

This document applies to students who enrolled in the January 2024 cohort or later.

## **The Metana Job Guarantee and Graduation Criteria**

Welcome to Metana’s (“Metana”, “us”, “we”, “our”) Tech engineer Track (the “Career Track”). We are committed to the success of each Metana graduate (“you”, “your”) and will support you fully in the transition into a career aligned with your enrolled bootcamp specialization . We back our commitment with the Metana’s Track Guarantee (the “Metana Guarantee” or the “Metana Job Guarantee”) subject to the requirements below and we will refund 100% of your paid tuition if you are not offered a Qualifying Position (as defined below) within the Guarantee Period (as defined below) of receiving a Career Track certificate of completion.

We offer the Metana Guarantee because we know that our programs do exactly what we’ve designed them to do – empower people to transform their careers. A career transition involves focused consistent effort. We put in this effort to help you make that transition and ask for an equal commitment from you.

Specifically, you shall satisfy the requirements below in order to be considered eligible for the Metana Guarantee. If these requirements are not satisfied, you may still participate in the program and receive all of the advantages of career support, but you will not be eligible for the tuition refund.

If you’re eligible for the Metana Guarantee, you’ll receive a 100% tuition refund if you don’t secure a job in your new field within 06 months of completing the programme.

## **Terms**

The following terms and conditions (the “Terms”) apply to the Metana Guarantee.

### **Definitions**

A “Background Check”

A “background check” refers to the process by which an employer or an authorized third party verifies the accuracy of the information provided by a candidate. This process may include, but is not limited to, the examination of the candidate’s employment history, educational credentials, criminal record, credit history, and any other relevant personal or professional data. The purpose of a background check is to assess the suitability of the candidate for the position in question, ensuring that the individual's past conduct aligns with the standards and requirements of the hiring organization. The background check is conducted in compliance with applicable laws and regulations, and the candidate's consent is typically required before initiating the process.

## “Graduation Criteria”

“Graduation Criteria” in this document refers to the criteria the student must meet in order to graduate any boot camp offered by Metana.

The “Graduation Criteria” Includes:

- i. Zero plagiarism found in assignments.
- ii. The Student Success Team has approved all the Pull Requests made by the student. (Pull request is one of the methods used by students for assignment submission, Pull Requests are in the context of Git and Github)
- iii. The Student Success Team has released the code[s] to the student allowing them to unlock the certificate, after evaluation of the student's performance within the bootcamp.
- iv. The student has paid tuition fees in full and without arrears

Please note: Any bank fees, loan interest, commissions, or other financial costs you incur from third-party financing are non-refundable. Metana does not provide financial services, does not benefit from your financing arrangements, and does not represent or act on behalf of any third-party financing providers.

## The “Guarantee Period”

The “**Guarantee Period**” is defined as the period beginning at enrollment and ending 10 to 15 months after receiving a Career Track certificate of completion, or a longer period as set forth below. The Guarantee Period may be extended unilaterally by Metana:

- i. By up to 12 months if the national unemployment rate is at any point during the Guarantee Period equal to or greater than 6%, or the monthly increase in the national unemployment rate exceeds 0.5%, or there are back-to-back monthly increases in the unemployment rate;
- ii. By one month to account for seasonal slowdowns in hiring, such as during the end-of-year holiday season occurring at any point during the Guarantee Period;
- or
- iii. By up to six months if there is a natural disaster or other occurrences beyond Metana's control at any point during the Guarantee Period that disrupts the job market nationally. The Guarantee Period may also be extended by mutual agreement. The foregoing extensions may be cumulative.
- iv. You may request a refund no earlier than 10 months and no later than 15 months after receiving a Career Track certificate of completion

## An “Informal Interview”

An “Informal Interview” or "Informational Interview" is a conversation in which an individual seeks to gain insights from a professional regarding their career, industry, or company. This type of discussion is not focused on a specific job opportunity but rather serves as a means to learn from the professional's experience and knowledge.

## The “Metropolitan Areas

"Metropolitan Areas"are means the metropolitan areas surrounding the following cities: Atlanta, GA; Austin, TX; Boston, MA; Charlotte, NC; Chicago, IL; Dallas, TX; Denver, CO; Houston, TX; Huntsville, AL; Indianapolis, IN; Los Angeles, CA; Montreal, QC (Canada); New York City, NY; Orlando, FL; Phoenix, AZ; Raleigh-Durham, NC; Salt Lake City, UT; San Diego, CA; San Francisco Bay Area, CA; Seattle, WA; Tampa, FL; Toronto, ON (Canada); Vancouver, BC (Canada); Washington DC. Apart from the above defined areas, metropolitan areas surrounding the capital cities of the following countries are also considered as "Metropolitan Areas": United States, France, Poland, Latvia, Australia, Italy, Canada, Singapore, Switzerland, Norway, Spain, Finland, Slovenia, Germany, Portugal, United Kingdom, Belgium, Hungary, Netherlands, Sweden, South Korea, India.

A "Pull Request" is one of the methods used by students for assignment submission, Pull Requests are in the context of Git and GitHub

A "Qualifying Position"

A "Qualifying Position" is defined as any role aligned with the field of the enrolled bootcamp or an adjacent industry segment consistent with the Scope of the Bootcamp, including:

A salaried employee or waged employee working an average of at least 30 hours a week onsite or remote;

A full-time (30 or more hours per week) contractor, intern, or other compensated service provider relationship for 3 months or longer working onsite or remote; or

A paid onsite or remote contractor or intern that has the potential to be extended or converted to a full-time role.

Other Compensated Services: Includes non-monetary compensation such as company equity, stocks, or tokens.

A "Qualifying Offer" is an employment offer that meets the following criteria:

Compensation: The offer must include monthly compensation of at least \$4,167, which annualizes to \$50,000 for a Qualifying Position. In regions where \$50,000 is considered exceptionally high, the compensation may be adjusted to reflect local economic conditions, with a minimum of \$30,000 annualized. Both Remote and Onsite Roles Count as a Qualifying Offer.

Position Type:

Employment Status: The offer must be for a salaried or waged employee working an average of at least 30 hours per week, either onsite or remotely.

Contractors, Interns, and Service Providers: The offer can also apply to full-time contractors, interns, or service providers engaged in a compensated relationship lasting three months or longer, whether onsite or remote.

Potential for Continuation: The offer can be extended to paid contractors or interns, either onsite or remote, who have the potential for extension or conversion to a full-time role.

Upon receipt of a Qualifying Offer, we may inform your lender that you have received an “Offer of Employment.”

The “Scope of the Bootcamp” and “Bootcamp Curriculum”:

The "Scope of the Bootcamp" and “Bootcamp Curriculum” refers to all the modules, topics, assignments, and learning outcomes covered within the curriculum of the specific bootcamp program in which a student is enrolled. This includes the structured content delivered by Metana’s instructors and materials provided throughout the duration of the program. It does not extend to additional technical knowledge or skills required by external employers, especially those that fall outside the curriculum of the registered bootcamp.

The “Student Success Team” (Also Referred to as “Career Success Team”)

The "Student Success Team," also known as the "Career Success Team," comprises employees of Metana dedicated to supporting student achievement. This team includes Career Coaches, Instructors, Assistant Instructors, Student Success Instructors, as well as members from the operations team.

## **Eligibility Requirements**

You must be 18 years or older.

You Must be Graduated from your enrolled bootcamp (A student must obtain the Certificate stating that they have completed all modules and passes all assessments and assignments to be considered as graduated)

Course Fees must be paid in full and with no arrears.

You must be proficient in spoken and written English, as determined by initial interactions with Metana’s Admissions team. If you are you are required to enroll in supplementary workshops or courses to ensure proficiency in spoken and written English

You must demonstrate sufficient communication, collaboration, and motivation skills as determined by initial interactions with the Metana Admissions team.

You must be able to pass any background checks associated with the jobs that you apply for. Without limiting the foregoing, if you fail to obtain a job offer directly or partially due to your failure to pass a background check associated with the job offer, you will not be eligible for the tuition refund.

You must be open to work remotely or move to any metropolitan area as required by a secured job role.

You must not leave your Metropolitan area or Country of residence for more than 60 days during the Job Search Period.

Apart from the above, for a student to be eligible for the Metana Guarantee the students must ensure commitment to the program and their own success as defined in following sections.

### **Commitment to the Program and Your Own Success**

We require that you fully commit to your job search and take our recommendations seriously. As a graduate of the Career Track, we expect you to be an active participant in your own success and put significant effort into your own growth and your job search. Therefore, for the Metana Guarantee to be applicable:

- i. You must have completed all the mandatory requirements for graduation, including:
  - You must complete 100% of the core curriculum within 6 months of your cohort start date, not including any freeze, pause, or extension granted to you by Metana.
  - Attending and doing proper follow-ups as instructed by the Student Success Team
  - Posting at least 5 GitHub contributions every week.
  - You must post content on LinkedIn, Twitter or other platforms as instructed by the Career Success Team consistently according to the frequency recommended by the Team.
  - You must meet or exceed expectations on all core projects, according to the provided rubrics. You are welcome to submit improved versions based on your mentor's feedback until you meet expectations.
  - You must have completed and passed all career development tasks ("Tasks" refer to any actionable items assigned to a student by any member of the Student Success Team) that are (a) listed in the curriculum, in the order they appear in the curriculum, and (b) personally assigned to you by Metana's career coaches. This includes without limitation taking all calls and passing mock interviews (failing to pass mock interviews may terminate eligibility for a refund).
  - You must not miss more than 3 Job Camp Sessions with your assigned instructor or any member of the Student Success Team. If you miss more than 3 sessions, you will not be eligible for the Metana Guarantee.
  - You must ensure you complete the weekly tasks assigned to you by the Student Success Team through Careerflow (A tool used by the student success team to track the progress of the student), Slack, 1-on-1 sessions, or any other recorded communication methods. Failure to complete these weekly tasks for 3 or more weeks will result in ineligibility for the Metana Guarantee. This cannot be a part-time effort; students must commit fully to the Job Camp and put in maximum effort.

In addition to the quantitative requirements above, you must comply with qualitative standards of effort and engagement, as defined by the Student Success Team. These qualitative requirements will be communicated as assigned tasks. Adherence to both quantitative and qualitative requirements is necessary to maintain the guarantee.

- I. Furthermore, starting on the day you are approved for completion, after having completed the above mandatory requirements
  - You must be active in your job search and apply for a minimum of 15 Qualifying Positions per week, in accordance with best practices prescribed by Metana’s career coaches. Notwithstanding the foregoing sentence, remote work is also acceptable provided that all other criteria are met.
  - You must be active in building your network and reach out to at least 15 Active individuals (“Active Individual” refers to individuals who are responsive on LinkedIn or any other platform you connected with) per week and conduct 2 informational interviews per month. Outreach includes emailing, LinkedIn messages, meetups, and conferences. An informational interview may be done in person, via video chat, or by phone call. Being consistent in your networking including making contacts and following up is critical to one’s success in the job search.
  - You must schedule calls with the member of Metana’s Student Success Team assigned to you at the frequency instructed by the later individual.
  - You should take guidance from your Career Services team and follow their recommendations on your job search strategy including building your network and applying for job types that are a good fit for you. You should be applying for roles that are suited to your level of experience and areas of expertise and maintain realistic expectations about what kind of first role aligned with your enrolled bootcamp specialization is appropriate for you.
  - You must provide the Metana Career Services team with a weekly summary of job-related activity in the tool provided by Metana, including all job applications submitted and networking efforts made. You will also provide Metana with further job-related information on request.
  - You must respond to placement-related communications from Metana within 72 hours.
  - You must always act with reasonable and good faith efforts to obtain a Qualifying Position.

Please note: If you cannot find 10 relevant job opportunities in a week, you must increase your networking messages proportionally to meet your Weekly Engagement Goal

ii. You Must Maintain Proper Communication.

You also agree to maintain proper communication with your respective instructor/Student Success Team. Proper communication is defined as regular and timely responses to all communications from your instructor or any member of the Student Success Team, active participation in scheduled meetings or calls, and consistent updates on your progress and challenges. Failing to maintain proper communication with your respective instructor or the Student Success Team (as deemed by your instructor with evidence) for more than 3 weeks will make you ineligible for the Metana Guarantee.

### **Disqualifications to the Metana Guarantee**

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

- You turn down a job offer for a Qualifying Position.
- You decide not to conduct a job search for all or part of the Guarantee Period (inactivity in job search during the guarantee period), provided that you may elect to suspend your job search for up to six months upon written notice to Metana, and such written notice shall constitute a mutual agreement to extend the Guarantee Period, and provided further, that Metana may extend the Guarantee Period by up to six months following your resumption of your job search. Any offer for a Qualifying Position received during a suspension shall still terminate eligibility for a refund.
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- You decide to search for a role that does not meet the Qualifying Position criteria above or is outside of the field aligned with your enrolled bootcamp or an adjacent industry segment consistent with the Scope of the Bootcamp.
- You accept a role that does not meet the Qualifying Position criteria above, or is outside of the field aligned with your enrolled bootcamp or an adjacent industry segment consistent with the Scope of the Bootcamp before the Guarantee Period is over.
- You do not put sufficient and consistent effort into your job search, as outlined above.
- You do not want to or are unable to live and work in one of the Metropolitan Areas or work remotely.
- You do not communicate with Metana's Student Success Team consistently throughout your search, including notifying us of any offers you have received.
- You do not apply for Qualifying Positions in the Metropolitan Areas as required above throughout the Guarantee Period (Remote or Onsite).
- You significantly change your job search strategy during the Guarantee Period, including without limitation changing the Metropolitan Area of search, or industry, unless agreed to in advance by Metana.
- You do not follow through with the interview process for Qualifying Positions in a timely and

professional manner, including but not limited to not participating as expected by the employer in the interview process by providing responses to employer communications, showing up on time for interviews, and providing documents or follow-up as expected by employers.

- You do not apply for jobs that are suitable for your background or experience as discussed in your calls with Metana’s Student Success Team.
- You no-show or reschedule/cancel a call with less than 24 hours' notice with a career coach/member of the Student Success Team or mock interviewer 3 or more times.
- You repeatedly fail interviews due to a lack of foundational knowledge to the industry specific to each interview.
- You do not apply for jobs that are suitable for your background or experience as discussed in your calls with Metana’s Student Success Team

Additionally, The Metana Job Guarantee will not apply if you fail to secure a Qualifying Position due to inadequate technical knowledge or skills not relevant to the “Scope of the Bootcamp” or are prerequisites to the relevant Bootcamp (i.e: web2 knowledge relevant to be successfully employed as a web3 developer). The Bootcamp provides a comprehensive foundation for a career transition, but it is your responsibility to acquire any additional technical skills required by prospective employers during the interview process. Failure to pass technical interviews due to gaps in knowledge outside the “scope of the Bootcamp” and prerequisites will void eligibility for a refund under the Metana Guarantee.

### **Certification for Refund**

If you believe you qualify for a refund, you must provide a written and signed certification that you have met all of the Terms and have not been offered any Qualifying Positions, within one (01) calendar month after the Guarantee Period.

### **General**

- I. Guarantee applicable only once per lifetime per user/student.
- II. Mandatory completion of an Exit Interview upon approval of the refund request.
- III. This Metana Guarantee and Terms, along with the Metana Terms of Service, set forth the entire understanding between you and Metana with regard to the subject matter herein. Any provision of these Terms that is unenforceable shall not impact the enforceability of any other provision. Metana shall have the sole discretion to determine whether the Terms have been satisfied and whether you are eligible for a refund of your tuition fees. Likewise, Metana may waive any breaches in its sole discretion.

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