

## The Principles and Practices of Real Estate for Salespersons Program

Student Name:

Phone Number:

Social Security Number:

Birth Date:

Address:

Email:

The Principles and Practices of Real Estate for Salespersons requires sixty (60) clock hours of lecture. Provisions have been made to make up hours but no less than the required hours will be deemed eligible for testing for license. Student must be at least eighteen years of age, hold a high school diploma or equivalent and provide documentation of proof.

Training will begin on Jan. 10 and finish on Mar. 16, 2022

The student must complete all of the required time of three (3) hours of instruction per day, two (2) days per week for a total of ten (10) weeks. The student may only make up three clock hours during the program. All missed clock hours must be made up in before taking the midterm or final exam. This policy is subject to change per the instructor. A student absent for more than three (3) hours of classroom instruction will be placed on academic probation for the remainder of the program. Make up time must be completed and the academic record of the student must reflect a grade of 75% or higher in order to be eligible for a certificate of completion. If the student misses another clock hour after the allowed three (3) clock hours, they shall be dismissed.

A cumulative grade of 75% is based on: Quizzes: 20% Midterm: 30% Final Exam: 30%

There is no diploma awarded at the end of class but each student who graduates will be given a certificate of completion necessary to apply for the opportunity to take the Maryland Real Estate Licensing Exam. The exam is administered by Psychological Services Inc. and the fee is \$61.00. We do not guarantee job placement or salary.

The cost for the program is \$375.00 This consists of a tuition of \$255.00, a non-refundable administrative fee of \$25 and the cost of the books of \$95.00. Each student must have all materials and supplies, such as books, etc. at the start of the first class. No credit terms are available. All checks should be made out to the Maryland Real Estate Academy.

The books required to complete the class are Modern Real Estate 20th Edition, the workbook that accompanies the book and a copy of the Maryland Real Estate Practice and Law 15th edition. The books may be purchased from the school directly or on the open market.

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A full refund will be issued if the program is closed, canceled or discontinued . All fees paid by a student shall be refunded in thirty days if the student chooses not to enroll in or to withdraw from the program within seven ( 7 ) calendar days after having signed a contract. If the student chooses not to enroll after the seven ( 7 ) day cancellation period, but before the first day of instruction, the school will retain the application fee. If the student is terminated or withdraws after the first day of instruction, the school shall retain the application fee and student must re-enroll at own expense. If after an official leave of absence, ( up to sixty days ) a student does not return to the program, a refund shall be based on date of withdraw and paid within sixty ( 60 ) days from last scheduled day of the leave of absence. The date of withdrawal or termination is the last date of attendance by the student. Student may re-enroll at their own expense. Books and other materials are the property of the student.

Student is advised to keep all documents regarding enrollment and financial obligations.

By signing below the student indicates that they have received a copy of the enrollment contract. All financial responsibilities have been explained and by signing the student verifies that they have received a copy of the enrollment form and current school catalog.

**Refund Policy**

Portion of total program taught by date of withdrawal	Tuition refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No Refund

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Student \_\_\_\_\_ Date \_\_\_\_\_

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School Representative \_\_\_\_\_ Date \_\_\_\_\_

In order for the enrollment agreement to be binding the contract must be signed by the applicant and the school official. This agreement can be extended or modified only with the written consent of both the student and the school.