

# The Academy of Regulated Real Estate Courses™

## Permanent Enrollment Record

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (O): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone (H): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone (other): \_\_\_\_\_

Sponsor (if any): \_\_\_\_\_ Professional License # (if any): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Class: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Method of Payment: Check # \_\_\_\_\_, Cash, Prepaid, Other \_\_\_\_\_, Credit Card (Master Card / Visa)

Credit Card #: \_\_\_\_\_ Expire Date: \_\_\_\_\_

### Enrollment Agreement

The Academy of Regulated Real Estate Courses™ (Provider #574) abides by rules/regulations set forth by the Texas Real Estate Commission.

#### Attendance Requirements, Make-up Procedures and Fees

Each student is required to attend ALL scheduled classroom hours to receive certification. Students missing ANY class time are required to make-up missed time in another class or by audio, or video presentation if available. All make-up work time must be approved in advance from office personnel. A student may not take the exam until all make-up work is completed. As per TREC guidelines students missing more than 1/3 of class time will be dropped from the class with no refund or credit issued (you may transfer within 30 days). The student has 90 days from completion date of the original class to make up all time and pass exam.

Any late arrival or missed class time: \$15 make-up fee.

Materials, which have been loaned: \$25 deposit; no refund if not returned.

Exam Fee: \$15 if scheduled outside of class time.

Retake or Transfer fee: \$25 with your book (current); \$55 with new book

#### Refund Policy

Our student base in the West Texas Area is not a large one. Our teachers are dedicated to providing the best education for each student. The school has a NO Refund Policy for our teachers' commitment to this schedule. *Students can retake a missed; paid class the next time the class is scheduled for up to 120 days provided they notify the school in advance in writing of the absenteeism.* When the school cancels a class, however, all monies will be refunded.

#### Examination

A 70% or better grade is required to pass. Students failing a final exam will be required to repeat the entire course at a \$25-\$50 charge. Make-up exams may be given Monday – Friday 10:00 a.m. – 3:00 p.m. by appointment only and the \$15.00 fee will apply. TREC requires that the final exam be given outside scheduled classroom times.

**Correspondence:** If you are unhappy with the materials, please feel free to return it **WITHIN THREE DAYS** for a **partial refund, a \$25 registration fee is non-refundable and any shipping cost.** If you would like to switch your correspondence course to classroom course, you may do so for an additional **transfer fee of \$25 per course.** If you would like to switch your classroom course in which you are already attending to correspondence, you may do so for an additional **transfer fee of \$25.**

#### Additional Information

\$25.00 fee will be charged for returned checks. A duplicate certificate may be obtained for \$10.00. Please do not ask the instructors to bend the rules or grant special favors; they have no authority to do so. Dress code is casual to business casual; inappropriate, revealing or offensive clothing is not allowed.

**I hereby certify that I have read and agree to comply with all requirements and procedures.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Karen Nichols*

School Signature

Ofc. Use
BK _____
P. Fee _____
Coupon _____