

GONET ACADEMY STUDENT SERVICES MANUAL 1.0

Professional Development Programs



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1. Introduction

At Gonet Academy, student success is at the heart of our mission. The Student Services Manual has been developed to guide learners through every aspect of their professional development journey. It outlines the policies, resources, and support systems available to ensure that each student experiences a safe, inclusive, and empowering learning environment.

2. Admissions and Enrollment

Gonet Academy's admissions process is designed to be transparent and inclusive. Students can apply through our official website (www.gonetacademy.com) or campus offices. Applications are reviewed on a rolling basis, and accepted candidates receive a confirmation email. Following payment, an admission letter is issued along with program guide. Cohorts run multiple times a year, and applicants are encouraged to register early to secure their spots.

3. Fees, Payments, and Refunds

Program fees are structured to be affordable while ensuring high-quality delivery. Payments may be made in installments, with deadlines communicated at the start of each cohort. Students must adhere to the payment terms and be financially cleared before presenting their final projects. Refunds are considered in cases of program deferment or withdrawal due to extenuating circumstances, as guided by the Academy's refund policy.

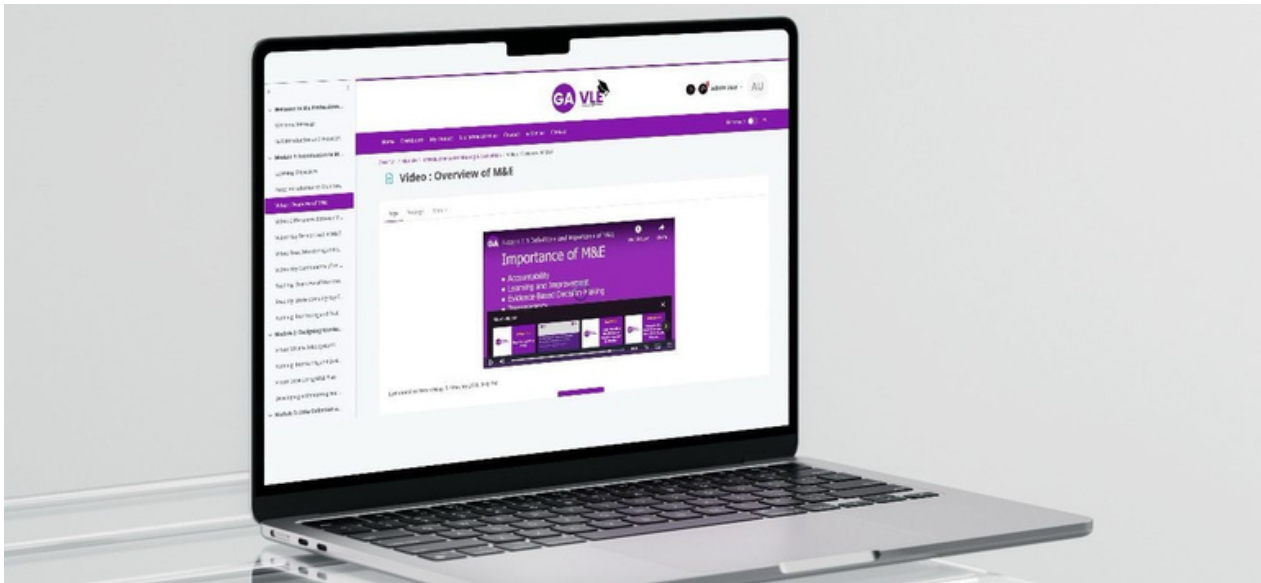
4. Academic Policies

Gonet Academy maintains high academic standards. Attendance is mandatory, with a minimum of 80% required for certification. Students are expected to complete assignments and quizzes, participate actively in class, and demonstrate professionalism throughout the program. Cases of academic dishonesty, including plagiarism, are taken seriously and may result in disciplinary action, including disqualification.



5. Virtual Learning Environment (GA-VLE)

The GA-VLE is the Academy's online platform for learning and administration. All students doing blended learning are required to register and log into the GA-VLE, where they will access course materials, assignments, quizzes, and administrative updates.



6. Internet Access

At Gonet Academy, access to reliable internet is considered an essential learning resource. To ensure all students and trainers fully benefit from our Virtual Learning Environment (GA-VLE), the Academy provides internet access throughout the program.

With this service, students can:

- Access digital learning resources such as lecture slides, reading materials, and recorded sessions.
- Take quizzes and assessments online in real-time without interruptions.
- Submit assignments and projects securely through the platform.
- Receive important updates from the administration directly on the GA-VLE.
- Engage in online discussions and forums that complement in-person or hybrid classes.

By providing internet access, Gonet Academy removes one of the major barriers to digital learning in Liberia and ensures every student can participate meaningfully in their professional training journey. This reflects the Academy's commitment to equity, inclusion, and innovation in education.



7. Online and Blended Learning Services

To ensure flexible and inclusive access to professional development, Gonet Academy provides students with online learning options that complement in-person training.

7.1 Live Virtual Classes

Students can attend live interactive classes via Google Meet or Zoom, allowing real-time engagement with trainers and classmates. These sessions mirror the classroom experience, with opportunities to ask questions, participate in discussions, and collaborate in group work.

7.2 Gonet Academy Virtual Learning Environment (GA-VLE)

The GA-VLE is the Academy's dedicated online learning platform. It is designed to support students with:

- Access to course materials, lecture notes, and resources anytime.
- Submission of assignments and projects.
- Taking quizzes and tests online.
- Receiving announcements and updates from the administration and trainers.

7.3 Blended Learning

For learners who combine on-campus and online participation, the blended approach offers the best of both worlds—flexibility and hands-on experience. By integrating these platforms, Gonet Academy ensures that all students—whether based in Monrovia, other counties, or abroad—can benefit from quality professional training without barriers.



8. Student Support Services

At Gonet Academy, student success goes beyond the classroom. To ensure that every learner is fully supported, the Academy provides a range of services designed to prepare students for the workforce, foster innovation, and build a lifelong professional network.

8.1 Academic, Career, and Psychosocial Support

Gonet Academy offers academic, career, and psychosocial support. Students may access mentoring, coaching, and career guidance from facilitators and staff. Peer learning groups are encouraged to strengthen collaboration and foster networking.

8.2 Job Readiness and Employment Program

The Job Readiness and Employment Program equips students with the practical skills needed to transition into the workplace. Through tailored workshops on CV writing, interview preparation, and soft skills development, learners are coached to confidently pursue opportunities aligned with their training.

8.3 Career and Job Opportunities Sharing Service

To complement this, the Academy runs a Career and Job Opportunities Sharing Service, where students receive regular updates on vacancies, internships, and graduate programs. By leveraging strong partnerships with employers in the public, private, and nonprofit sectors, the Academy connects learners with real opportunities and organizes networking events to strengthen professional linkages.

8.4 Gonet Innovation Challenge Program

The Gonet Innovation Challenge Program provides students and alumni with the chance to transform ideas into impact. Through a competitive application process, promising student-led projects and startups are given access to seed funding, mentorship, and business development support—encouraging innovation in fields such as technology, education, and entrepreneurship.



8.5 Orientation Program

For new learners, the Orientation Program offers a structured introduction to Gonet Academy's values, learning systems, and student culture. It is designed to help students settle in quickly while building connections with peers through interactive activities and introductions to academic and support staff.

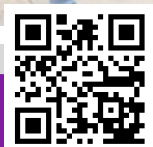


8.6 Celebration Retreat

The Academy also hosts a Celebration Retreat at the end of each cohort. This is not just a time for recognition but also for reflection and relaxation. Students come together to celebrate their achievements, share experiences, and look forward to new opportunities, building memories that strengthen the Gonet Academy community.

8.7 Alumni Portal

To sustain this bond beyond graduation, the Alumni Portal serves as a platform where past students remain connected. It facilitates mentorship, knowledge sharing, and professional networking while granting alumni access to exclusive opportunities and events. This platform ensures that every graduate remains a vital part of the Academy's vision of empowering the next generation of leaders and professionals.



8.8 Food Services

At Gonet Academy, student well-being is a top priority, and access to affordable, nutritious meals is a key part of the learning experience. To support this, the Academy provides convenient Food Services during training days.

Meals and light snacks are made available either through in-house arrangements or trusted food vendors stationed on campus. These services ensure that students do not need to leave the training environment during breaks, helping them save time and remain focused on their learning.

Food Services are designed to be:

- **Affordable** – Meals and snacks are priced to suit student budgets.
- **Accessible** – Vendors are located close to the training halls for easy access during short breaks.
- **Nutritious** – Options emphasize balanced meals to keep students energized throughout intensive sessions.

Special considerations are made to accommodate dietary preferences where possible, ensuring inclusivity. Students are encouraged to make use of these services during training breaks and to maintain healthy eating habits as part of their overall personal and professional growth.



9. Inclusion and Gender Equality

We are committed to inclusive education. Gonet Academy actively promotes equal participation of women, persons with disabilities, and underrepresented groups. Gender-sensitive programming and safe learning spaces are priorities in all cohorts.



10. Health, Safety, and Well-being

The Academy prioritizes the safety and well-being of all students. Facilities are equipped to support a safe learning environment. Health and safety modules are embedded in programs to reinforce occupational safety principles. First aid services are available throughout each cohort and provided by registered nurses to respond to minor health issues, while referral pathways are created for advanced medical attention where necessary.



11. Certification and Graduation

Upon successful completion of training requirements, students receive a certificate or diploma. Comprehensive graduation ceremonies are held at the end of each cohort, providing students with opportunities to showcase their achievements and connect with stakeholders.

11.1 Celebration Retreat T-shirt and Graduation Scarf

As part of Gonet Academy's tradition of celebrating student achievements, every learner participating in the **Cohort Celebration Retreat and Graduation Ceremony** will receive specially designed **Celebration Retreat T-shirts** and **Graduation Scarves**.

The T-shirt serves as a unifying symbol during the retreat, fostering a sense of belonging, teamwork, and identity among students across diverse courses and programs. It is also a keepsake that reminds students of the learning journey, friendships, and memories created during their time at Gonet Academy.

The Graduation Scarf, on the other hand, is a ceremonial item worn during the official graduation. Designed in Gonet Academy's brand colors, the scarf signifies **achievement, pride, and transition** from student to professional. It represents the Academy's recognition of each graduate's effort, resilience, and growth throughout the training program.

Both items are provided as part of the graduation package and are required to be worn during the respective events.

They highlight the importance of community, celebration, and professional identity in Gonet Academy's student experience.





12. Student and Alumni Spotlight

Gonet Academy celebrates the achievements of its students and alumni by showcasing their success stories through the Student and Alumni Spotlight initiative. This platform highlights the dedication, growth, and impact of learners during and after their professional training.

Through this service, students and graduates gain visibility for their academic and professional accomplishments. Whether it's excelling in class projects, securing new jobs, receiving promotions, starting businesses, or leading social initiatives, their journeys are featured on:

- Gonet Academy's website
- Social media platforms
- Graduation programs and reports

The Student and Alumni Spotlight serves as:

- Motivation for current students to stay committed to their learning journey.
- Inspiration for future students to see what is possible through Gonet Academy.
- Recognition for alumni, reinforcing that their efforts and outcomes are valued.
- A networking opportunity, as highlighted stories often connect graduates with new partners, employers, or investors.

By spotlighting student and alumni achievements, Gonet Academy underscores its commitment to building a community of changemakers and professionals who contribute meaningfully to Liberia's development and beyond.



13. Complaints, Appeals, and Feedback

Students have the right to submit complaints, appeals, or feedback through designated channels. These include feedback forms, student services desks, and the GA-VLE. Gonet Academy is committed to resolving issues promptly and fairly.

14. Safeguarding and Data Protection

Gonet Academy upholds strict safeguarding measures to protect all learners, especially vulnerable groups. Personal data is handled with confidentiality and used only for academic and administrative purposes in compliance with relevant regulations.

12. Monitoring, Evaluation, and Learning (MEL)

The Academy integrates MEL practices into all programs. Student evaluations, feedback, and performance assessments are analyzed to continually improve program quality, delivery, and outcomes.

13. Quick Reference

- Admissions: Apply online or in person.
- Payments: Installments available, must be cleared before final presentation.
- GA-VLE: Mandatory for students doing blended learning.
- Support: Academic, career, and psychosocial services available.
- Graduation: Certification upon successful completion.

Conclusion: This manual serves as a compass for all students enrolled in Gonet Academy's Professional Development Programs. By adhering to the policies and taking advantage of the support provided, learners are empowered to achieve their goals and contribute meaningfully to national and global development.

