



AIM
CODE
SCHOOL

AN ACCREDITED AIM INSTITUTE PROGRAM

AIM Code School

2020 Course Catalog & Student Handbook

AIM Code School
1902 Howard Street
Omaha NE 68102

Date of Publication: February 1, 2020
Updated May 8,, 2020

Catalog Contents

1. About AIM Code School	3
2. AIM Owners, Board of Directors/Officers, and Advisory Board	3
2.1. Owners	3
2.2. Board of Directors/Officers	4
3. AIM Code School 2020 Course Calendar	4
<ul style="list-style-type: none">● 3.1.1 12-Hour Intro Course (12 hours total)● 3.1.2 Foundations of Web Development (96 Hours)● 3.1.3 Full Stack JAVA (112 Hours)● 3.1.4 .NET (112 Hours)● 3.1.5.1 Business Intelligence(72 Hours)● 3.1.5.2 Fundamentals of Data Science (72 Hours)● 3.1.6 Custom Corporate Tech Training Courses (Varies)	4 4 5 5 5 5 5
3.2 Observed Holidays	5
4. Description of Facility and Equipment	6
4.1. Course System Requirements	6
4.2 Equipment Use/Loan Policy	6
5. Specific Statement of Program Objectives	7
6. Description of Educational Services Offered	7
6.1 AIM Code School Course Details	7
6.1.1 Web Development Track: 12-Hour Intro Class & Foundations	7
6.1.2 Web Development Track: Foundations of Web Development	7
6.1.3 Web Development Track: Specialization	8
6.1.4 Fundamentals of Data Science Certificate	8
6.1.5 Custom Corporate Training Courses	9
7. Enrollment procedures and entrance requirements	9
8. Description of school’s placement assistance	9
9. Attendance policy including minimum attendance requirements	10
9.1. Absence Policy	10
9.2. Tardiness Policy	10

10. Satisfactory progress policy	10
10.1. Grading Breakdown	11
11. System of making progress reports to students	11
12. Student conduct policy	12
13. Readmission Policy	12
14. Student Probation Policy	12
15. Student Record Policy	13
16. Credit granted policy for previous education, training or experience	13
17. Payment Policy	13
17.1. Reduced Payment Plan Agreement Policy	14
18. Refund policy	14
19 Transfer Credit Policy	15
20. Procedure for addressing student complaints	15
21. Advanced Placement requirements	15

1. About AIM Code School

AIM Code School was founded in January 2014 as Interface: the Web School to help generate more great professionals across the region who understand the web development process from idea to implementation and ongoing enhancement. In 2019 Interface: The Web School was renamed AIM Code School in order to align with the AIM Institute’s other brands. At AIM Code School, we understand that a team of talented professionals with multiple and overlapping skills from requirements gathering to web programming is required to meet today’s business needs. Additional information about AIM Code School can be found at the following locations online:

- Website: www.AIMCodeSchool.com
- Website: www.interfaceschool.com
- Twitter: www.twitter.com/interfaceschool
- Facebook: www.facebook.com/interfaceschool
- LinkedIn: <https://www.linkedin.com/company/interface-the-web-school>

2. AIM Code School Owners & Board of Directors/Officers

Interface and the Applied Information Management Institute, hereafter AIM, entered into an Asset Purchase Agreement, on January 24, 2017, under which AIM has purchased the assets of Interface now AIM Code School.

2.1. Owners:

- Applied Information Management Institute

2.2. Board of Directors/Officers:

- Dr. Hesham Ali: University of Nebraska at Omaha-PKI
- Cindy Bender: First Data
- Kate Brown: OPPD
- Nolan Carson: Burlington Capital
- Cristina Castro-Matukewicz: Wells Fargo
- Nathan Coberly: Physicians Mutual
- Mary Dobransky: Bellevue University
- Ashok Fichadia: Union Pacific
- Stephen Kaniewski
- Rama Kolli: Blue Cross/Blue Shield of Nebraska (Board Vice-Chair)
- Derek Kruse: Douglas Omaha Technology Commission
- Catherine Lang: Nebraska Business Development Center
- Lonnie Mahrt: CSG Systems, Inc.
- Dr. Kandace R. Miller: AIM (President & CEO)
- Ken Moreano: Scott Data Center
- Jim Navin: Kiewit Technology Group
- Ashley Perkins: Cox Business
- Justin Rauner: Kiewit Technology Group
- Chris Russell: Google
- Kim Whittaker: First National Technology Services
- Nancy Williams: No More Empty Pots

2.3. Administrative Director, Agents, and Instructors:

- Emily Matis, M.A.: Director and Agent
- Nathan Decker: Agent
- Patricia Saavedra: Agent
- Nathan Watson: Agent
- Justin Trowbridge: Agent
- Joshua Burden: Instructor
 - Education: BS in Computer Science from Bellevue University, Associate of Computer Science from Metropolitan Community College
 - Experience: IT Consultant for Solution One, IT Consultant for Westview Bed and Breakfast, Front End Developer for Breathe EZ Air Filtration Systems, Front End Developer for 75 North Highlander Project, Front End Developer for Enterprise Precast Concrete, Front End Web Developer for Methodist Health Care Systems, Java Developer for Rebuild Together Omaha, Java Developer for Create Your Statue, WordPress Developer for OnTheWeb.design, WordPress Developer for DroneCity Classic, WordPress Developer for TechRunWay
- Vanessa Kasun: Instructor
 - Education: AS in Computer Science and Front End Development from Metropolitan Community College
 - Experience: Front End Web Developer for North 24th Street Bid
- David Tarvin: Instructor

- Education: BA in Political Science from UNO, BS in Web Development from Bellevue University
- Experience: Advisor at Nelnet, Software Engineering for Physicians Mutual Insurance Company
- Dr. Cory Taylor: Instructor
 - Education: PhD in Religious Studies, U of Iowa
 - Professional Experience: Logos Research Systems as a Data Curation intern, Five Nines Technology Group as a Field Engineer, MWI Direct as a Data Programmer/Analyst, Creighton University as a Data Scientist, Red Berry Innovations as a Sr. Data Scientist, United Development as a Data Analyst
- Kyle Schulz: Instructor
 - Education: BS in Business Information Systems from Bellevue University
 - Experience: Software Engineer for Kalos Group, Senior Application Architect for Micros Retail Systems, Director of Technology for Complete Nutrition, Senior Software Engineer for Physicians Mutual

3. AIM Code School 2020 Course Calendar

Courses subject to cancellation if minimum enrollment numbers are not met within 10 days of the listed course start date. The following schedule is subject to change.

3.1. Course Calendar

3.1.1. 12-Hour Intro Class (2 days, 6 hours per day)

- March 7 - 8
- June 6 - 7

3.1.2. Foundations Of Web Development (96 Hours)

- January 28 - April 2
- April 13 - May 21
- April 21 - June 30
- June 8 - August 12
- July 14 - September 22
- September 14 - October 16
- October 6 - December 17

3.1.3. Full Stack JAVA (112 Hours)

Full Stack Java & MySQL

- January 28 - April 23
- May 5 – August 6
- August 25 – December 3

3.1.4. .NET (112 Hours)

- May 25 - August 19

3.1.5. Data Science Academy

3.1.5.1. Business Intelligence (72 Hours)

- Introduction to Python Programming:

- 1/27/2020 - 2/19/2020
- 6/1/2020 - 6/24/2020
- Data Manipulation and Management in SQL:
 - 3/2/2020 - 3/25/2020
 - 7/6/2020 - 7/29/2020
- Data Visualization Using Tableau:
 - 4/6/2020 - 4/29/2020
 - 8/10/2020 - 9/2/2020

3.1.5.2. Fundamentals of Data Science (72 Hours)

- Basic Model Building:
 - 5/11/2020 - 6/8/2020
 - 9/14/2020 - 10/7/2020
- Mathematics of Model Evaluation:
 - 6/15/2020 - 7/8/2020
 - 10/19/2020 - 11/16/2020
- Advanced-Data Modeling:
 - 7/20/2020 - 8/12/2020
 - 11/23/2020 - 12/16/2020

3.1.6. Custom Corporate Tech Training Courses

All corporate training is restricted to corporate or business-sponsored students.

- Schedule to be determined with the partner organization

3.2 Observed Holidays

Observed holidays based on AIM Code School’s 2020 course and workshop schedule are provided in the following list. Classes will not be held on these dates. Workshop and course schedules will be adjusted as necessary:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

4. Description of Facility and Equipment

AIM Code School courses and workshops will be held at 1902 Howard Street, Omaha NE 68102 (unless otherwise specified), excluding the Data Science Program to be held at 1905 Harney Street Suite 210, Omaha, NE 68102. Our faculty will provide any handouts and lab materials (excluding computer equipment). Details about the required computer equipment follow:

4.1. Course System Requirements

- Operating System Requirements:
 - Microsoft® Windows 10 **OR**

- Mac OS X v10.11 (El Capitan) or later
- Chromebook (for Intro or Foundations courses only) with minimum 4GB of RAM & 16GB SSD
- Multicore Intel processor with 64-bit support
- 4 GB of RAM (8 GB recommended)
- 32 GB of available hard-disk space for installation; additional free space required during necessary program installation (cannot install on a volume that uses a case sensitive filesystem or on removable flash storage devices)
- Minimum display resolution of 1366 x 768. An internet connection and registration are necessary for required software activation, validation of subscriptions, and access to some online services.
- Google Chrome (free download available at the following link: <https://www.google.com/chrome/browser/>)

4.2. Equipment Use/Loan Policy

- Students who demonstrate financial need may petition the AIM Code School for use of qualified equipment (Laptop Computer) throughout the duration of the class in which the student is enrolled. Students who participate in the Equipment Loan program must:
 - Sign Equipment Loan Agreement
 - Be Responsible for the full cost of repair or replacement of any equipment not returned or returned in a condition less than received
 - Return Equipment on or before the last day of the Enrolled Class
- In the event, the loaned equipment is stolen, damaged, or otherwise not returned or if the equipment is returned in a lesser condition than received, students participating in the equipment loan program will receive an Incomplete (I) on the student's final transcript and will not be awarded the Certificate of Completion until payment for an equal replacement has been received by the school.

5. Specific Statement of Program Objectives

The purpose of AIM Code School is to support efforts to address the tech talent shortage in the Midwest experienced by startup companies, small – medium-sized businesses and major corporations by providing immersion-based web development courses that can be tailored to meet the skill level of the student.

Student to teacher ratios for each of the courses AIM Code School’s Web Development tracks follows:

Course	Maximum Student to Teacher Ratio
All Courses	15:1

6. Description of Educational Services Offered

AIM Code School offers web development, business requirements management, data science, digital marketing, and Agile project management training. AIM Code School faculty focus on providing both classroom instruction and hands-on learning opportunities. A listing of AIM Code School courses follows:

6.1 AIM Code School Course Details

AIM Code School's course and workshop details follow.

6.1.1 *Web Development Track: 12-Hour Intro Class & Foundations*

The 12-Hour Intro Class spans 2 weekend days (6 hours/day) and provides an affordable and quick way to either test run a full AIM Code School class or get up to speed and set up for success before you start a Foundations Class. The topics are ever-expanding including Web Development, Java, Data Science, and more.

Duration: 12 hours (Intro Class) Cost: \$250.00

6.1.2 *Web Development Track: Foundations of Web Development*

During the 10-Week Foundations Course, students will learn how to design websites from the ground up, build interactive, production-ready websites, develop sites using the web's native languages, HTML, CSS, and JavaScript, create powerful visualizations and animations and create client-facing websites with open web technologies.

Course Breakdown

During this course, students will learn the following:

- Design Fundamentals
- Brand Identity Basics
- Content Strategy
- Planning Your Approach
- Concepting, Wireframing & Prototypes
- Design Execution
- Intro to HTML
- In-Depth CSS
- Programming: Intro to Concepts
- JavaScript: Variables and Conditions
- JavaScript: Functions, Arrays, and Objects
- jQuery: Introduction, The DOM, Techniques, Ecosystem

Participant profile: Students or professionals interested in learning how to program interactive and responsive websites.

Duration: 96 (Foundations of Web Development) Cost: \$5,500.00

6.1.3 Web Development Track: Specialization

Specialization courses are geared towards students who are seeking to advance their web development skills beyond the Foundations course. It is required that students entering a Specialization course will have either completed a Foundations course or have a minimum of 3 months of experience building interactive websites.

Participant profile: Students or professionals seeking to advance their web development skills beyond the fundamentals.

Duration: 112 hours (Java), 112 hours (.NET)

\$6,500 (Java)

\$6,500 (.NET)

6.1.4 Data Science Academy.

This program, consisting of 2 certificates is taught in partnership with Contemporary Analysis--Business Intelligence and Data Science. These certificates, which build off of each other, expose students to the tools and skills that successful Business Intelligence Analysts and Data Scientists use every day.

These will include important techniques and tools necessary to introduce data science into company culture; get necessary political buy-in; find, manipulate, and analyze the data present inside a company's database; make predictions of outcomes, and create visualizations that can help non-technical users understand and see the identified trends and patterns inside the data.

Each Certificate consists of 3 modules, meeting 2 nights per week for 3 hours per night for 4 weeks.

Business Intelligence Analyst Certificate

- Introduction to Python Programming: 4 weeks
- Data Manipulation and Management in SQL: 4 weeks
- Data Visualization using Tableau: 4 weeks
- Duration: 72 hours
- Cost of Tuition and Fees: \$7500

Fundamentals of Data Science Certificate

- Basic Model Building: 4 weeks
- Mathematics of Model Evaluation: 4 weeks
- Advanced-Data Modeling: 4 weeks

- Duration: 72 hours
- Cost of Tuition and Fees: \$7500

6.1.5 Custom Corporate Training Courses

These training opportunities will vary in duration and topic depending on company needs. AIM Code School staff and instructors will work closely with partner organizations to develop curriculum, interview and select candidates, evaluate student performance, and provide graduate placement assistance for candidates who complete these programs

Duration: Up to 132 hours Cost: Varies

COBOL Cost: Varies

Evidenced-Based Innovation Cost: Varies

7. Enrollment procedures and entrance requirements

To begin the enrollment process, potential course/workshop participants must apply at www.interfaceschool.com/courses. Once an application is received, a member of the AIM Code School team will review the request and contact the applicant to discuss the program and answer any questions.

All applicants will be given the opportunity to tour the facilities of the school before the class starts. Per 92NAC42 004.08: A student who has not visited the school facility prior to enrollment will be given an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

NOTE: No applicants will be allowed to join the course after the second day of any course or workshop has been completed. AIM Code School will not accept late registrants after that point.

For some courses and workshops, applicants may be asked to obtain the National Career Readiness (NCRC) Certificate before enrolling or prior to completion of the course.

Upon review of the initial application by AIM Code School staff and director, applicants will be contacted by the director of the AIM Code School team to complete an enrollment agreement and arrange for course payment. Payment arrangement options are provided at interfaceschool.com/financial-aid.

8. Description of school’s placement assistance

While placement is not guaranteed, AIM Code School commits to connecting students with employers and providing help in basic job application skills. This includes, but is not limited to custom job leads, invitations to various career fairs, and more. Students will also receive assistance in the form of resume and LinkedIn profile feedback and access to mock interviews.

9. Attendance policy including minimum attendance requirements

Regular and punctual attendance is an integral part of the learning process. As an AIM Code School student, you are expected to attend scheduled courses and workshops in which you are enrolled. Definitions of absent, tardy and no-shows follow. If a student fails to notify the course/workshop instructor of absence, the student's presence will be recorded as a no-show for the session. All refunds are based on the schedule detailed in Section 16 (Refund Policy) of the Course Catalog. If a student falls below a 60% attendance, he or she will be dropped from the class with no refund given.

9.1. Absence Policy

Absences and late arrival to class are highly discouraged and disruptive to other students. AIM Code School instructors and administrators will determine the course of action on an individual basis which will include a warning and may lead to termination of a student's participation in a workshop or course. Exceptions to this policy will be considered for absence(s) which the program faculty deems justified by illness or unavoidable emergency. In the event of a prolonged illness, the student should notify program faculty as soon as possible to secure options for dropping, receiving a partial refund, or continuing the class at a later date.

Since active participation in the academic portion of this program is mandatory, being removed from any course/workshop due to excessive absences may result in expulsion from the entire program without refund or recourse.

Non-attendance at required site visits, excursions or other non-classroom activities is considered to be an absence.

9.2. Tardiness Policy

Late arrivals to classes are a disruption to your fellow students and faculty. This program's policy is that students who arrive to class after the scheduled start time are considered tardy. Two Tardies equal one unexcused absence. Arriving more than 15 minutes after the class is scheduled to commence will cause students to receive an unexcused absence for that class period, subject to review by the instructor.

Timeliness applies to onsite visits and excursions as well. Site visits and excursions will depart as scheduled, except only conditions beyond AIM Code School's control. Students arriving after 10 minutes of class start time will receive an unexcused absence and will not be eligible for a refund for the missed session.

10. Satisfactory Progress Policy

AIM Code School workshops and courses will include both in-class instruction and hands-on learning. Students who successfully complete all projects, course/workshop tasks assigned by the instructor and meet the minimum attendance requirements will receive a certificate of completion for the course. Successful completion of a project, course/workshop tasks means that the hands-on portion of AIM Code School courses and workshops will be evaluated by the instructor for completeness and demonstrated understanding of course learning outcomes. Successful completion is defined as:

10.1. Grading Breakdown

A. 30%: Homework

Complete required homework as provided by instructors. All homework will be graded on a pass/fail basis. Instructors will provide feedback including opportunities for improvement. Regarding all required homework, the following are minimum expectations for submissions:

- Technical writing skills. See the following link for examples of technical writing <https://www.udemy.com/blog/technical-writing-examples/>
- Succinct explanations for answers to all questions
- Demonstration of unique or correctly cited research (MLA style – see the following link for assistance with MLA citation - <https://owl.english.purdue.edu/owl/resource/747/02/>)

B. 70%: Individual/group projects, Performance, and Participation

As part of the AIM Code School program, students may have the opportunity to develop websites and web applications as personal projects and/or participate in a small group project to deliver an interactive website to a small business/nonprofit in the local community.

Students will receive a grade of pass/fail based on the following items

- Attendance
- Instructor evaluations of individual performance
- Quality of assigned project deliverables – features and functionality match project requirements, are delivered on time and are bug-free.

Student groups/individuals (in the case where group projects are not assigned) will receive a grade of pass/fail on the quality of the following items:

- Attendance
- Product demonstrations
- Client interaction and management (group projects only)
- Final documentation – an example will be provided to the students to use as a template
- Final presentation
 - Professionalism
 - Delivery of information to the audience
 - Quality of the final demo

11. System of making progress reports to students

Student progress will be reported individually and in person on a project by project basis for the duration of each course or workshop. Students may participate in 1 – 5 individual projects depending on the length and content of the course or workshop.

12. Student conduct policy

Since some AIM Code School workshops and courses include practicing with real businesses on real projects, students are expected to be respectful, professional, cooperative and collaborative for the duration of the session.

Students who do not exhibit qualities expected of professionals in this situation will receive a verbal and written warning for the first incident which will be stored in the student's permanent AIM Code School file. Any subsequent incidents may result in termination of course/workshop enrollment. No refund requests will be approved from students who are terminated from an AIM Code School workshop or course due to misconduct.

13. Readmission Policy

Students who have been expelled or voluntarily dropped from AIM Code School for any reason and wish to return must submit an application for readmission to the Director. Applications are due no less than 30 days, but no more than 6 months prior to the beginning of the session in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received by the Director.

For students who left AIM Code School in good standing, eligibility for readmission will be determined by the Director. Only students who appear to have the potential for success in general and within their selected program will be readmitted.

The Director will evaluate requests for readmission on the basis of the following criteria:

- The student's written statement (including a statement regarding reasons for previous expulsion) in which:
 - compelling reasons are offered for wishing to return to AIM Code School;
 - the student indicates how and why performance will improve if readmitted;
- Requested readmission session

Students are encouraged to send transcripts, if applicable, to support their application at the time of reapplying and final decisions may be deferred pending receipt of a transcript.

The Director reviews only written materials and individual appearances are not permitted. Once a decision has been made regarding the application, the student will be notified in writing. Registration instructions will be sent when that information becomes available. The Director reserves the right to revoke any offer of readmission. The Director will review the progress of all students returning to AIM Code School following expulsion. Continuation of enrollment is contingent upon satisfactory progress during the session the student is readmitted.

14. Student Probation Policy

Students will be placed on probation at the end of any week when they have failed to complete all mandatory assignments for that week. Students will be notified via email when placed on probation. Incomplete assignments must be made up the following week to be removed from probation, at which time they will receive an email indicating they have successfully been removed from probation. If

missing assignments are not completed during the probation week, the student may be terminated from the course.

15. Student Record Policy

PURPOSE:

To inform students of their rights and responsibilities pertaining to their AIM Code School records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

APPLIES TO:

AIM Institute employees (faculty, staff, student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting AIM Code School business (administrative, financial, teaching, research or service).

Students may request a copy of their student records/transcripts/certificate of completion by notifying AIM Code School in writing at the following email address:

admissions@AIMCodeSchool.com. The student will receive the transcript via email at no cost.

16. Credit granted policy for previous education, training or experience

While AIM Code School is not a credit-granting entity, AIM Code School will take into consideration previous education, training or experience and applicants may be admitted to a course without first taking any preceding courses following successful completion of an interview and assessment conducted by the AIM Code School instructor assigned to the course. Additionally, a student can complete an AIM Code School program by a combination of course completion and competency testing; however, certificates cannot be granted based solely on competency testing.

17. Payment Policy

Course payment options are available at interfacedschool.com. AIM Code School students with payment plan agreements must submit tuition payments by the due date each month. Payments not received by the due date (regardless of the payment method chosen) are subject to a \$25 late charge. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award a Certificate of Completion. The student and school understand that this Agreement may not be amended except in writing and signed by both parties. All refund requests are subject to the policy outlined in section 18 of the course catalog.

17.1. Reduced Payment Plan Agreement Policy:

Should the student's income after completion of the class not meet a level needed to fully fulfill the payment terms of the original agreement, the student may request an AIM CODE SCHOOL REDUCED PAYMENT PLAN AGREEMENT. In order to obtain a reduced payment agreement, the student must demonstrate financial hardship by submitting in writing the reason for requesting a reduced payment period to the AIM Code School and the AIM Business Office. Upon review, the AIM Code School will either grant the reduced payment for a specified amount of time, request additional information to determine eligibility or deny the request.

Upon completion of the above agreed upon period, should the student remain in financial hardship, he/she can petition the AIM Code School for a continuation for an additional agreed upon period of time. The petition to continue reduced payments must include the student's name, course/workshop and a copy of the original AIM CODE SCHOOL REDUCED PAYMENT PLAN AGREEMENT FORM along with a description of continued financial hardship and a suggestion for the length of the new agreement. Upon review, the AIM Code School will either grant the continuation of the reduced payment for a specified amount of time, request additional information to determine eligibility or deny the request.

17.2. Veterans Benefits

According to Veterans Benefits and Transition Act (VBTA) - Section 103 Compliance, AIM Code School permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

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

Our policy also insures that our institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

18. Refund policy

Cancellation and Tuition Refund Policy

While cancellation requests are accepted at any time during a course or workshop, refund eligibility will be based on the cancellation date. The enrollment date is determined by the date and time an enrollment agreement is approved by AIM Code School's Director via email (contact information available at interfaceschool.com). The cancellation date is determined by the date the student notifies AIM Code School in writing at the following email address: admissions@AIMCodeSchool.com. The cancellation and refund request email message must include the student's name, course/workshop to cancel and reason for cancellation. A student who fails to attend a course/workshop is required to contact AIM Code School at admissions@AIMCodeSchool.com to begin the cancellation process – 'no

shows' (class absence without notice) do not count toward the cancellation date (See Attendance Policy for additional information). Additionally, students who are terminated from AIM Code School workshops/courses for misconduct will not be eligible for refunds. The cancellation process will not begin until a formal written request is received using the method described above.

The following refund policy is in accordance with the Nebraska Department of Education code 92NAC41 Refund Policy:

Requests for course withdrawal and refund of tuition must be made in writing and be received by the AIM Code School Admission's officer at admissions@AIMCodeSchool.com no later than 72 hours after the enrollment forms have been signed. Requests must be received 72 business hours prior to the start of the course for a full refund. Requests received after a course's completion cannot be fulfilled.

If cancellation occurs after 72 hours of enrollment, but before the course begins, or educational materials have been delivered, a refund shall be made of all tuition paid except for a registration fee of \$150.

A full refund is due to students whose contracted education services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.

A full refund is due an individual whose admission is denied by the school.

The school shall make all refunds due within 60 days following a student's official drop date, or in the case of a student who does not return to school at the expiration of an approved leave of absence, within 60 days following the last day of that leave of absence.

The following is the refund policy for students who cancel after courses has begun or educational materials have been delivered.

Partial Refunds

Less than or equal to $\frac{1}{2}$ of total course duration (ex. For a two week workshop, cancellation received before 1 week has passed since the workshop start date): 50%* of the full cost of the course

Less than or equal to $\frac{3}{4}$ but greater than $\frac{1}{2}$ of total course duration (ex. For a two week workshop, cancellation received after 1 week, but before 1.5 weeks has passed since the workshop start date): 25%* of the full cost of the course

Greater than $\frac{3}{4}$ of total course duration. (ex. For a two week workshop, cancellation received after 1.5 weeks has passed since the workshop start date)
0%* of the full cost of the course

*All refund amounts for cancellation requests will be at the rate provided in the 'Refund amount' column less the course enrollment fee of \$150.00. All unpaid referral bonuses, if any, will be void following student-initiated cancellation or instructor termination of student participation in any course/workshop (see [Student conduct policy](#)).

*Refund Policy for those receiving Veteran Education benefits – if a student should discontinue the course, the amount charged for tuition, fees and other charges for a portion of the course will not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The amount paid in excess of the charges will be refunded, less the amount for books and any memberships if they have been issued.

19. Transfer Credit Policy

Students who have completed (or plan to complete) course work at a non-Stanford, regionally accredited college or university may request an evaluation for transfer credit. External coursework may be considered for transfer credit if all of the following conditions are met:

- The course work is completed at the Nebraska Department of Education accredited institution.
- The course work is substantially similar to AIM Code School courses.
- The final grade posted for each potential transfer course is or equivalently to 'PASS'
- The course work does not duplicate, overlap, or regress previous work.

20. Procedure for addressing student complaints

The student may contact the AIM Code School's Director regarding any concerns or complaints. Contact information is available at www.interfaceschool.com. Complaints that cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education's Program Director. Contact information is available at <https://www.education.ne.gov/ppcs/contact-us/>

21. Placement in Specialization Requirements

The student may contact the AIM Code School's Director regarding being placed into one of our specializations courses (.NET, Full Stack Java, Foundations Data Science certificate) without having taken the Foundations of Web Development Course. By creating and submitting a fully functional website to the Dean of AIM Code School for approval to be placed in the requested specialization track and taking the NCRC National Placement test, some student may be eligible to test out of taking Foundations of Web Development.