



**THE  FORTRESS  
ACADEMY**

*Catalog*

*The Fortress Academy*

*1270 Roosevelt Ave.*

*York, PA 17404*

*10/6/23*

**Take Control  
<Learn to Code/>**



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## TABLE OF CONTENTS

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MISSION STATEMENT	3
GENERAL DESCRIPTION OF AVAILABLE SPACE, EQUIPMENT, AND FACILITIES	3
SCHOOL POLICIES AND PROCEDURES:	3
ENTRANCE REQUIREMENTS	3
REQUIRED EQUIPMENT	3
PRE-WORK REQUIREMENT	4
ADMISSIONS PROCEDURE	4
CREDIT FOR PREVIOUS EDUCATION OR TRAINING	5
GRADING SYSTEM	5
STANDARDS FOR SATISFACTORY PROGRESS	5
ACADEMIC PROBATION	5
ACADEMIC SUSPENSION OR TERMINATION	5
STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL	5
RE-ENTRANCE	5
LEAVE OF ABSENCES	6
GRADUATION REQUIREMENTS	6
STUDENT RECORDS	6
SCHOOL CALENDAR	6
ENROLLMENT DATES	6
SCHEDULE OF FEES	7
CANCELLATION REFUND POLICY	7
REFUND POLICY	7
STUDENT GRIEVANCE PROCEDURE	8
PROGRAM/COURSE REQUIREMENTS:	9
PROGRAM DESCRIPTION	9
PROGRAM OBJECTIVES	9
COURSE DESCRIPTIONS	9
LIST OF FACULTY AND ADMINISTRATORS	10
BOARD OF TRUSTEES	10
SCHOOL ADMINISTRATORS AND FACULTY	10



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## Mission Statement

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The world is changing at an exponential rate. With these changes come enormous challenges as well as opportunities. There are currently over 500,000 unfilled jobs in the IT sector in the US. With that number set to increase to 1,000,000 in the coming years, accelerated education programs like coding schools and Coding Bootcamps have stepped up to fill that void. The goal of The Fortress Academy is to be a catalyst for such skills here in central PA.

The gap in STEM and STEM related workforce skills is only widening. By locating in downtown York Pennsylvania, The Fortress Academy provides an immediate opportunity for residents of the city and county to enter this growing industry.

We are an accelerated (program length is 12 weeks), intensive, code training program. Our training courses cover multiple languages and frameworks with the aim of creating at minimum “Junior Level” computer programmers for a variety of positions or advancing technical skills of students with a CS or Engineering Degree. Our graduates will be ready to dive into any project or team, adding immediate value as a Junior Level Programmer. Many projects require the basics of programming with a growth or “learn to learn” mindset rather than the traditional Computer Science or Engineering Degree. With more and more companies building their own in house technology the need for a middle layer of technology worker is emerging. Rather than looking for a “Blue Collar” employee, companies are looking for a “Code Collared” worker. Code schools have been gaining traction for one simple reason...they work. The gap in the current job market is huge and continuing to grow. Programs like The Fortress Academy Computer Programming Diploma can serve as a catalyst for not only local business but as an opportunity for more minorities, woman and veterans to enter the field of STEM as a career.

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## General Description of Available Space, Equipment, and Facilities

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The campus consists of one instructional space. The classroom is set up with tables / desks, chairs, displays, and white boards so instructors may lead students in the development of software skills.

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## School Policies and Procedures:

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### ENTRANCE REQUIREMENTS

- Applicants must be at least 18 years of age.
- Applicants must have a personal interview with school personnel.
- Applicants must provide a high school diploma or equivalent.
- Applicants are suggested to complete the optional online pre-course work.
- Applicants must take a mandatory entrance exam which tests understanding of fundamental programming concepts. A score above 70% is required.

### REQUIRED EQUIPMENT

Due to the rapid and lean philosophies that are inherent to the technology sector, The Fortress Academy has adopted an “open source” and “lean method” when it comes to training. With a focus on coding, method and team work, The Fortress Academy requires their students to have only a laptop as a necessary requirement for

the class. The laptop is not provided by the school, so students must have access to their own laptop for the period of their selected course. This machine must be able to run Windows 7 or later or Mac OS X.

The Fortress Academy will assist accepted students with identifying an acceptable machine for use during their selected course. Due to ever changing technology and software upgrades, system requirements are subject to change based on industry needs.

## SUGGESTED PRE-WORK

40 hours of pre-work will be given to students after they've submitted an application and begin the acceptance process.

It is designed to introduce you to many topics you'll touch upon again during the program. Completion of the pre-work is not mandatory; however it is designed to help prospective students prepare for the pre-acceptance exam and ensures a baseline level of knowledge in advance of starting the program. Mastery of each subject is not expected but we're hoping you will become excited by what you uncover and dig further.

Applicants must take the entrance exam on-site and according to the schedule as made available via email and on the website.

## ADMISSIONS PROCEDURE

Our admissions process comprises 5 steps and is designed to elicit the core traits we've seen help students succeed in and after the program. This is a rigorous admissions process.

### Step 1

After a prospective student submits a Request for Information, we review their survey responses and...

### Step 2

Move forward with select applicants to a phone interview. During the phone interview we are looking to understand more about your background and you'll have the chance to ask us any questions you have. If the phone interview is successful we'll curate pre-work based on a variety of factors including aptitude as demonstrated by the survey, etc. and move you on to...

### Step 3

Pre-admit work and entrance exam.

### Step 4

Set a date to interview with alumni or instructors (if applicable to your course choice). During the interview we may ask brain teasers, logic questions, discuss the pre-admit work you completed, or ask you to describe or demonstrate skills covered in pre-admit work assignments.

### Step 5

Once you have completed all requisite steps in the process, you will receive confirmation of your acceptance status from your admissions representative. An Enrollment Agreement is completed and application fees paid to start school.

## CREDIT FOR OR TRANSFER OF CREDITS / PREVIOUS EDUCATION OR TRAINING

- The Fortress Academy does not accept transfer credit nor allow credit for prior experience.
- Credits from The Fortress Academy are not guaranteed to transfer to any other educational institution

## GRADING SYSTEM

View individual course syllabi for grading rubrics.

## STANDARDS FOR SATISFACTORY PROGRESS

- 90 percent attendance
- Minimum 2.0 GPA per course
- Final grade and student evaluations are issued at the end of each course.

## ACADEMIC PROBATION

A student unable to attend 90% of the course and/or whose grade has dropped below 70% will be placed on academic probation for a period of two weeks. If the student brings their GPA above 70%, within this two week period, they will be removed from probation. The student will also be given extra assistance in an effort to reach the expected level of performance.

## ACADEMIC SUSPENSION OR TERMINATION

At the end of probation, if the student has not achieved course standards then the student shall be terminated with an opportunity for re-enrollment, depending on the recommendation of the academic review committee. The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within 48 hours of the committee's decision.

## STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

Any student not conducting themselves in an orderly and professional manner which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules and/or missing more than 90% of the course, will lead to either probation or dismissal from classes.

## RE-ENTRANCE

- Any student who has dropped out of the program, may be readmitted within 12 weeks by completing a personal interview with the school's director and paying all fees due at the time of readmission. Program requirements at the time of re-admittance shall be applicable.
- Any student who was academically terminated, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Student shall be on probation for his/her first term. Program requirements at the time of re-admittance shall be applicable.
- Any student who was terminated for conduct may not be readmitted.

## ATTENDANCE

The school maintains an attendance record on the student. The school requires ninety percent (90%) completion of class hours in order to receive a certificate of completion from the course. If in any thirty-day period your attendance is less than 90%, you will be notified and placed on probation for a period of 2 weeks. If the student brings their cumulative attendance up to 90% during this 2-week period, they will be removed from probation. If you fail to correct your attendance problem you will be dismissed from the school. If dismissed from the school, you will be required to request reinstatement which cannot be done for a minimum period of 2 weeks. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved.



Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.

## **LEAVE OF ABSENCES**

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice containing the length of the absence, an expected return date, and the reason they are unable to attend. If a student fails to notify the school director of their leave of absence, or the student does not return within the term of absence approved, the student will be held to the standards discussed in the Attendance section which may include automatic termination or probation. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

## **GRADUATION REQUIREMENTS**

Diplomas are awarded upon the successful completion of the educational program. All courses must be passed with a minimum GPA of 2.0 to be awarded a Diploma. The final and overall GPA will be delivered to the student via email within 14 days of the final day of class. Diplomas will be presented in a graduation ceremony. Diplomas may be mailed to students if they are unable to participate in the graduation ceremony.

## **JOB PLACEMENT AND STUDENT SERVICES**

**The Fortress Academy will assist with, but not guarantee, placement of students with local and non-local positions related to the certifications achieved. In addition, The Fortress Academy will conduct interview preparation as well as portfolio / resume development in support of this goal.**

## **STUDENT RECORDS**

Student records and transcripts are kept on file permanently and are protected from fire, theft and other perils.

## **SCHOOL CALENDAR**

- The program is a 480 hour program offered in 8 hour sessions over a 12 week period.
- The school may be closed additional days due to inclement weather. Notifications of closures will be made via email and classes made up at the end of the term.
- The following holidays are observed and no classes are held:
  - New Year's Day
  - Memorial Day (last Monday in May)
  - Independence Day (July 4)
  - Labor Day (first Monday in September)
  - Thanksgiving Day (fourth Thursday in November)
  - Christmas Day
- The hours per week vary depending if the class is academic or lab. Please refer to the course syllabus' detailed schedule.

*\*Make-up sessions may be scheduled during hours other than the regularly-scheduled meeting times, including breaks and weekends.*

## **ENROLLMENT DATES**

- A student may enroll at any time prior the start of a new class.
- The school has rolling admissions. A new cycle starts every three months.





## COURSES OFFERED

The Fortress Academy offers full-time immersive courses and part-time courses.

The Fortress Academy’s full-time immersive courses are designed to prepare students for a new career in their field of study. Part-time courses are designed to help students level up on a skill-set and create an initial portfolio of work in their field of study. The part-time courses (which are not described in detail within this catalog and are subject to regular changes) are not geared for career transitioning and may be designated as “avocational.” The Fortress Academy’s courses are not designed to lead to positions in a profession requiring state licensure.

## SCHEDULE OF FEES

Unless otherwise agreed to in a private lending agreement and as approved by The Fortress Academy, admitted students must pay a tuition deposit of \$1000.00 to reserve their seat in a course. At least 25% percent of the total tuition is due by the first class meeting, at least 50% of the total tuition is due by the start of the third week of instruction, and at least 75% of the total tuition is due by the start of the fifth week of instruction. Full payment is due by the last class meeting and payments may be divided in up to four installments. The Fortress Academy may allow exceptions to this policy in extraordinary circumstances. If you believe you have an extraordinary circumstance, please speak to an Admissions Manager.

The following additional fees (if applicable) apply to all students:

Returned Check: \$25.00 fee

Late Fee (30 days after a payment is missed): 2% of the amount outstanding

Tuition and other fees may vary based on a variety of factors and are described in the catalog.

Programs	Registration Fee	Deposit (Credited toward Tuition)	Remaining Tuition	Total Cost of Program
Computer Programming Diploma	\$150	\$1,000	\$6,750	<b>\$7,900</b>

In the event payment is not collected in accordance with this schedule, students will be notified via email and letter. In addition, attempts will be made to contact student via phone within reason.

After a period of 120 days, the account will be handed over to a collection agency.

## CANCELLATION & REFUND POLICY

The Fortress Academy follows the refund policy as outlined in Pa Code § 73.134. Refund and withdrawal policies.

(a) Refund and withdrawal policy—resident programs of 6 weeks or longer duration.

(1) For a student cancelling after the fifth calendar day following the date of enrollment as defined in § 73.132 (relating to application or registration fee) but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee as calculated in § 73.132.



(2) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

- (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
- (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
- (iii) For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
- (iv) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
- (v) For refund computations, a term, semester or quarter may not exceed 18 weeks.

## **FINANCIAL ASSISTANCE**

The Fortress Academy does not participate in federal or state financial aid programs. See the payment plan for information related to institutional financing. We do however, partner with a number of peer-to-peer funding platform such as Upstart and Pave.

For a full list and for more detailed information, visit: <https://thefortress.academy/apply/financing-your-education>.

## **LOANS**

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The Fortress Academy does not offer institutional loans to its students. If the student receives third-party financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## **STUDENT GRIEVANCE PROCEDURE**

Any student who has a grievance with the Academy or an instructor should first discuss the problem with the instructor or staff member the grievance is in reference to. If a resolution is not reached, the student should make a written complaint and submit it to the Academy Director asking for a written response.

(12ii) The school is licensed by the Board. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333.

## **CONSUMER INFORMATION**

As a prospective student, you are required to review this catalog prior to signing an enrollment agreement.

Students will be provided with a PDF version of the catalog before receiving an enrollment agreement. The catalog will also be made available on The Fortress Academy's website at

<https://thefortress.academy/regulatory-information>.



The Fortress Academy has never filed a bankruptcy petition that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.), operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

The Fortress Academy is not accredited by an accrediting agency recognized by the United States.

Information about The Fortress Academy is published in this catalog that contains a description of policies, procedures, and other information about the school. The catalog will be reviewed and updated at a minimum annually. The Fortress Academy reserves the right to change any provision of the catalog at any time. These changes will not adversely affect currently enrolled students. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling at The Fortress Academy, the student agrees to abide by the terms stated in the catalog and all school policies.

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## PROGRAM/COURSE REQUIREMENTS:

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### PROGRAM DESCRIPTION

The Fortress Academy Computer Programming Diploma Program is designed to take a student with no prior knowledge of the field to a junior level coder.

### PROGRAM OBJECTIVES

The objective of this program is to prepare students to enter the technology field as a junior level computer programmer.

### COURSE DESCRIPTIONS

- **Programming Fundamentals (20 hours):** This course is intended for the student who has little to no background in computer programming. It is designed to give the student a better understanding of the history of computer programming, how computer applications work, and teach them how to write their own applications.
- **Employment Prep (110 hours):** Today's workplace is a multi-cultural, multi-generational, and dynamic environment. It is not enough to only be able to demonstrate technical skills. A potential employee or team member must be able to adapt, assimilate, and innovate to and in any company culture.
- **Back-End Engineering with C# and .NET (120 hours):** During Computer Programming Focus, the student will delve deeper into the principles and techniques of computer programming. While Programming Fundamentals remain the same across programming languages, in this course the student will begin to understand a specific languages' syntax and frameworks of C# and .NET.
- **Applied Career Computer Programming (120 hours):** In Applied Computer Programming, students take what they learned in Programming Fundamentals, Employment Preparation, and in the language-specific focus and demonstrate an understanding through practical applications.
- **Final Project (110 hours):** Before a student can graduate with a Computer Programming Diploma from The Fortress Academy, the student must take everything they have learned to produce one final sample product that demonstrates their value as a junior-level programmer.

## STUDENT: TEACHER RATIO

In an effort to maintain exceptional education quality, the maximum class capacity is 16 and maximum student to teacher ratio for lecture and laboratory learning is 16:1. Teachers may be assisted by other faculty members throughout the Diploma Program.

## List of Faculty and Administrators

### BOARD OF TRUSTEES

President	Bob Bossert – President of The W. Dale Brougner Foundation
VP/Treasurer	Alex Shorb – President of Pure Capital Management
Secretary	Scott Sipe – Chief Financial Officer of MANTEC
Members	Jem Pagen – Director of Technology Strategies at JNK Securities Chuck Russel – President of The Technology Council of Central Pennsylvania Seth Bray – CEO of Penn-Air & Hydraulics James Mason – PMP of Analyst Warehouse, LLC John Dolmetsch – President of BIG Wireless

### SCHOOL ADMINISTRATORS AND FACULTY

CEO/Head of School Director	John McElligott
Acting Director Of Programs/Head Instructor	Lucas Lobato
School Acting Directors	Daniel H Kemper II