and students have a responsibility to contribute to a teaching, learning and working environment that is characterized by mutual respect, open communication and the resolution of conflicts. Additionally;
The CEO & Managing Director will:
1. Ensure that commitment of Wyncode Academy to the satisfactory resolution of complaints is an integral part of providing high quality services for students and is understood by senior managers;
2. Ensure that complaint processes are promoted openly, and actively supported;
3. Ensure that any corrective actions arising from complaints are implemented and where appropriate, reasonable steps are taken to prevent a similar complaint re-occurring;
4. Monitor working and teaching environments to prevent victimization as a result of complaints.
Complaint process summary

STEP 1
When a problem or issue arises, students are advised to seek information and assistance from the CEO and/or Managing Director. Making a complaint can be made at any time (oral or written). Students have three options for proceeding:

- Take no further action
- Make comments or suggestions regarding the issues
- Make a complaint (See Step 2 below)
- Submit an anonymous feedback form, sent out every 3 weeks during the cohort and as needed for gathering information while providing an opportunity to raise issues

STEP 2
A student makes a complaint (written) to the CEO and/or Managing Director for the service, decision or action about which they wish to complain. This individual will endeavor to find a resolution. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step. **The majority of complaints are resolved successfully at this Step.**

STEP 3
Students who feel that their complaint has not been satisfactorily resolved can request further review by the leadership team of CEO, Managing Director and Head Instructor. These individuals will independently review the complaint and either support the original offer or provide an alternative resolution. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step.

STEP 4
If satisfactory resolution has not been obtained at this point, students can lodge a written appeal to the CEO, who will hear the complaint and render a final decision based on all the evidence presented. The principals, as well as the purpose and mission of Wyncode Academy as set forth in the catalog will support resolutions reached at this step.

The Disciplinary Process
The section below provides a summary of the disciplinary process at Wyncode Academy. The Committee on Discipline hears all cases of alleged infractions as well as any other violations of the code of conduct that might result in a penalty of suspension, required withdrawal, or expulsion. The code of conduct can be found in the catalog. **Ignorance of the policies does not constitute a valid defense if you are charged with a violation in code of conduct.**

The Allegation
If a student is alleged to have made any violation of Wyncode Academy’s policies he or she is first asked to meet with the CEO, who is charged with investigating all such complaints promptly. The facts of the case are discussed, the student may give his or her account of the incident, and the CEO explains the procedure by which the case will
be heard by the Committee on Discipline. The student has the opportunity to prepare a statement, collect any documents and other supporting materials, enlist the help of an adviser or fellow classmate to be present at the hearing, and ask other members of the Wyncode Academy community to serve as witnesses.

The Hearing
The Committee on Discipline consists of three members: CEO, Managing Director & Head Instructor. Shortly before the hearing, the committee members receive any materials prepared by the student, and other members involved. The faculty member bringing the allegation will usually be present at the hearing, and other persons with information about the case may be asked to appear by the student. The student may be accompanied by an adviser or fellow classmate, who must be a current member of the Wyncode Academy community and who may participate fully in the proceedings.

The student has the opportunity to make an opening statement, to review any pertinent materials, and to question any individuals who have provided information to the committee. The committee members may then question the student; they may also direct questions to the faculty member or other individuals who have provided information. After such questioning, the committee may hear from a member of the Wyncode Academy community who may speak about the character and personal qualities of the student. Students may also submit additional written statements from witnesses. Please understand, however, that the positive testimony of witnesses cannot outweigh or cancel out evidence presented to the committee. The student then has an opportunity to make a final statement, after which the student, the adviser or fellow classmate, and others who are not members of the committee are excused. The committee immediately adjudicates the case. The committee members must reach a unanimous decision regarding the evidence presented constituting a clear and persuasive case in support of the charges in order to determine that the student has violated the Wyncode Academy Code of Conduct. If that is the committee’s finding, a determination of the appropriate penalty is then made. The Committee on Discipline informs the student promptly of the decision.

The Appeal
A student may appeal a decision and/or penalty of the Committee on Discipline to the CEO. The appeal is only considered when based on questions of procedural error or unfairness. The CEO will consider an appeal on either of two grounds: (1) that new, pertinent information not available to the committee has come to light, or (2) that the imposed penalty does not fall within the range of penalties imposed for similar misconduct. After a review, the CEO may decide that an additional hearing is warranted or may recommend that the penalty be altered. If the appeal does not provide convincing grounds for an additional hearing or for altering the penalty, the CEO will affirm the original finding and penalty. The CEO’s decision is final.

Possible Penalties
The committee may administer any one of the following penalties, depending upon the severity of the violation: warning, disciplinary probation for a set period of time, suspension, required withdrawal, or expulsion.

In determining the seriousness of an offense, the committee considers whether the student ought reasonably to have understood that his or her actions violated the standards of integrity described in the Code of Conduct found in the Catalog.

Students who are dissatisfied with the outcome of their grievances may appeal to the Commission at 325 W. Gaines St. Ste 1414, Tallahassee, FL 32399-0400 toll-free (888) 224-6684.
Additional information regarding Wyncode Academy may be obtained by contacting the Commission for Independent Education, Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400

Toll-free phone number: (888) 224-6684.