



Student Policy

For all students enrolled in the AI Audit & Assurance Training Program

VERSION 1.0	EFFECTIVE DATE October 2026	NEXT REVIEW October 2027
POLICY OWNER Mert Cuhadaroglu, Training Programs Manager	APPROVED BY Shea Brown, CEO	CLASSIFICATION Public

Student Policy

BABL AI – AI Audit & Assurance Training Program

1. Scope and general provisions

1.1 This policy applies to everyone enrolled in the BABL AI AI Audit & Assurance Training Program (the "Program"). It forms part of our Terms of Use. It covers training activities only, not BABL AI's separate professional certification examinations.

1.2 Purchases and refunds are governed by our Bundle Cancellation and Refund Policy and by Teachable's Student Refund Policy, not by this policy.

1.3 We handle every request under this policy fairly, consistently and confidentially. You will not be disadvantaged for raising a question, request, complaint or appeal in good faith.

1.4 All requests under this policy go to **education@bablai.com**. Please write from the email address linked to your enrollment.

1.5 We may update this policy. If you are already enrolled, a change to completion requirements will not apply to you in a way that disadvantages you.

2. Completion and assessment

2.1 **Completion requirements.** To complete a course, you must:

- complete the required learning materials;
- pass the course quiz with a score of at least 70%; and
- pass the mandatory course exercise with a score of at least 70%.

Each completed course earns a Course Certificate of Completion. Completing all five courses earns the Program Certificate of Completion.

2.2 **Quizzes.** You have up to three attempts to pass each quiz. If you have not passed after three attempts, you may request one further attempt by email.

2.3 **Mandatory exercises.** You may make an initial submission and up to two revisions: three submissions in total. Each revision should address the feedback you received. No further submissions are available unless granted as an accommodation under Section 5 or as the outcome of a review under Section 7.

2.4 Grading and feedback. Exercises are graded against the published assessment criteria for each exercise. We aim to return written feedback within 10 business days of your submission. The feedback states whether you passed and identifies anything to address in a revision. You may request the grading details for any exercise, meaning your score and the result for each assessment criterion.

2.5 Second review. If an exercise fails on your third submission, a second reviewer checks the grading before the result is confirmed.

2.6 Optional work. Practice exercises are not graded and are not required for completion. The optional capstone project receives qualitative feedback only; it is not graded, does not affect your certificates, and is not subject to review under Section 7.

3. Academic integrity and AI use

3.1 Expectations. Your submitted work must reflect your own understanding, analysis and professional judgment. Acknowledge the sources you rely on, and follow the instructions for each assessment.

3.2 Quizzes. Complete quizzes on your own, without AI tools, unless the quiz instructions say otherwise.

3.3 AI use in exercises and the capstone. You may use AI tools to support your work. Examples include explaining concepts, researching, brainstorming, improving clarity and structure, outlining, and supporting your analysis of risks, controls or testing approaches. AI outputs can be wrong or incomplete; you must check them and remain responsible for everything you submit.

3.4 AI use statement. If you used AI tools for a mandatory exercise or the capstone, end your submission with a short paragraph headed "AI use statement" describing how. For example: *"I used an AI assistant to brainstorm risks and improve the clarity of my writing. I checked the information and developed the analysis myself."* You do not need to provide prompts or conversation histories unless we ask during a review under 3.6. Permitted AI use that you disclose does not affect your grade.

If you leave out the statement but your use was otherwise permitted, we treat this as an oversight: we will ask you to add it, and it is not misconduct. Leaving it out again after we have asked may be treated as misrepresentation under 3.5.

3.5 Prohibited practices.

- **Plagiarism:** presenting another person's work or ideas as your own without acknowledgment.

- **Fabrication or falsification:** inventing or altering evidence, sources, data, test results or findings.
- **Misrepresenting AI-generated work:** submitting analysis or conclusions that are substantially AI-generated as your own, without meaningful review and contribution of your own.
- **Unauthorized assistance or collaboration:** giving or receiving help, or submitting jointly prepared work, where the instructions require independent work.
- **False statements:** giving false or misleading information about how you completed an assessment.

3.6 Review of concerns. The Training Programs Manager reviews any concern about academic integrity. We do not use AI-detection software. Before any adverse decision, we will tell you in writing what the concern is. You then have 10 business days to respond. We decide on the evidence, the assessment requirements and your explanation, and we distinguish misunderstandings and honest mistakes from deliberate misconduct.

3.7 Outcomes. Any outcome is proportionate to the seriousness of the issue and whether it was deliberate or repeated. Possible outcomes, from least to most serious, are:

- no violation found;
- guidance on expectations, attribution or disclosure;
- a required resubmission, which counts toward the submission limit in 2.3;
- invalidation of the submission; or
- for serious or repeated misconduct, removal from the Program, decided by the CEO.

Removal is the maximum sanction. It ends your access, and no refund is given.

3.8 Notice and review. We will tell you in writing, with reasons, of any outcome that affects your result or participation. You can ask for a review under Section 7.

4. Access period and extensions

4.1 Access period. You have access to the Program for 12 months from your purchase date. Access ends automatically at the end of that period. Grading takes up to 10 business days per submission and you may need revisions, so plan your final submissions well before your access ends.

4.2 Requesting an extension. Email us, preferably before your access ends; we also consider requests made after it ends. Tell us why you need more time, what you still have to complete, and how much time you need.

4.3 Standard extension. We normally grant up to 3 months for any reasonable request.

4.4 Exceptional circumstances. Longer extensions, or changes to submission timelines, are available where circumstances beyond your control seriously disrupt your studies. Examples include serious illness or injury, bereavement, a family emergency or major caregiving responsibilities. We do not routinely ask for evidence. If we do, we ask only for what is needed to decide.

4.5 Decision. We reply in writing within 15 business days, stating the new access end date and any conditions. If we decline, we explain why.

4.6 Effect of an extension. An extension gives you more time only. It does not change pass marks, attempt limits or submission limits, and your earlier results remain on your record.

5. Accessibility and accommodations

5.1 Our commitment. If a disability or other accessibility need creates a barrier to your participation, please tell us. We consider reasonable accommodations case by case. Accommodations remove barriers. They do not change the learning objectives, the assessment criteria or the 70% pass marks.

5.2 Examples. Accommodations may include:

- transcripts, captions or alternative formats of materials, where available;
- adjusted submission deadlines or additional submissions;
- an extended access period;
- alternative communication arrangements or additional guidance; and
- alternative ways to access materials or complete activities.

We may propose an alternative if a requested accommodation cannot reasonably be provided.

5.3 How to ask. Email us at any time, as early as you can. Describe the barrier, the support you think would help (if you know), and any upcoming deadline it affects. You do not need to share detailed medical information. We ask for supporting documents only where we genuinely need them to decide.

5.4 Your consent. Information about accessibility needs can be health information, so we need your consent to use it. Please include this sentence in your request: *"I consent to BABL AI using the information in this request to assess and arrange accommodations."* If it is missing, we will ask you to confirm before we act. You can withdraw consent at any time, but we may then be unable to continue the accommodation.

5.5 Decision. We reply in writing within 15 business days, sooner if a deadline depends on it. If we cannot provide what you asked for, we explain why and propose alternatives where

possible. Tell us if an accommodation is not working or your needs change, and we will review it.

5.6 Confidentiality. Accessibility information is kept separately from your other records. It is shared only with the people who need it to arrange your accommodation, and only to the extent they need it.

6. Support and communication

6.1 Getting help. Email education@bablai.com for any question about enrollment, access, technical problems, course requirements or certificates. We aim to give an initial response within 5 business days, though some matters take longer to resolve. Refund requests follow the timelines in the Bundle Cancellation and Refund Policy. Requests under Sections 4, 5 and 7 follow the timelines in those sections.

6.2 Support sessions. You may ask for an individual session with the Training Programs Manager, subject to availability. Sessions offer guidance and clarification. They are not tutoring and do not provide extra attempts or change completion requirements.

6.3 Your responsibilities. Check the email address linked to your enrollment, keep your contact details up to date, read Program announcements, and contact us early if difficulties arise.

6.4 Announcements. We share Program updates by email and in Slack. Any change that affects your individual access, assessments or completion is also sent to you directly by email.

6.5 Slack community. Joining Slack is optional and is not required to complete the Program. In Slack, be respectful and professional. Do not share quiz answers or exercise solutions. Do not post personal, confidential or assessment-related matters; email us about those instead. We may remove Slack access for breach of these rules.

7. Reviews, appeals and complaints

7.1 What this covers. You can ask for a review of any decision that affects your result, access, accommodation or participation. This includes assessment results, academic integrity outcomes, and accommodation and extension decisions. You can also complain about any part of your training experience, such as course content, the platform, support, administration, accessibility or staff conduct.

7.2 Informal questions. You can email us at any time to ask for an explanation of a decision or to raise a concern informally. This step is optional; you can go straight to 7.3 or 7.4.

7.3 Making a complaint. Email us within 3 months of the events you are complaining about; we consider later complaints in exceptional circumstances. Describe what happened, the

relevant dates and the outcome you are looking for. The Training Programs Manager replies in writing with reasons within 15 business days. Complaints about the Training Programs Manager go directly to the CEO.

7.4 Requesting a review. Email us within 14 calendar days of the written decision or complaint response you want reviewed. For assessment results, the 14 days run from the date your feedback was sent. Tell us which decision you are challenging, why you believe it is wrong, and attach any supporting information. Disagreeing with a result is not enough on its own; explain what went wrong. For example:

- the assessment criteria were applied incorrectly or inconsistently;
- your work was not fully evaluated;
- an administrative or technical error affected the outcome;
- the procedure in this policy was not followed; or
- other circumstances materially affected the fairness of the decision.

We consider late requests in exceptional circumstances.

7.5 Who reviews. The CEO reviews independently of the original decision. You receive a written decision with reasons within 15 business days. This decision is final.

7.6 Outcomes. A review may:

- uphold the original decision;
- revise the decision or result;
- require reassessment, carried out by someone other than the original grader; or
- require other corrective action.

A review does not entitle you to a pass, an extra attempt or more time unless the outcome says so.

7.7 Delays. If we need more time at any stage, we will tell you why and give you a new date.

7.8 Learning from cases. At least every 6 months, we review all requests, complaints and reviews to identify trends and improvements.

8. Records and personal data

8.1 We keep a confidential record of each request, decision, complaint and review under this policy. Records identify you by a student reference rather than your name wherever possible. Supporting documents are held in files with restricted access.

8.2 Information is shared only with the people who need it to handle your matter.

8.3 We keep these records until 6 months after your access period ends, including any extension, and then delete them. Supporting documents about accessibility needs are deleted once they are no longer needed for your accommodation. We may keep anonymized information about the number and type of cases to review trends under 7.8.

8.4 Our Privacy Policy explains how we process your personal data and the rights you have over it.

Contact

BABL AI, education@bablai.com