

ENROLLMENT AGREEMENT



Name: _____ Email: _____
Address: _____
City/State/Zip: _____
Phones: Cell: _____ Alt: _____

Reason for Course (check one):

- Real Estate Salesperson's License Test Prep SAE MCE Real Estate Broker's License
 Loan Officer/Mortgage Broker License Real Estate Inspector Professional Inspector Appraiser

How did you hear about Champions?

- Personal Referral: _____ Broker Referral: _____
 Billboard Board of Realtors CD Google Magazine Marketing Rep. MSN Newspaper
 Office Mailbox Postcard Radio SML TALCB TREC WCR Yellow Pages Yahoo

TALCB, TREC & SML Requirements for receiving course credit:

- ✓ Pay Tuition. ✓ Purchase the required textbook.
- ✓ Participate in class activities. (Conduct disruptive to the class will not be permitted)
- ✓ Pass the final examination which covers the designated course. If the student should fail, the entire course must be retaken and the examination passed before credit may be given. In compliance with the rules adopted by TREC & SML students who miss a class must make up the class time and test (if applicable) within 90 days of the completion of the original course or the student will be considered dropped with no credit for the course. Possible make up procedures are: attendance in the corresponding sessions in a subsequent offering of the same course, transfer to correspondence or make up DVD (Make up fees will apply) All exam scantron test sheets must be retained by school.
- ✓ Students must attend a minimum of 2/3rds of the course to be eligible for make-up hours. If the student misses more than 1/3rd of the course, the student will automatically be dropped from the course per TREC and charged a \$20 drop fee.
- ✓ MCE students may receive partial credit for the 9 hrs. of elective credit.
- ✓ A student is allowed to retake an exam if they fail after a minimum of a 7 day waiting period.
- ✓ The student will be charged a \$10 fee for any make-up class plus a \$10 exam fee.
- ✓ Students will be allowed to take the final exam when they have completed the make-up hours for course time missed. However, the students must understand if they fail the exam, they fail the class. A student must score at least a 70% on the final to pass. Appraisal students must score at least 75% on the final to pass (with the exception of USPAP which requires 78% or higher).
- ✓ SML students must report their courses to SML no later than 2 years or 24 months from the date they took their course.

A student may not repeat the same SAE course in a 3-year period. Champions is not liable for those students who duplicate previously taken SAE courses. It is also the student's responsibility to know if they need 15, 30, or 60 hours of Continuing Education.

Student hereby agrees and understands that Student is responsible to pay 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 not fully satisfy all charges for courses, materials and the like as detailed herein that Student will be responsible to pay any outstanding balance immediately upon notification by Champions School of Real Estate

School Policies:

- Personal Items:** Please turn off all cell phones and pagers before entering the classroom. Please lock your car and put any valuable items in your trunk. Any theft out of your car is not the responsibility of Champions School of Real Estate.
- Tuition:** Tuition for each course is pre-paid (**price includes textbook**). Please see reduced package prices and schedules for other classes offered by Champions. A package must be paid in full at the time of registration in order to receive the package price. Students retaking a course due to not passing the final examination can do so at a 50% discount. If a check is returned, Champions School of Real Estate will send the check to Telecheck Services. There will be a \$35 charge on all returned checks. Champions will hold the student's certificate, not allowing the student to receive the credit from the course taken until payment is received.
- Textbook:** **All textbooks are included in class prices.** Additional textbooks can be purchased individually. There are no refunds on textbooks. Unauthorized reproduction of copyrighted material is a violation of copyright laws.
- Late Fee:** You must register 1 full business day prior to class to receive the prepaid price. If you pay the day of class or at the door, an additional \$20 fee applies.
- Cancellation Fees:** A \$20 cancellation fee applies to each class (individual or multiple as part of packages) if a student wishes to cancel their registration within a given time frame (see Refunds below for courses time frame). A \$10 per hour charge applies for any classroom hours attended.
- Refunds:** Below is Champions School of Real Estate's policy regarding refunds for purchased courses and textbooks.
- ✓ Correspondence courses are refundable **WITHIN 5 DAYS** from date of purchase. After the 5 days, courses are non-refundable.
 - ✓ Online courses are refundable **WITHIN 5 DAYS** from date of purchase. After 5 days, courses are non-refundable.
 - ✓ All other courses are refundable **WITHIN 5 DAYS** from date of purchase. After 5 days, courses are non-refundable.
 - ✓ The Prep course is **Non-Refundable** once a student has picked up their textbook or attended any portion of the class.
I am waiving my rights to a PREP Refund by taking my materials today _____
 - ✓ Champions has the right to expel anyone from class for disruptive behavior. No refund will be given.
- Transfer Fees:** If you switch your classroom course in which you are already attending to correspondence or if you switch your correspondence or online course that you have already started to classroom, you may do so by paying the additional course price as well as a \$35 transfer fee. **All courses are non-transferrable from one individual to another.**
- Fast Track:** Students will not receive their certificate until they have passed their homework and exam. Students may not have homework graded in advance, must be graded in class by the instructor. Student may not come in and out of the classroom.
- Certificates:** Please keep all original certificates. There will be a \$10.00 charge for each certificate duplicated.
- Recording Devices:** The use of any recording devices is prohibited by the authority of TREC & SML. The use of laptop computers is prohibited in any course with the exception of Loan Processing 101.
- Auditing Fee:** \$5 per hour or \$25 per day (whichever is lesser of the two) if you desire to sit through a core course without credit.
- Tests/Scantrons:** Students are not allowed to remove tests or scantrons from the campus.

I have read and understand the student requirements and school policies:

Career Counselor

Signature

Date