

4GEEKS ACADEMY

Geek**FORCE**



GeekForce

Policies and Guidelines



2026

4GEEKS ACADEMY

Policies and Guidelines

1. Scope

These Policies and Guidelines (“Terms”) govern your participation in the GeekFORCE career support service provided by 4Geeks Academy. They apply to every student or alumnus who enrolls in or uses the Career Service (“User” or “Student”) and are incorporated by reference into your 4Geeks Academy Enrollment Agreement. No other terms apply unless expressly approved in writing by 4Geeks Academy.

2. What Is GeekFORCE?

GeekFORCE is a structured career membership designed to help 4Geeks Academy graduates successfully transition into or advance within the technology industry. Think of it as a second bootcamp — focused entirely on your career.

GeekFORCE does not find a job for you. It equips you with the skills, tools, and strategies to become an expert job seeker — a capability that will serve you for life. Success requires your active participation, consistency, and commitment.

The program runs in stages:

Stage 0

During
Bootcamp

Bootcamp Support

Career intro session, video library, job market resources, mindset content, and a pre-graduation onboarding meeting with your advisor. No requirements — just support.

Stage 1

Weeks 1–2

Build Your Professional Brand

Create and refine your resume, LinkedIn profile, and GitHub portfolio in guided group sessions and a 1-on-1 advisor review.

Stage 2

Weeks 3–5

Interview & Job Search Preparation

Prepare for technical and behavioral interviews through 1-on-1 coaching and live mock interviews with our mentor and advisors.

Stage 3

Up to 9 months

Active Job Search

Execute your job search with biweekly advisor check-ins, accountability tracking, networking support, and continued skill development.

Upskill Stage

Graduation →
Placement

Continuous Learning & Certification

Complete a minimum of 4 courses from your program’s designated track to stay competitive in the job market. Mandatory for Job Guarantee; strongly recommended for all students.

3. Key Definitions

The following terms carry specific meanings throughout this document.

Term	Definition
Qualified Job Application	An application submitted to a position that (a) is in the tech sector or an adjacent field, (b) matches the student's skill level and program background, (c) has been documented in the GeekFORCE tracker with all required fields and a link to supporting evidence, and (d) was submitted through an official channel. Applications to clearly mismatched roles without advisor approval do not count.
Qualified Contact	A networking interaction with a recruiter, hiring manager, or industry professional that is (a) initiated by the student, (b) documented in the tracker with name, company, date, and channel, and (c) conducted via a professional channel (LinkedIn, email, industry event). Automated connection requests with no follow-up do not count.
Qualified Project	A project published to GitHub that (a) demonstrates skills from the bootcamp, (b) includes a README with a description, technologies used, and run instructions, and (c) shows meaningful commit history (not a single bulk upload).
Qualified Job Offer	A written or documented offer of gainful employment (full-time, part-time, contract, freelance, internship, or apprenticeship) for at least 15 hours/week or 10 weeks in duration, where the role represents an improvement in the student's economic or professional conditions relative to bootcamp enrollment. Improvement may be in compensation, career trajectory, or both, as assessed by 4Geeks Academy.
Stage Completion	A stage is complete only when all required activities have been submitted, approved by the advisor, and recorded in the platform. Attendance alone does not constitute completion.
Upskill Track Completion	A student has completed their Upskill Track when they have finished a minimum of 4 courses from their program's designated course list, reported each completion to their advisor, and added the relevant credentials or certificates to their resume and LinkedIn profile. Enrollment alone does not constitute completion.

4. Program Stages in Detail

Stage 0: Bootcamp Support



No Requirements — Just Support

Stage 0 runs while you are still attending the bootcamp. There are no deliverables, deadlines, or mandatory activities in this stage. Everything here is provided for you automatically. Think of it as a soft

landing into GeekFORCE — by the time you graduate, you'll already know what's coming and feel ready to start.

Stage 0 is a passive support track that begins in Week 1 of the bootcamp and runs through graduation. Its goal is to reduce the anxiety of the post-graduation transition by giving students early visibility into the job market, the GeekFORCE process, and the mindset shifts needed to succeed in a tech job search.

The following touchpoints and resources are delivered automatically to all GeekFORCE-enrolled students during the bootcamp:

- Week 1 — GeekFORCE Intro Session in Class: A career advisor joins the first week of the bootcamp to introduce the GeekFORCE program. Students learn what the stages look like, and what to start thinking about from day one.
- Ongoing — Career Video Library: A curated series of short videos delivered through the platform throughout the bootcamp. Topics include: navigating the tech job market, how to stand out as a career changer, the reality of a tech job search timeline, salary negotiation basics, and success stories from 4Geeks graduates.
- Ongoing — Tips, Infographics & Resources: Bite-sized career content shared periodically via the platform and Slack — job market data, networking tips, tools used by tech professionals, and trends.
- Ongoing — Mindset & Soft Skills Content: Resources addressing common challenges faced by career changers and tech job seekers — including imposter syndrome, managing rejection, building confidence for interviews, and how to talk about bootcamp experience to employers.
- Pre-graduation — GeekFORCE Onboarding Meeting: A few weeks before graduation, students have a group onboarding meeting with their career advisor. This session covers the GeekFORCE timeline in detail, answers questions about the process, and sets expectations for Stage 1 so students can hit the ground running from day one after graduation.

Stage 1: Build Your Professional Brand



FIRM DEADLINE

Stage 1 must be completed within 2 weeks of bootcamp graduation. This is a mandatory condition for receiving your bootcamp certificate.

Stage 1 begins after the presentation of your final bootcamp project and includes:

- Group Class 1 — Profile Build: Build your resume and GitHub profile in real time and submit both via the platform.
- Group Class 2 — Profile Review & LinkedIn: Advisor reviews your resume and GitHub progress, then guides your LinkedIn profile setup.
- 1-on-1 Final Review: Advisor approves all three profiles (resume, LinkedIn, GitHub), closes Stage 1, and introduces Stage 2.
- Upskill Track assignment: Advisor assigns your program's course list. You must confirm your 4 course selections no later than Week 2 of GeekFORCE.

Stage 2: Interview & Job Search Preparation



FIRM DEADLINE

Stage 2 must be completed within 3 weeks of completing Stage 1. No exceptions for Job Guarantee or scholarship students.

- Session 1 — 1-on-1 Career Coaching: Job search strategies, interview prep, and networking tactics.
- Session 2 — Mock Behavioral Interview: Live competency-based interview in a realistic setting.
- Session 3 — Mock Technical Interview: Scored on a 10-point rubric. Job Guarantee students must score 7/10 or higher to advance to Stage 3.



Technical Interview Retake Policy

Job Guarantee students who do not pass on the first attempt may retake the mock technical interview up to 2 additional times (3 total attempts) within a 15-calendar-day window from the date of the first attempt. Students who do not achieve a passing score of 7/10 after all three attempts may continue as Regular (non-guaranteed) students. No further attempts are available.

Stage 3: Active Job Search

Stage 3 begins after successful completion of Stages 1 and 2 and continues for up to 9 months for Job Guarantee students.

Activity	Job Guarantee	Professional Support
Qualified job applications	15 per week (min. 60/month)	5–10 per week
Qualified networking contacts	50 per month	20 per month
Advisor meetings	Every 2 weeks (mandatory)	Every 2 weeks (recommended)
LinkedIn activity	Weekly (posts, comments, connections)	Monthly (posts, comments, connections)
Active GitHub projects	Minimum 3 at all times	3 recommended
Skill development	Weekly exercise, 1 project/month, or external course	Recommended by advisor
Upskill Track progress	Mandatory — reviewed at every biweekly check-in	Strongly recommended

Upskill Track: Continuous Learning

The Upskill Track is not a sequential stage — it runs in parallel from graduation day until job placement is confirmed. Its purpose is to ensure you remain technically competitive throughout the job search period. The market moves fast; a student who graduated 6 months ago and hasn't added new skills is less competitive than one who has.

Students must complete a minimum of 4 courses from their program's designated track. Completed certifications and courses must be added to the resume and LinkedIn profile, and reported to the advisor at each biweekly check-in.

**Applicability**

Upskill Track is MANDATORY for Job Guarantee students and STRONGLY RECOMMENDED for all Regular students. For Job Guarantee students, failure to make progress after two consecutive check-ins constitutes non-compliance and may void the guarantee.

5. Eligibility Requirements

5.1 All GeekFORCE Students

Students must meet all conditions below at enrollment and maintain them throughout the program:

- 18 years of age or older.
- Legally authorized to work in their country of residence for at least 1 year following graduation.
- Actively committed to seeking employment. If this intention changes, eligibility is cancelled.
- Has not received a refund from 4Geeks Academy for any previous service.
- Attended at least 80% of bootcamp classes.
- Submitted and published at least 80% of bootcamp projects.
- Maintains active communication with their advisor (no more than 15 consecutive days without response).
- Has not placed the job search on hold for more than 30 total days (see Section 6).
- Has confirmed their 4-course Upskill Track selection with their advisor by Week 2 of GeekFORCE. Completion is strongly recommended for all students.

If an advisor makes at least 5 documented contact attempts across available channels (email, Slack, text) within a 15-day period with no response, the student is considered non-responsive and is administratively removed from the active pipeline.

5.2 Job Guarantee Students (Additional Requirements)

This is APPLICABLE ONLY to students who have signed, requested, paid and are in full compliance with the job guarantee enrollment. Job Guarantee is an option offered to students, promoted by 4Geeks, that only becomes enforceable when, and only when the job guarantee features has been bundled to the enrollment agreement and has been formally signed by both parties: student and 4Geeks.

In addition to all conditions in Section 5.1, Job Guarantee students must also:

- Have completed high school, secondary school, vocational high school, or equivalent.
- Have an intermediate or higher level of spoken and written English (B1, B2, C1, or C2), assessable by a third-party service.
- Have attended at least 90% of bootcamp classes.
- Have all bootcamp projects submitted and approved at graduation (max. 5 pending at graduation; 100% required to access Stage 3).
- Attend all GeekFORCE group classes, workshops, and 1-on-1 meetings.
- Complete Stage 1 within 2 weeks of bootcamp graduation.
- Complete Stage 2 within 3 weeks of completing Stage 1.
- Pass the mock technical interview with a score of 7/10 or higher (see retake policy in Section 4).
- Respond to all forms and requests from the GeekFORCE team.
- Submit at least 15 qualified job applications per week and document each in the tracker.

- Complete at least 50 qualified networking contacts per month and document each in the tracker.
- Maintain a minimum of 3 qualified GitHub projects throughout the job search period.
- Continue active skill development post-graduation (weekly exercises, a personal project/month, or an external course).
- Complete a minimum of 4 courses from their designated Upskill Track by the end of the job search period, and report progress at every biweekly advisor check-in.
- Be able to pass background checks associated with positions applied for.
- Be current on all payment obligations (more than one month in arrears voids refund eligibility).
- Not engage in dishonesty, plagiarism, harassment, discrimination, or other prohibited conduct.

6. Pause and Deferral Policy

Any student may pause their GeekFORCE process once. Valid reasons are limited to personal illness, a family member's serious illness or death, a psychological crisis, or a comparable emergency, supported by official documentation (e.g., medical or death certificate).

6.1 Pause Conditions

- Maximum approved pause: 30 calendar days.
- Paused time is added to the Job Guarantee end date at 1.5×. Example: a 20-day pause adds 30 days to the guarantee period.
- Requests exceeding 30 days are treated as program abandonment, terminating all Job Guarantee obligations.
- Cumulative inactivity exceeding 30 days total also terminates the Job Guarantee.

6.2 How to Request a Pause

- Planned events: Submit written request to geekforceus@4geeksacademy.com within 48 hours of the point at which participation becomes impossible.
- Emergencies where 48-hour notice is not possible: Contact 4Geeks Academy within 5 calendar days with documentation. Only a 4Geeks Academy team member can approve emergency requests.
- Requests submitted after these windows default to automatic pause status and are not eligible for formal approval.

6.3 Duties During a Pause

Students must continue any active internship or apprenticeship placements during an approved pause and document this activity. Failure to do so may affect future job search eligibility.

6.4 Automatic Pause for Non-Response

- Non-response to 4Geeks Academy communications for more than 15 consecutive days triggers an automatic pause.
- If non-response continues past 30 days from the last confirmed contact, the same conditions as an extended voluntary pause apply, including termination of Job Guarantee benefits.

7. The Job Guarantee

4Geeks Academy guarantees that students enrolled in the Job Guarantee plan will receive a Qualified Job Offer within 9 months of successfully completing both the bootcamp and Stages 1 and 2 of GeekFORCE. If this does not occur and all program requirements have been met, 4Geeks Academy will issue a 100% refund of tuition paid.

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Fulfillment Note

If a student receives a Qualified Job Offer (as defined in Section 3) and declines it, the guarantee is considered fulfilled. If the student independently accepts an offer outside the technology sector, the guarantee is also considered fulfilled.

7.1 Conditions That Void the Job Guarantee

The Job Guarantee is void if any of the following occur (illustrative, not exhaustive):

- Violation of bootcamp policies.
- Failure to meet payment obligations as outlined in Section 5.2.
- Declining or failing to attend an interview, job offer, internship, apprenticeship, or job simulation facilitated through GeekFORCE.
- Missing 3 or more GeekFORCE meetings.
- Failure to complete Stage 1 within 2 weeks of bootcamp graduation.
- Failure to complete Stage 2 within 3 weeks of completing Stage 1.
- Not passing the mock technical interview at 7/10 or higher after all 3 permitted attempts (see Section 4).
- Fewer than 60 qualified job applications in any single calendar month, or failure to document them in the tracker.
- Fewer than 20 qualified networking contacts in any single calendar month, or failure to document them.
- Not maintaining a minimum of 3 qualified GitHub projects at all times during the job search period.
- Not continuing active skill development (weekly exercise, 1 personal project/month, or external course).
- Failure to make Upskill Track progress after three consecutive biweekly check-ins, or failure to complete a minimum of 4 courses from the designated track by the end of the job search period.
- Not following advisor recommendations regarding job search strategy, including applying in hybrid, in-person, and remote modalities and adjacent roles (e.g., technical support, data analyst, tech sales).
- Total inactivity in the GeekFORCE process exceeding 30 days, with or without notice.
- Providing false or inaccurate information related to any eligibility requirement.
- Engaging in dishonest, discriminatory, harassing, or prohibited conduct.
- Scheduling and attending fewer than 2 advisor meetings in any calendar month during the job search period.
- Failing a background check required by an employer. Failure to pass a background check does not entitle the student to a tuition refund.

7.2 Guarantee Evaluation Process

To request a refund evaluation, the student must:

1. Send a written request by email to geekforceus@4geeksacademy.com
2. Include complete documentation of Stage 3 compliance: tracker records, application history, networking log, meeting records, and GitHub activity.
3. The evaluation process will be completed within 20 business days of receiving a complete submission.
4. If the submission is incomplete, 4Geeks Academy will notify the student within 5 business days specifying what is missing. The 20-business-day clock restarts upon receipt of the complete submission.

7.3 Student Appeals

A student who believes they have been incorrectly removed from the Job Guarantee or that a void determination was made in error may submit a written appeal to geekforceus@4geeksacademy.com within 10 business days of the determination, including:

- A description of the specific decision being appealed.
- Supporting evidence (documentation, records, communications).

4Geeks Academy will respond within 10 business days. The appeal decision is final.

8. General Provisions

- 4Geeks Academy reserves the right to re-verify eligibility at any time. Students who no longer meet requirements will be removed from the program.
- Providing false or inaccurate information at any point immediately voids eligibility and any associated guarantees.
- These Terms may be updated from time to time. Students will be notified of material changes by email. Continued participation constitutes acceptance of updated Terms.
- *Note on applicability: Sections 5.2 and 7 apply exclusively to students enrolled in the Job Guarantee plan. Regular students are bound by Sections 1–6 (excluding 5.2) and Section 8.*