

ENROLLMENT AGREEMENT



Name:

Email:

Address:

City/State/Zip:

Phones: Cell:

Alt:

Appraisal Requirements for receiving course credit:

- ✓ Pay Tuition. ✓ Participate in class activities.
- ✓ Display Photo ID upon class entry.
- ✓ Conduct disruptive to the class will not be permitted.
- ✓ Pass the final examination, which covers the applicable course. If the student should fail, the examination must be passed before credit may be given. Possible make up procedures are: attendance in the corresponding sessions in a subsequent offering of the same course, or transfer to correspondence (if available). However, the students must understand if they fail the exam, they fail the class. A student must achieve at least the following score to receive credit: Appraisal Classes-70%, USPAP-74%, Appraisal Online Classes-70%.
- ✓ If the USPAP exam is failed 3 times, there is a \$100 course retake fee.
- ✓ Students retaking a course due to not passing the final examination can do so at a 50% discount.
- ✓ All failed exams are subject to a \$10 exam retake fee.
- ✓ A student may not leave with course exams or scantrons.

Champions is not liable for those students who duplicate previously taken CE courses. It is also the student's responsibility to know how many hours they need.

School Policies:

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 is not the responsibility of Champions School of Real Estate®.

Tuition: Tuition for each course is pre-paid (**price includes textbook**). A package must be paid in full at the time of registration to receive the package price. Any shipping costs are extra.

Returned Checks: 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. Champions books are frequently updated, books older than 90 days will require a new book to be purchased.

Registering: You must register at least 1-full business day prior to any Champions class. There are no day-of-class registrations.

Cancellation Fees: A \$20 cancellation fee applies to each course (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.

- ✓ All courses are refundable **WITHIN 5 DAYS** from date of purchase minus a \$20 per course cancellation fee and cost of 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.
- ✓ 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.
- ✓ Students who have not taken their prep course or picked up the prep book will have 1 year from their first date to retake the prep.

Attendance: All classes require full attendance to receive credit. NMLS, Appraisal, Designation, and Real Estate CE students cannot miss any portion of a class. If NMLS, Appraisal, or Designation class time is missed, the student will be dropped and moved to the next class. If CE class time is missed the student will be dropped from the class and moved to the next course or can move to correspondence to complete. Students in Inspector Labs can only miss up to 1 hour per 10-hour lab.

Transfer Fees: Students may switch to another delivery method (Blended, Classroom, LIVE, Online-Correspondence) by paying the additional course price as well as a \$35 transfer fee. **All courses are non-transferrable from one individual to another.**

Blended: Students will not receive their certificate until they have passed their chapter quizzes and exam. Students may not have quizzes graded in advance, must be graded in class by the instructor. Student may not come in and out of the classroom. If a student misses between 1 to 5 hours of the class, they must make-up those hours before taking the exam. If they miss more than 5 hours of a course, they must retake the course. Classrooms are monitored electronically.

Certificates: Please keep all original certificates. There will be a \$10.00 charge for each certificate duplicated.

Copyright Rules: Any broadcasted material is intended for use in Champions training courses only. The unauthorized reproduction or distribution of this copyrighted work violates federal law and Champions reserves all right to seek monetary and injunctive relief.

Recording Devices: The use of any recording devices is prohibited by the authority of the NMLS.

Auditing Fee: \$5 per hour or \$25 per day (whichever is lesser of the two) if you desire to sit through a real estate core course without credit.

Opt-In: By accepting this enrollment agreement, 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.

Violations: A student should inform Champions School of Real Estate® if they are taking a course to fulfill a violation, by not informing, Champions is not liable for a person who takes the wrong course.

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

Career Counselor

Signature

Date