



FABRICADEMY
textile and technology academy

PARTICIPANT GUIDE
TERMS AND CONDITIONS

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1 Fabricademy - Textile and Technology Academy

Welcome to Fabricademy - Textile and Technology Academy, an international interdisciplinary program that focuses on sustainability and digital technologies applied to the textile field and its broad range of applications, from fashion and costume design to wearable technologies, material science, and bio-technology.

This 6-month educational program runs in multiple laboratories across the world, redefining the future of education through a “glocal,” holistic, and hands-on approach that blends global insights with locally tailored, real-world problem-solving interventions. Fabricademy, facilitated by the Fab Foundation, is an alliance of Fab Labs, textile labs, biolabs, and makerspaces dedicated to equip graduates with pioneering skills for interdisciplinary collaboration, innovation and sustainable solutions for current and future planetary challenges.

Fabricademy is conceived as a *modular curriculum*, offering participants the choice to attend the ORIGINAL 6-month complete program or create a customized selection of learning modules with the A la Carte program. Fabricademy is offered as a hybrid online and in-person learning experience with facilitated sessions over Zoom and online resources / teaching materials, along with in-person lab training, hands-on workshops, and local mentorship. To participate, you must choose your preferred attendance location: either a certified and equipped laboratory, or apply with your own lab.

By accepting your admission and enrolling in the program, you agree to the terms and conditions outlined in this document. These terms govern your relationship with the institution and are binding throughout your period of study.

Modus operandi

Each lab that participates in the Fabricademy program is a part of the global Fabricademy network (labs are often referred to as “Fabricademy Nodes”). Participants attend global lectures and reviews on Tuesdays from 15:00 to 18:15 CEST. The lectures are recorded and available to participants throughout the semester.

In addition to the lectures, participants have access to digital fabrication equipment and personal support for their assignments and projects, at minimum two lab days each week.

Fabricademy global faculty members, who are experts in their respective fields, provide online video lectures, supervise academic content, and guide research. Hands-on instruction in the labs is provided by local instructors who supervise and evaluate, develop and disseminate instructional material and assist with projects.

Enrollment and Registration

Once your application has been reviewed and accepted, you will obtain your participant ID number that you can use as a reference.

Schedule Overview

- Application & Enrollment: January to July
- Classes: Mid-September to mid-December

- Personal project development: Mid-January to the end of March
- Local Evaluation: End of January
- Final Presentation: End of March
- Global evaluation: May
- Graduation: July

Class Schedule

You can find a detailed class schedule on the Fabricademy website:

<https://textile-academy.org/program/>

Evaluations & Graduation

Participants present their final projects online at the end of March or the beginning of April. Participants are requested to attend all presentations for their cohort.

In order to graduate, participants undergo a mandatory evaluation that is completed in two steps:

1. Locally, by their Instructor (typically, from mid October to end February, TBC)
2. Globally by the Global Evaluation Committee (typically, from January to May)

The results of the two evaluation rounds are announced in June. If the participant passes the examination and accomplishes all certificates, he/she will obtain the Fabricademy diploma and graduate. The graduation ceremony will take place during the FABx conference (typically held in July) and participants can attend physically or online.

2 General Guidelines

Each laboratory informs the participants about the use of the building, safety measures, use and booking policy of the machines.

Class attendance and reviews are mandatory. Participants are expected to be present at all classes and extracurricular activities, with a minimum attendance of 80% of the scheduled activity for every course cycle. Failure to do so without a proper justification to the Fabricademy Instructors will affect the participant's evaluation and final graduation.

Participants are expected to be on time to all classes, according to the online calendar provided by the Academic Coordination team. Extra classes that may be necessary to compensate or substitute regular ones, as well as special workshops, may be scheduled during mornings or weekends.

3 Payment Policy

3.1 Tuition Fees

The tuition fee for Fabricademy is expected to be transferred in either one or two installments, per the schedule below. If a participant has extenuating circumstances requiring an alternate payment schedule, this must be discussed in advance with Coordination and the Fab Foundation finance manager (finance@fabfoundation.org).

Installments	Within 2 weeks upon acceptance	before August 15th
Single installment	Full fee (amount according to your acceptance letter)	
Double installment	Deposit 1st half of the fee (amount according to your acceptance letter)	2nd half of the fee (amount according to your acceptance letter)

The tuition amounts are specified in the acceptance letter and vary by country and the type of course selected, whether it is the original 6-month program or the A la Carte option.

The fees cover:

- All the basic course materials to complete the assignments covered during the first trimester (September-December);
- Assessment and evaluation within the cycle the participant was enrolled in, in April;
- 1 diploma of completion or certificate of attendance for the modules followed and completed;
- Personal space in Fabricademy Archive with lifetime access and maintenance;
- Live access to the Fabricademy Video Conferencing and faculty;
- Access to all recorded lectures and reviews;
- Access to a Lab equipment and facilities for the purpose of the course, when attending the course at a local Fabricademy Node;
- 20 hours (minimum) a week of Fab Lab access; and
- Lifetime membership to the Academy Alumni group.

3.2 Payment Methods

The preferred payment platform is through <http://fabusa.flywire.com>.

Please pay special attention to the currency on Flywire's instructions to pay. Detailed information outlining the step-by-step process is provided in the acceptance letter.

If the participant prefers to conduct the transaction through Bank Transfer he/she should use the bank details below.

- **Bank Transfer:** Use the details provided below:
 - Account holder: The Fab Foundation
 - Address: 50 Milk Street, FL 16, Boston, MA, USA, 02109
 - Account Number (domestic ACH transfers only): 9320283506
 - ABA Routing Number (for domestic ACH transfers only): 221970443
 - SWIFT/BIC number (for non-USA international wire transfers): STETUS33
 - Bank Name: Webster Bank, One Jericho Plaza, Jericho, NY 11753
 - Reference: Your participant ID number

3.3 Cancellation and Refund Policy

3.3.1 Cancellation of the Program

Each Node reserves the right to cancel a Program if the quota of registered participants is not sufficient. In the case that a Node cancels a Program, the participant will be offered to attend the program in another location. If he/she is not willing to change location, the participant will receive a full refund of the tuition fees paid to-date, minus any banking or transaction fees.

3.3.2 Withdrawal from the Program

If a participant chooses to withdraw from a program, they must provide written notice via email to Global Coordination (coordination@textile-academy.org) and the Local Node.

Participants who drop the course and have paid all or part of the tuition fees may receive a partial refund according to the following situations:

3.3.2.1 Withdrawal from the Program Prior to the Official Course Start Date

If the participant made partial or full payment for the Program's tuition fees and communicated their intention to withdraw prior to the initiation of the course before August 1st, Coordination will reimburse 85% of the tuition fees and retain 15% for administrative costs.

IMPORTANT: in order to be eligible for a refund, the participant must give proper justification of the reason for withdrawal in writing to Coordination before August 1st.

3.3.2.2 Withdrawal from the Program After the Official Course Start Date

In cases of verified health, medical issues, or force majeure circumstances, participants may submit a written request for cancellation to Coordination and the Node. If approved by both the Fabricademy Node and Global Coordination, the participant may receive a partial refund related to the percentage of the course completed.

3.3.2.3 Unforeseeable Circumstances

The schedule and format of Fabricademy may vary slightly throughout the course if unforeseeable natural, geopolitical, or social circumstances arise. Coordination intends to ensure the continuation of the Fabricademy program as smoothly as possible, providing the necessary support to ensure a successful program year.

In the unlikely event that the program is canceled due to unforeseeable circumstances or governmental policies, a refund for tuition fees will be processed. In such cases, the amount reimbursed will exclude a \$1000 administrative fee and any applicable banking or transaction charges.

If the program has already begun and is officially canceled due to unforeseeable circumstances, the remaining fees may be partially refundable.

3.3.3 Ceasing Attendance Without Notification

If a participant fails to deliver the assignments requested by the instructors, misses the evaluation rounds, does not attend 80% of required sessions, and/or fails to attend more

than 6 consecutive global classes, Coordination understands that the participant abandoned the program. Participants need to inform coordination via email at least 15 days before the scheduled Final Presentation date if they are unable to present during the dates established for Final Project Presentations during their course year. Coordination will organise a second deadline for submitting projects, but there will not be a public jury available during the second review period.

If the participant does not submit the required documentation by the second deadline, they will be classified as a Continuing Participant for the next course cycle, and subject to additional tuition fees.

3.3.4 Continuing Participants

Continuing participants who have completed one or more assignments but have not yet graduated may choose to complete the course in the next cycle.

To reactivate their status for a future course cycle, the participant must officially communicate this via email to both the local Node and Fabricademy Coordination at coordination@textile-academy.org.

In this case, additional fees may also be required by the local lab for access to machines and equipment, use of space, local instructor mentoring, and materials. Each Node offers different rates; please contact your lab to define the cost of attendance as a continuing participant.

Furthermore, participant documentation must undergo a global evaluation, which incurs a fee of \$250. Participants will be assessed according to the standards applicable during the year of evaluation. This means that any new assignments or changes to existing assignments must be completed in line with the updated criteria prior to participating in the evaluation process.

If a participant does not complete the required work within two academic cycles, the full fee of the current course year, not the year of initial enrollment, will be necessary to re-register.

4 Medical Insurance

Participants must verify with their local Node any requirements or provisions of medical coverage in the case of an accident or injury during the program. If the Node does not offer medical insurance, we strongly recommend that participants secure their own medical coverage for the duration of the program. Coordination does not provide medical insurance for Fabricademy Nodes or course participants.

5 Disciplinary Regulations

5.1 Expulsion

Failure to attend without prior notification, non-completion of tuition payments, and engagement in unacceptable conduct may result in expulsion. The participant will be informed of this decision via a letter sent to their email. Once expelled, the participant will no longer be affiliated with the Node, will forfeit their academic credits and records, and will waive any rights to request a refund.

5.2 Unacceptable conduct

To ensure a safe and productive environment, all participants must follow these guidelines. Violations may lead to removal, suspension, or other disciplinary actions.

The lab will regard as unacceptable conduct any behavior that:

- Disrupts or improperly interferes with the teaching, learning, research, administrative, consultative, social, or other activities of the Node;
- Obstructs or improperly interferes with the functions, duties, or activities of any participant, member of staff, or employee of the Node;
- Is violent, indecent, disorderly, discriminatory, or threatening, or involves offensive behavior or language during any activity or on the premises;
- Theft or damage, including stealing materials or personal belongings, causing intentional damage to property or equipment, or negligence resulting in damage;
- Ignoring safety protocols or misusing equipment, bypassing lab procedures and policies, leaving workspaces untidy, monopolizing resources, or utilizing materials without permission;
- Creates illegal or hazardous projects, manufactures weapons or harmful materials, produces offensive content, takes credit for others' ideas, or disregards intellectual property rights, including plagiarism of designs and projects without proper credit or permission;

These rules ensure a safe, respectful, and collaborative environment.

6 Copyright and Open Source

As part of the program, participants are required to document their work in a public repository. While participants retain full ownership of their work, any weekly assignments and final projects shared publicly must include the licence ([Fabricademy Research © 2017-current by Fabricademy Alumni](#) is licensed under [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International](#)). Use of this license ensures that documented work will be properly credited and not used for commercial purposes by others.

Coordination and Node reserves the right to reproduce the participant's name, image, audio voice, and project work at no cost, in any specific media, using any form of communication (including publicity). In the same manner, coordination may record and reproduce the participant's performance and project work in any tangible or intangible media and exploit it by adding music, sounds, or other images. Fabricademy reserves the right to transform such performance, by adjusting, changing, and/or modifying the original source while always respecting the participant's intellectual property rights.

Coordination is allowed to distribute the resulting data in printed media, electronic, audiovisual, internet or other platforms, through sales, rentals, or any form, for both private and public use. In addition, Fabricademy may translate and subtitle these recordings in any given language to communicate and promote Fabricademy's production in any media, technical, or technological system, including cinema, television or other.

Coordination assumes the responsibility of properly crediting the participants for their contributions. Any future publication of the material from the participant created and

produced during and related to the Fabricademy course must include a reference to their tutor, the course, and the Fabricademy - Textile and Technology Academy entity.

7 Fabricademy Alumni

The Fabricademy Alumni community is an association of graduates and former participants of the Fabricademy - Textile and Technology Academy. Being part of this community is free of charge and holds the following benefits:

- Retention of your documentation webpage;
- Receiving job opportunities;
- Access to the Fabricademy Mattermost chat platform;
- Participation in Fabricademy - Textile and Technology Academy international exhibitions;
- Becoming a Fabricademy - Textile and Technology Academy ambassador in your country, with potential collaboration on future projects;
- Newsletters including information and opportunities on projects, research, competitions, etc.; and
- Being eligible to run a Node of the Fabricademy - Textile and Technology Academy educational program.

If you agree to these terms and conditions, please sign below:

Participants name: _____

Signature: _____

Date: _____