

# ENROLLMENT AGREEMENT



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

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

## Requirements for receiving course credit:

- ✓ Pay Tuition.
- ✓ Participate in class activities.
- ✓ Display Photo ID upon class entry.
- ✓ 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 may not have quizzes graded in advance, must be graded in class by the instructor. Students 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 by instructor.
- ✓ Pass the final examination, which covers the applicable course. If the student should fail, the examination must be passed before credit may be given.

*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 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, CE.*

## School Policies and Fees:

- Registering:** You must register at least 1-full business day prior to any Champions class. There are no day-of-class registrations.
- 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. Any shipping cost is extra.
- Textbook:** **All textbooks are included in the 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, if it has been changed.
- 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®.
- Attendance:** All classes require full attendance to receive credit. NMLS, Appraisal, Designation, Real Estate and Inspector QE & CE students cannot miss any portion of a class. If Designation class time is missed, student will be dropped and moved to the next class. **IF** a Qualifying/SAE class time miss up to 5 hours, the student will be dropped and moved to the next course offering or can move to another delivery method course (*if available*), the student must complete the entire course via elected method. Students in Inspector Labs can miss up to 1 hour per 10-hour lab. (*Also see "Transfer Fee"*.)
- Make-Up Policy:** When applicable, possible make-up attendance in the corresponding sessions in a subsequent offering of the same course, watch video (QE/SAE), or transfer to a correspondence course (if available) may be considered. However, the student must understand if they fail the exam, they fail the class.
- Make-Up Fee:** \$10 per hour for time missed (1 hour – 5 hours).
- Course Retake:** If a student misses more than 5-hours in a Real Estate QE or SAE class, the student must repeat the entire course: for only \$50 tuition fee. All classes must be completed within 90 days. (*If the textbook changes, student must purchase a new textbook.*)
- Past 90 Days:** Failure to complete the class within 90 days: the student must pay \$50 to retake the entire qualifying course. (*If the textbook changes, student must purchase a new textbook.*)
- Exam Proctoring:** Proctored course exams are offered through **ChampionsLive!** with a 2-hour proctoring time limit. Should the student change the proctored exam appointment selected, the 1<sup>st</sup> appointment change is FREE. If the student makes a second appointment change, there is a \$10 charge every time the student changes their appointment.
- Students who fail the course final exam #1 are required to take exam #2. Exam #2 is given at no charge. Students failing exam #2 are required to retake the entire course, a \$50 retake tuition fee applies.
  - Students who fail the final exam #3 for the retake course, are required to take exam #4. Exam #4 is given at no charge. Students failing exam #4 are required to take the entire course over and the \$155 tuition fee applies.
- Inspection Interactive Class:** If the student fails the first and second test, there is no charge for testing. If the student fails the second exam, there is a \$50 discounted tuition to retake the entire course.
- Inspection Ride-Along:** A student who gives notice of cancellation to the Ride-Along class 48 hours in advance, there is no charge. Notification 24-hours prior to the Ride-Along class, there is a \$25 charge to change dates or cancel. Notification Day of class cancellation of the Ride-Along class, there is a \$50 charge to change dates or cancel.
- Champions Earbuds:** Students may purchase Champions Earbuds for \$3.00 for exam noise blockage.
- Failed State/National:** Students who fail the State or National Exam 3 times, must retake a 30-hour Qualifying course for each exam failed. For a Champions' student the course retake fee is \$25 for the entire course. Non-Champions student fee is regular tuition of \$155.

Passing Score:

**Real Estate & Inspection:** A student must achieve a score of 70% or higher on the final to pass and receive credit for Real Estate and Inspector Qualifying Education (QE-SAE) & Continuing Education (CE) (as applicable).

- o **Oklahoma RE CE** students must achieve a passing score of 80% or higher to obtain CE credit. Champions reports RE CE credit to OREC. Education must be completed during the current license period.
- o **Florida RE CE** students 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 RE CE credit to FREC.

**RMLO:** A student must achieve a score of 70% or higher on the final exam to pass and receive credit for the 20-Hour course. NLMS Students who do not pass **within a 48-hour** period will not receive credit towards the education requirements and may choose to re-enroll for the discounted rate of \$110.

- o Students who miss class time will be dropped from the SAFE course and will be charged \$110 tuition to retake the RMLO course. If the student does not reschedule, there will be a \$20 drop fee. This fee will be waived if rescheduled.
- o All failed exams are subject to a \$10 exam retake fee with a maximum of two retakes that must be done within 48-hours.
- o A student taking an online SAFE course and would like to change to classroom will be charged a \$25 per day auditing fee.

**Appraisal (2018-2019 Years):** A student must achieve a score of 70% or higher on the final to pass and receive credit for Appraisal AQE & ACE credit offered classroom or online delivery. A student must achieve a score of 74% or higher on the final to pass and receive **USPAP** credit.

- o Students retaking a course as a result of not passing the final examination, can do so at a 50% discount.
- o Students who fail the 15-Hour USPAP exam in the classroom:
  - First Exam 1 and Second Exam #2 are free retakes.
  - Student fails third USPAP exam a \$10 charge for proctoring Exam #3.
- o If the USPAP exam is failed 3 times, there is a \$100 course retake fee.

Certificates:

Please keep all original certificates. There will be a \$10 charge for each certificate duplicated. There is a \$20 fee when seeking dual credit certificates for PMN Designation courses.

Transfer Fees:

Students may switch to another delivery method for a \$35 transfer fee: Blended to Online or **ChampionsLive!** or Online to Blended or **ChampionsLive!**. *(If the textbook changes, student must purchase a new textbook.)* **All courses are non-transferrable from one individual to another.**

Auditing Fee:

A student may audit a course for \$25 per day for Weekdays or \$12.50 per day for Evening class should you desire to sit through a course **without credit**. Some class audits may require the purchase of a textbook.

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" for course 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.** \_\_\_\_\_
- ✓ 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 as many times as they wish!

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 credit from the course taken until payment is received.

Criminal History:

Before you apply for a license in Texas, you can request that the Commission determine whether your moral 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 Moral Character Determination Form (MCD-1). <https://www.trec.texas.gov/sites/default/files/pdf-forms/MCD-1.pdf>. Other State's may also require similar moral character 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, by not informing, Champions is not liable for a person who takes the wrong course.

Recording Devices:

The use of any recording devices is prohibited by the authority of TREC & NMLS.

Copyright Rules:

Any broadcasted material is intended for 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.

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.

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

\_\_\_\_\_  
Career Counselor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date