

# **ITCyber.tech Student Handbook**

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WinCertification  
**Academic Year: 2026–2027**



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## 1. Institutional Overview

ITCyber.tech provides career-focused training in Information Technology and Cybersecurity through accelerated bootcamps, flexible learning formats, and industry-aligned certification programs.

Our mission is to deliver practical, skills-based education that prepares students for immediate employment and professional advancement in high-demand technology fields.



## 2. Academic Compliance

ITCyber.tech operates in alignment with the standards established by US law ensuring transparency, accountability, and student protection.

The institution complies with applicable state regulations regarding:

- Student disclosures
- Tuition policies
- Instructor qualifications
- Recordkeeping and reporting



### 3. Admissions Policy

#### General Admission Requirements

- Completion of enrollment application
- Valid government-issued identification
- Basic computer literacy (varies by program)

#### Ability to Benefit (ATB)

Applicants without traditional academic qualifications may be admitted through an **Ability to Benefit (ATB) Assessment**, which evaluates readiness for training.

#### Pre-Course Questionnaire

All students must complete a pre-course assessment to:

- Identify current skill level
- Determine appropriate placement
- Support instructional planning



## 4. Programs & Instruction

### Training Formats

- Live Online Instructor-Led Training
- Self-Paced Learning
- Group Cohort Training
- One-on-One Instruction

### Program Structure

- Weekday Bootcamps: 5-day intensive format
- Weekend Bootcamps: 4-day format over two weekends

### Curriculum

Programs are aligned with industry certifications, including:

- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Cybersecurity advanced certifications (CySA+, PenTest+)
- Microsoft Office Specialist (MOS)



## 5. Attendance Policy

Students are expected to attend all scheduled sessions.

- **Minimum Attendance Requirement:** 90%
- Excessive absences may result in dismissal or required re-enrollment
- Tardiness may impact course completion status



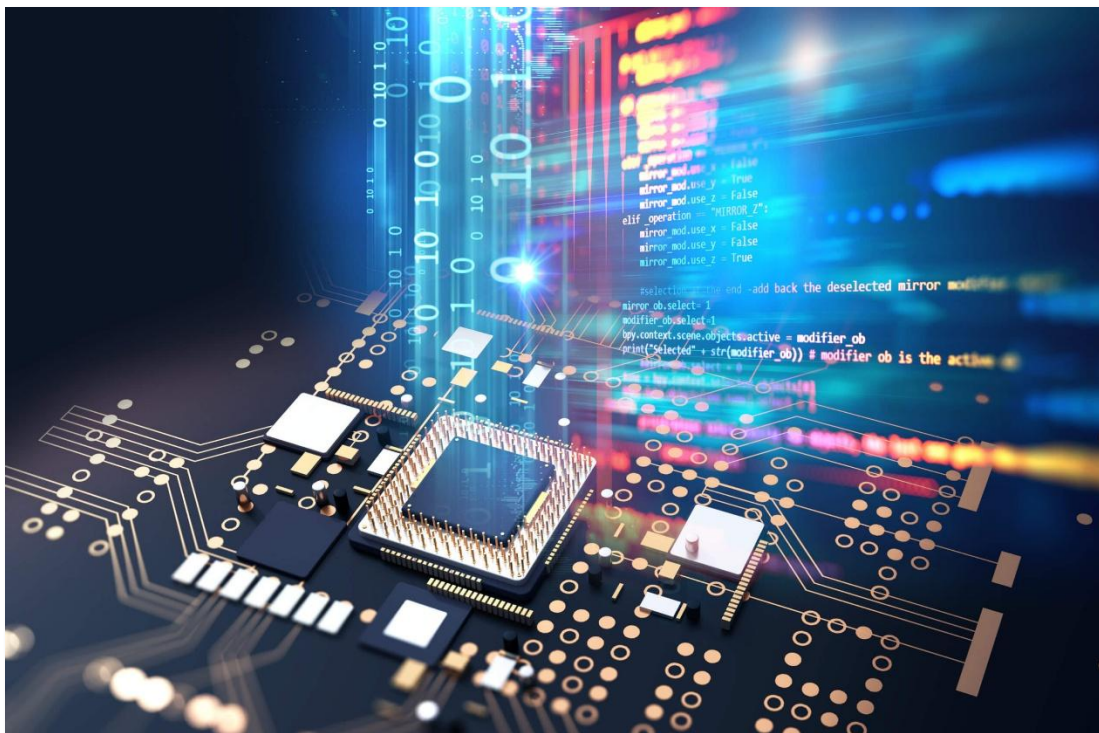
## 6. Academic Progress Policy

Students must demonstrate satisfactory progress through:

- Participation in labs and activities
- Completion of assignments
- Instructor evaluations

Failure to meet academic expectations may result in:

- Academic warning
- Probation
- Dismissal



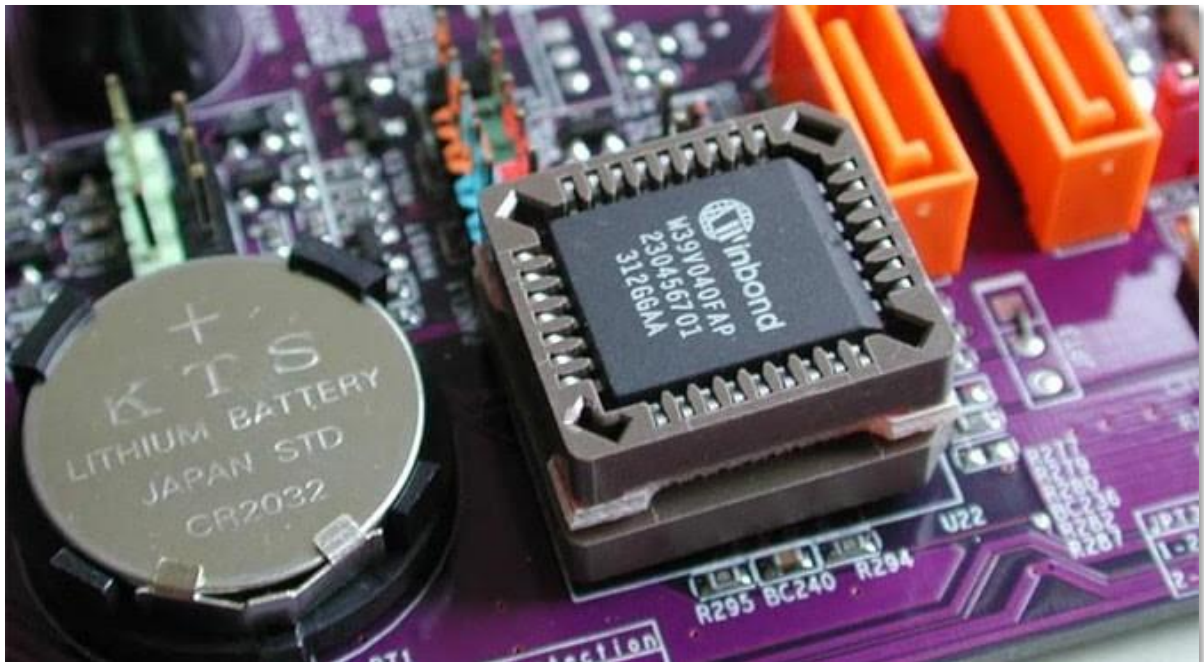
## 7. Grading & Completion

Programs are evaluated on a **Pass/Fail basis** or skills competency model.

To successfully complete a program, students must:

- Meet attendance requirements
- Demonstrate competency in required skills
- Complete all assigned coursework

Certificates of completion are awarded upon successful program completion.



## 8. Code of Conduct

Students are expected to maintain professional behavior at all times.

### Prohibited Conduct Includes:

- Disruptive behavior
- Academic dishonesty
- Harassment or discrimination
- Unauthorized access to systems or materials

Violations may result in disciplinary action, including dismissal.



## 9. Student Support Services

ITCyber.tech provides:

- Academic advising
- Instructor support
- Technical assistance
- Career guidance and certification preparation



## 10. Tuition, Fees & Payment Policies

### Tuition

Program costs vary by certification and training format.

### Payment Options

- Full payment
- Installment plans
- Sponsored or employer-funded training

### Refund Policy

Refunds are calculated based on withdrawal date:

- Before program start: 100% refund
- After start (pro-rated based on hours attended)
- No refund after a defined completion threshold (e.g., 60%)

*Exact refund calculations are provided in the enrollment agreement.*



## 11. Cancellation & Withdrawal Policy

Students may withdraw at any time by submitting written notice.

The institution may cancel a program due to:

- Low enrollment
- Instructor's unavailability
- Unforeseen circumstances

In such cases, students will receive a full refund or transfer option.



## 12. Complaint & Grievance Policy

Students are encouraged to resolve concerns internally first.

### Internal Process

1. Submit written complaint
2. Administrative review
3. Resolution within a defined timeframe



### 13. Non-Discrimination Policy

ITCyber.tech does not discriminate based on:

- Race
- Gender
- Age
- Religion
- Disability
- National origin

All students are entitled to equal access and opportunity.



## 14. Privacy & Student Records

Student records are maintained securely and confidentially.

Students have the right to:

- Access their records
- Request corrections
- Control release of personal information



## 15. Technology Requirements

Students must have access to:

- Reliable internet connection
- Computer capable of running required software
- Webcam and microphone (for live training)



## 16. Safety & Online Conduct

Students must:

- Use secure login credentials
- Follow cybersecurity best practices
- Respect virtual classroom etiquette



## 17. Certification Disclaimer

Enrollment in a program does not guarantee certification.  
Students must pass official certification exams administered by third-party providers.



## 18. Acknowledgment

By enrolling, students acknowledge they have read, understood, and agreed to the policies outlined in this handbook.



## **Appendix A: Key Definitions**

- **Bootcamp:** Accelerated training program
- **ATB:** Ability to Benefit assessment
- **Completion:** Meeting all academic and attendance requirements

## **Appendix B: Contact Information**

### **ITCyber.tech Admissions Office**

Email: [support@itcyber.tech](mailto:support@itcyber.tech)