

# ENROLLMENT AGREEMENT



**Name:**  
**Address:**  
**City/State/Zip:**

**Email:**  
**Cell:**  
**ALT:**

## Requirements for receiving course credit:

- Pay Tuition.
- Participate in class activities.
- Display Photo ID at classroom or **ChampionsLive** check-in - acceptable forms: Driver License ID, Passport, Military ID, or copy of Photo ID.
- A student may not leave with course exams or scantrons.
- Conduct disruptive to the class will not be permitted.
- Champions has the right to expel anyone from class for disruptive behavior. No refund will be given.
- **QE/SAE Blended Classroom:** Students will not receive their certificate until they have passed their chapter quizzes and exam. Students will have in class discussion on quizzes. Quizzes must be graded by the instructor. To help ensure your success try to limit excessive movement to reduce learning interruptions for classroom or the **ChampionsLive** session. Classrooms and **ChampionsLive** are both monitored by an instructor and on camera.
- Per TREC requirements all Real Estate QE & SAE and Inspector QE course exams are closed book/closed notes and proctored.

*Student hereby agrees and understands that student is responsible for paying for all courses, materials and/or other charges set forth herein. Student also agrees and understands that should any form of payment tendered by or on behalf of Student be denied, cancelled, disputed or otherwise does not fully satisfy all charges for courses, materials as detailed herein that Student will be responsible to pay any outstanding balance immediately upon notification by Champions School of Real Estate®.*

*A student may not repeat the same QE or SAE course in a 2-year period. Champions is not liable for those students who duplicate previously taken QE, SAE or CE courses. It is also the student's responsibility to know how many hours they need for QE, SAE or CE.*

## School Policies and Fees:

Registering: Student must register at least 24-hours prior to class start date.

Tuition: Tuition for each course is pre-paid. A package must be paid in full at the time of registration to receive the package price.

Textbook: **All textbooks are required and included in course tuition pricing.** Additional textbooks can be purchased individually. There are no refunds on textbooks (hardcopy or PDF version). **Unauthorized reproduction** of copywritten materials is a violation of copyright laws. Champions and non-Champions published books are subject to updated versions, and books older than 90-days will require a new book to be purchased. **Champions is not responsible for the resell of any of our textbooks and is prohibited. All textbooks can be shipped, and shipping cost will be incurred.**

Exam Prep Book: If the student has taken PREP and would like to purchase the current PREP textbook, the student must purchase the new textbook version. The PREP class is valid for free retakes for up to 12 months from date of purchase. When 12 months expires, student will be required to purchase the PREP at full price. \*Appraisal/Inspection students - please refer to Career Counselor for PREP policy.

Personal Items: Please turn off all cell phones before entering the classroom. Please lock your car and put any valuable items in your trunk. Any theft of valuable items on campus or off campus is not the responsibility of Champions School of Real Estate®. Earbuds, headphones, and recording devices are prohibited in classrooms.

Attendance: Real Estate, RMLO, Appraisal, and Inspector QE & CE courses require full attendance to receive credit.

**Real Estate QE/SAE:** If student misses more than 5 hours of class time, they will be dropped and moved to the next course offering or moved to a different delivery method (*if available*) for a \$50 fee. (See Missed Time Make-Up Policy section.)

**Real Estate Designations/Certifications:** If a student misses any time, the student will be dropped from class and will need to call to reschedule.

**RMLO Student PE & CE:** Student must attend all classroom or [ChampionsLive](#) lecture presentations, participate in group discussions, and contribute to case study analysis. Student who misses class time will be moved into the next RMLO course and will be charged a \$35 transfer fee.

**Appraisal:** If student misses any time, the student will be dropped from class and will need to call to reschedule.

*(Minors may not accompany parents, family members, or legal guardians to class.)*

**90 Day Course Make-Up Policy:** Failure to complete make-up coursework and pass the course exam within 90 days from the date of the completion of the original course: the student must pay \$50 to retake the entire QE/SAE course.

**Missed Time Make-Up Policy:** When applicable, the make-up policy is as follows for QE classroom or [ChampionsLive](#): Attend a corresponding class session, watch video recording of the session(s) actually missed (*QE only*), or student pays a \$35 transfer fee to move to a different course delivery method. **Make-Up Fee:** The student incurs a \$10 per hour fee for time missed, and the student must speak with a career counselor to schedule time to complete the time missed on the topic area(s) missed.

**Exam Proctoring Session:** A proctored exam may be scheduled through your online "Student Account" via: [ChampionsLive](#) or Cyber Proctor. The student will have two (2) hours to complete the exam. Should the student fail to complete the exam in the allocated time, the exam will be graded and scored as incomplete. **Missing Course Exam Appointment:** The first absent is FREE. The student is subject to a \$10 fee after missing the second scheduled appointment. **Reschedule Course Exam:** The student may reschedule the proctored exam time prior to the scheduled exam time without incurring a fee.

**Failing Course Exam** **QE Real Estate & Inspection:** Students who fail the course final exam #1 are required to take exam #2 at no charge. Students who fail exam #2 are required to retake the entire course and pay a \$50 course retake fee. Students who fail the final exam #3 for the retake course are required to take exam #4 at no charge. Students who fail exam #4 are required to take the entire course over and pay the full tuition fee. **For Inspection exams**, no retake fees apply.

**Failed State/National Exam:** **Real Estate QE:** Students who fail the state or national exam 3 times, must retake a 30-hour QE course for each exam failed. **Course Retake Fees:** For a CSRE student, the course retake fee is \$25. For non-CSRE student, the full tuition price applies. **Inspection QE:** Students who fail the national or state exam 3 times, additional education will be required for that portion before you can retake the exam. **Appraisal QE:** Students who fail the exam 3 times, may not apply for reexamination or submit a new license application unless the applicant submits evidence of completion of the 15 additional hours of qualifying education to TALCB. **RMLO:** The candidate is subject to a waiting period of thirty (30) calendar days from the previous test date prior to retaking the test. After every third failed test, the candidate is subject to a waiting period of one hundred eighty (180) calendar days before he or she is able to retake the test. NMLS will allow the candidate to request and pay for a new test enrollment window immediately following the failure of a test. However, the window will not allow the candidate to reschedule the test for a date prior to the waiting period being satisfied.

Passing Score: **Texas Real Estate & Inspection:** A student must achieve a score of 70% or higher on the course final exam to pass and receive credit for Real Estate and Inspector QE, SAE, and CE (as applicable).  
**Oklahoma RE CE:** Student must achieve a passing score of 75% or higher on the course exam to obtain CE credit.  
**Florida RE CE:** Student must achieve a passing score of 80% or higher for the 14-Hour CE course and 70% or higher for the 28-Hour Reactivation course.

*(Champions reports SAE, RE & Inspector CE credit to TREC, OREC, and FREC.)*

**RMLO PE:** A student must achieve a score of 70% or higher on the final exam to pass and receive credit for the 20 Hour SAFE course. A student failing exam #1 will have a maximum of two additional exam retakes that must be done within 48-hours from conclusion of class. After (3) failed attempts to pass the closed book exam, student will not be given credit for the course. The CSRE student can reenroll in classroom or **ChampionsLive** at a discounted rate of \$144.50 for the 20 Hour SAFE and/or \$25 rate for the 3 Hour TX SML SAFE. RMLO PE online courses are offered by a third party.

**RMLO CE:** A student taking the CSRE classroom, **ChampionsLive** or online RMLO 8 Hour SAFE CE course must pass the final exam to obtain credit. After every third failed test, the CSRE student can call to reenroll at 50% off the full tuition price.

**RMLO Late CE (online only):** A student taking the CSRE online RMLO Late CE 8 Hour SAFE course must pass the final exam to obtain credit. After every third failed test, the CSRE student can call to reenroll at 50% off the full tuition price.

**Appraisal:** A student must achieve a score of 70% or higher on the final to pass and receive credit for Appraisal AQE & ACE course credit offered via: **ChampionsLive** or online delivery. Students retaking a AQE course as a result of not passing the course exam within 90 days, can do so at a 50% discount.

**15-HR USPAP:** A student must achieve a score of **74% or higher** on the final course exam to pass and receive **USPAP** credit. Students who fail the 15-Hour USPAP course exam are allowed to take 2 additional exams at no charge. If student fails the exam #3, they must retake the course at a cost of \$100.

**Appraisal:** Appraisal exam proctoring of third-party online course – Students will pay a \$20 proctoring fee.

Certificates: Please keep all original certificates. Classroom QE and SAE students will receive original certificates at completion of class. All copies of course completion certificates can be found on Students "My Classes" online account.

Refunds: All courses are refundable **WITHIN 5 DAYS** from date of purchase less a \$20 per course cancellation fee and cost of each textbook. After the 5 days, courses are non-refundable. If a student starts any portion of the course or downloads any material for the course, the course is non-refundable.

Transfer Fees: If the course has been started, a student may switch to another delivery method for a \$35 transfer fee. **All courses are non-transferrable from one individual to another.**

Transfer Fees: A student who transfers their course(s) and/or course package to another recipient (*family member or non-family member*): **1)** must be the original buyer of the course(s) and/or course package; **2)** both must sign the **Transfer Agreement Form**; and **3)** recipient will be charged a transfer fee of **\$35 per course**. **Outdated textbooks** - the recipient would need to purchase the current textbook version. The recipient would also be responsible **for paying any additional fees** should the course(s) and/or course package being transferred not be equivalent to the current **fees**. **NOTE:** The course(s) and/or course package transfer can only be done **once**.

- Auditing Fee: A student may audit a course for \$25 per day for Weekdays or Weekends or \$12.50 per day for Evening and Morning classes. Student will not receive course credit and will be dismissed at test time. Audits do not include textbooks.
- Cancellation Fees: A \$20 cancellation fee applies to each course if a student wishes to cancel their registration within a given time frame.
- CSRE Course Cancellation: Should Champions cancel a scheduled course the student shall receive a full refund within a reasonable time or they may receive a credit equal to the dollar amount of the original purchase to use toward the purchase of a future course.
- Business Etiquette No-Show Fee: The student will have **one-year** from Time-of-Purchase to complete the course, after one-year the course/tuition expires, and the student must reenroll at full tuition price.
- Returned Checks: There will be a \$35 charge on all returned checks and Champions will hold the student's course completion certificate until payment is received.
- Fitness Determination: Before you apply for a license in Texas, you can request that TREC determine whether your fitness of character meets TREC's qualifications for honesty, trustworthiness, and integrity. If you have any criminal offenses, unpaid judgments, had discipline taken against a professional or occupational license or have performed unlicensed activity you should consider requesting a Fitness Determination (FD) form.  
<https://www.trec.texas.gov/forms/fitness-determination>.  
Other states may also require similar fitness determinations. Verification with each state is recommended.
- State Violations: A student should inform Champions School of Real Estate if they are taking a course to fulfill a State's disciplinary violation. Champions is not responsible for a student taking the incorrect course.
- Recording Devices: The use of any recording device is prohibited.
- Copyright Rules: All broadcasted and written material is intended for Champions training courses only. The unauthorized reproduction or distribution of this copywritten material violates federal law and Champions reserves the right to seek monetary and injunctive relief.
- Earbuds/Headphones: Are **not** permitted for use in the classroom. Earbuds/Headphones are permitted to use only in Champions monitored testing rooms and available for purchase for \$3.00.
- Opt-In: You are agreeing to receive marketing communications from Champions School of Real Estate®. Champions will never sell or otherwise disclose your personal information to any third party.

**I have read and understand the student requirements and school policies:** \_\_\_\_\_

**Career Counselor:**

**Date:**

**ID Number:**

Dallas: (972) 867-4100 • Fort Worth: (214) 687-0000 • Galleria: (713) 629-4543 • North: (281) 893-4484 • West (281) 496-7386 • San Antonio (210) 349-7600 • Austin (512) 244-3545  
www.ChampionsSchool.com

**Updated:** 12/19/2023