

Geek**FORCE**



GeekForce

Policies and Guidelines



2025

1.Scope of terms

- a. These terms and conditions (“Terms”) govern your use of the GeekFORCE service (“Career Service”) provided by 4Geeks Academy through its website or digital platforms (“Services”). These Terms apply to any person who makes use of and accepts the Services (hereinafter, the “User” or “Student”), unless otherwise stated.
 - b. These Terms are exclusive and any other terms and conditions shall only apply if expressly approved in writing by 4Geeks Academy.
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2.Description of the service

a. ¿What is GeekFORCE?

GeekFORCE is a membership designed for professional empowerment, focused on helping students change or improve their career path. It is considered the second Bootcamp for 4Geeks Academy graduates, offering structured support to achieve career goals.

Our process follows a methodology based on the experience of the academy and the success stories of its graduates, ensuring the necessary preparation and accompaniment to achieve professional success.

In none of its plans will GeekFORCE “find a job for the student”, rather we will help turn the graduate into an expert job seeker, a skill they will use for the rest of their life, and we will support them throughout the process to increase their chances of success.

Finding a job requires effort on the graduates part. Following our guidelines with commitment and proactively has ensured that our students are able to get a job within the stipulated time according to their plan.

b. How does the service work?

As part of our GeekFORCE program, 4Geeks Academy offers a career service to help find the job that graduates are looking for. Our process starts after the bootcamp and extends until the end of the GeekFORCE program.

The program consists of 3 stages:

Stage 1: Building your brand

The Personal Branding Stage is designed to prepare students for the digital marketplace. It focuses on profile building, networking and personal branding. Throughout the

GeekFORCE program, graduates work on building their profiles on employment platforms (mainly CV profiles, LinkedIn and Github) and promoting their personal brand. All activities will be guided by a professional support advisor and the 4Geeks Academy team.

This first stage should take place between the first and second week after the presentation of the final project of the bootcamp.

Steps of the stage:

- **Onboarding session in classes:**
 - Prior to starting the final project, students who enjoy this benefit will be welcomed to the GeekFORCE process.
 - During that week, one of the career advisors will join the class to explain the material that will now be available to them, provide information on how the process will work, and answer any questions students may have.
 - The student will be asked to answer the shared forms (one by mail and one during class) to obtain valuable profile information that will help provide more personalized support.
 - A new program will be assigned on the 4geeks.com platform, called “Build your professional profile”.
 - Using the information on the dashboard, if desired, the student will be able to start working on creating the first version of your CV, LinkedIn and GitHub to be reviewed later in the group classes.
- **Group Classes:**

After the presentation of their final project, students will be invited to two group classes where they will work on their professional profiles.

- First Group Class: Building your professional profile (week 1 at the end of the Bootcamp)
 - It will be a working session where we will talk about each of the sections that a CV and a GitHub profile should have, and we will build them.
 - Afterwards, they will be reminded of the available information they have in the program to work on LinkedIn.
 - And it will be requested that at the end of the progress of their CV and GitHub, they deliver the corresponding on the platform.
- Second Class: Building your professional profile (week 1 at the end of the Bootcamp)
 - In this class we will review the progress of the profiles worked on in the previous class, and resolve doubts about them.
 - Work will begin on your LinkedIn profile.

- The profile will be adapted according to your professional goals.
- And the next steps to follow will be discussed.
- **Meeting 1-1: Review of profiles.**
 - In a meeting with your assigned career counselor, a final review of all profiles that should be uploaded to the 4Geeks.com platform will take place.
 - We will close stage 1 and discuss next steps: Introduction to stage 2 and interview practices

If you are part of the Guaranteed Work Program or have received a scholarship, this phase of the process requires your mandatory attendance to the GeekFORCE Classes, and when the professional profiles are uploaded to the platform and approved, you will receive your certificate. Therefore, this stage must be completed within a maximum of 2 weeks after the end of the bootcamp.

You will need to meet this requirement to receive your bootcamp certificate and be considered a graduate.

Stage 2: Preparing for job search and interviews

We'll move on to preparing you for your interviews, both technical and competency-based, and start talking about job search strategies and networking.

We will now meet with developers and people from our community to make sure you start building experience and have your first real-life interview-like tests and development challenges. This stage consists of the following activities:

- **First session:** 1 - 1 mentoring with your career coach: (week 1)
 - Resolving questions about job search preparation, interview practice, and networking strategies.
- **Session 2:** Real-time mock competency-based interviewing (week 2)
- **Session 3:** Mock technical interview (week 3)

If the student is part of the Guaranteed Work Program or has received a scholarship, this phase of the process must be completed within a maximum of 3 weeks from the time the student has completed Phase 1 above.

Students without guaranteed work have up to 4 weeks to complete Stage 2.

Stage 3: Job Hunting Process

The Job Search Period applies especially to students with the Guaranteed Job plan, it starts after the successful completion of both the Bootcamp and the first two stages of the GeekFORCE process and ends 9 months after this date. Throughout the job search, we provide one-on-one guidance and support and access to our career support sessions.

During this stage of the process the student's commitment is key, as they will be based on their job search activity and will be provided with strategies and receive personalized support. **Lack of activity and commitment from the student may compromise both the support and the guarantee offered.**

This stage is composed of the following activities:

- Follow-up sessions with your career coach and the 4Geeks team:
 - One meeting every 2 weeks (mandatory for guaranteed work or scholarship students) and follow-up meetings as needed or recommended by the student advisor or career specialist.
 - Meetings will focus on reviewing compliance with the following items:
 - Review of the job hunting tracker to verify the student's progress, and provide guidance accordingly to improve results. Use of the tracker is mandatory and no exceptions are made.
 - Guaranteed Job: Must maintain a number of applications of 15 or more positions per week. These must be adapted to the student's profile, following the advisor's recommendations, and must include face-to-face, hybrid and remote positions.
 - Professional Support: Must apply for 5 to 10 jobs per week.
 - LinkedIn activity review. The student must remain active on the platform through different activities, such as contacting recruiters and key people for their search process, making posts about their projects and skills, reacting or commenting on other people's posts, and/or growing their connections on the platform, in order to increase the reach of their profile.
- Continued development of skills developed during the bootcamp:
 - The student must keep updated and active in the development of their new skills for the technology area, therefore, the same:
 - Must work on at least one project after graduating in order to add it to their profiles and give them more strength.
 - This activity should be reflected in their GitHub profile through collaborations.
 - The student will be able to make use of “GeekPAL” mentorships to discuss areas of improvement, resolve doubts, and code problems.

Pause and Deferral Process

Any student or alumnus has the right to defer his or her Career Support (GeekFORCE) process **only once**, either before starting or once it has begun.

To do so, the student must send a **written request to 4Geeks Academy** explaining the reasons and circumstances for the deferral. Such reasons must be related to **illness, death in the family, psychological crisis or similar circumstances**, and must be **supported by official documentation**, such as a medical certificate or other valid proof to justify the request.

Deferral Conditions

- The pause process can only be requested for a **maximum of 30 calendar days**.
- This period will be added to the total commitment of the Guaranteed Work Program at a ratio of 1.5x the break time. Example: If the student takes a 30 day break, 45 days will be added to the total time commitment.
- Any request for a break longer than 30 days will be considered a breach of this agreement and will terminate 4Geeks Academy's commitment to the student.

Duties during the Break

- Even if the process has been postponed, the student must continue with the internship and demonstrate this so as not to affect their future job search.
- If a student delays starting their job search for more than 30 days after graduation, they will lose access to career support services until they begin their search.
- If you are in the Guaranteed Work Program, you will lose all benefits and will not be eligible for refunds or compensation.

Automatic Pause for Lack of Response

- If the student fails to respond to 4Geeks Academy communications for more than 15 days, the student will automatically be considered on hiatus.
- If the lack of response exceeds 30 days, the same conditions will apply as an extended voluntary pause, with possible cancellation of benefits.

Emergency Cases

- In case of emergency, the student must contact 4Geeks Academy within 5 days of the event and provide valid reasons for deferring their process.
 - Only a member of the 4Geeks Academy team can approve the request, and the request will be valid under the established conditions and deadlines.
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3. Eligibility requirements

a. Regular Student

To access the process you must meet the following conditions:

- The user must be 18 years of age or older.
- Must be eligible to work legally in the country of residence for at least 1 year after graduation.
- You must be committed to remain actively seeking employment after obtaining your certificate. If their intention changes at any time during their program, their eligibility will be cancelled.
- The student must not have been reimbursed for any previous 4Geeks Academy services.
- You must have attended at least 80% of your program's bootcamp classes.
- The user must have completed, submitted and published 80% of the projects assigned throughout their program to be eligible for the GeekFORCE process. This ensures that graduates have completed the work necessary to gain the skills and knowledge needed to get a job in technology.
- The student should not place their job search process on hold for a period longer than 30 days following the policies that can be read in the “deferred search” section.
- The user must maintain constant communication with their assigned career support advisor. Graduates may not go more than 15 days without responding to requests or messages sent by their advisors.
 - Advisors will use various communication channels such as email, Slack, and text messaging to reach out to students and graduates.
 - If an advisor has attempted to contact a graduate at least five times but has not received a response, the graduate will be considered non-responsive and will be automatically removed from the career support process and considered not to be placed.

b. Job Guarantee Plan

To access the process, in addition to the above requirements, you must meet the following conditions:

- The student must have completed high school, secondary school, vocational high school, or equivalent.
- The user must have an intermediate or higher level of spoken and written English (B2, B1, C2, or C1). This may be assessed through a third party service or assessment.
- The user must have attended at least 90% of the classes in the bootcamp program.

- At the time of graduation, students must have no more than 5 projects pending submission or approval. To be eligible for the GeekFORCE process, students are required to complete, submit, and publish 100% of the projects assigned throughout their program. This ensures that graduates have acquired the skills and knowledge necessary to successfully pursue a career in technology.
- The user must attend all Classes, Workshops, 1-1 meetings associated with the GeekFORCE process.
- The student must complete Stage 1 of the GeekFORCE process within 2 weeks of graduation.
- The student must complete stage 2 of the GeekFORCE process no more than 3 weeks after completing stage 1.
- You must have completed and passed all professional development assignments that are: (a) listed in the curriculum, in the order in which they appear in the curriculum, and (b) personally assigned by your career advisor. This includes without limitation, attending professional profile work classes, 1-1 mentoring, and passing mock interviews.
- The student must pass the technical assessment conducted as part of the GeekFORCE process, i.e., the technical interview practicum, with a score of 7/10 or higher.
- User shall respond to all forms sent by the GeekFORCE team including and without limitation, those sent via email or Slack, and those shared on video call.
- User has submitted at least 15 qualified job applications per week and has documented the corresponding information required on the job search tracking form provided by GeekFORCE with all required fields completed and supporting documentation linked.
- The student has actively participated in the creation and development of their professional network by completing 20 qualified contacts per month and documenting the corresponding information in the GeekFORCE tracking system with all required fields completed and supporting documentation linked.
- User maintains a qualified online portfolio (or Github profile) with a minimum of 3 qualified projects during the Job Search Period.
- The student must actively keep developing their programming skills post bootcamp completion, either through weekly exercises, personal project development, or by taking external courses.
- The student must be able to successfully pass any background checks associated with the jobs he/she applies for. Notwithstanding the above, if you do not obtain a job offer directly or in part because you have not passed the background check associated with the job offer, you will not be entitled to a tuition refund.

- The user has fulfilled his/her payment commitments and has not been in arrears for more than one month (failure to make payments may void the right to reimbursement).
 - Users shall refrain from engaging in any conduct that violates the [Call Policies](#).
 - User shall refrain from engaging in any conduct including, but not limited to, dishonesty, plagiarism, harassment, discrimination or any other form of misconduct.
 - 4Geeks Academy reserves the right to re-verify your eligibility at any time within the course and during the career service period. If you no longer meet the criteria, your eligibility will be terminated.
 - If you provide 4Geeks Academy with false or incorrect information related to any of the eligibility requirements, your eligibility will be voided.
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4. Considerations on the Job Guaranteed Plan

4Geeks Academy guarantees its students who benefit from the guaranteed work plan that they will get a qualified job offer within 9 months after both the successful completion of the bootcamp and the successful completion of the first two stages of GeekFORCE. Otherwise, 4Geeks Academy offers its Users a 100% refund of the respective course fee provided that the requirements and agreements of the program are met.

A qualified job or job offer is defined as:

- The job or job offer is for gainful employment, including full-time, part-time, contract, freelance, internship, or apprenticeship positions.
- The work schedule of the job or job offer is 15 hours per week or more, and/or the duration of employment is 10 weeks or more.
- The offer of employment allows for an improvement in the economic or working conditions with which the bootcamp program starts. (Considering that sometimes a career change may represent a lower income in the short term, but a better career and remuneration in the medium term).

If a student receives a qualified job offer, as defined above, whether or not it is accepted by the student, the guarantee will be fulfilled. Likewise, if the student chooses to seek and accept opportunities outside of the technology area these will be counted as fulfilling the guarantee.

a. Guarantee Conditions

Without limiting the foregoing, situations that void this Warranty include, but are not limited to:

- The student has violated the bootcamp policies.
- The user has not followed the payment policies.
- The student fails to attend or declines an interview, job offer, internship/apprenticeship or job simulation.
- The student has missed 4 or more meetings associated with the GeekFORCE process, guided by the call-in policies.
- The user has not completed stage 1 of the process within the stipulated time of 2 weeks after the end of the bootcamp.
- The user has not completed stage 2 of the process within the stipulated time of 3 weeks from the completion of stage 1.
- The user has not successfully passed the technical test with a grade equal to or higher than 7/10.
- The student has made less than 60 qualified job applications per month and has documented the corresponding required information in the tracker provided by GeekFORCE with all required fields completed and supporting documentation linked within one month of the job search period.
- The student has not actively engaged in the creation and development of their professional network and has completed less than 20 qualified contacts and documented the corresponding information in the GeekFORCE tracker system with all required fields completed and supporting documentation linked within one month of the job search period.
- The user does not maintain a qualified online portfolio (or Github profile) with a minimum of 3 qualified projects during the job search period.
- The student does not keep practicing their programming skills with either:
 - 1 weekly exercise.
 - 1 personal project per month.
 - External courses that consolidate skills seen in the bootcamp or help develop complementary skills.
- The user does not follow the instructions and guidance of his/her advisor by applying to the suggested positions to transition into the technology area (this includes but is not limited to considering positions in technical support, data analyst, tech sales, among others) and including positions in hybrid, face-to-face and remote modalities.
- The user has placed the GeekFORCE process on hiatus for a period longer than 30 days, with or without notice.

- In case the student wishes to place the process on pause for a period less than or equal to 30 days, he/she must send a justification (due to illness, death of a family member, similar situation) via email to geekforceus@4geeksacademy.com within 32 hours of the event and the paused time will be added by 1.5 to his/her guarantee date.
- This time is cumulative, i.e., if the student, with or without notice, does not participate in GeekFORCE processes for multiple periods totaling more than 30 days, this point still applies.
- The student provided false or incorrect information related to any of the eligibility requirements, the information will be voided.
- The user engaged in conduct that includes, but is not limited to, dishonesty, plagiarism, harassment, discrimination, or any other form of misconduct.
- The student has scheduled and attended less than 2 meetings per month with his/her advisor during the job search period.
- The student has not been able to successfully pass a background check associated with the jobs applied for.

If any of the following conditions occur, the student may be unilaterally downgraded from the Guaranteed Work Plan to the Professional Support Plan.

- The student has not completed 100% of the bootcamp projects by the cohort's final project submission date.
- The user does not attend any of the GeekFORCE classes for professional profile work.
- The student is looking for a very specific type of opportunity and/or is unwilling to flex their job search.

Or any other condition that hinders the fulfillment of the guarantee.

5. Request for refund

If a student meets all requirements and has not secured employment, he/she may apply for evaluation for reimbursement within 2 weeks after the expiration of the guarantee period.

Process:

- If you are in a selection process on the expiration date of the guarantee, you must wait for its completion.

- Send an email to the Professional Support, Collections and Bootcamp department requesting the evaluation.
 - The evaluation process may take up to 20 business days to be resolved.
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