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## PRINCIPLES & PRACTICES OF REAL ESTATE 2019 Winter Session Enrollment Agreement

PROGRAM TITLE: Principles & Practices of Real Estate      LENGTH OF PROGRAM: 63 clock hrs  
BEGINNING DATE: Tuesday, February 5, 2019      ENDING DATE: Thursday, March 28, 2019  
REGISTRATION DEADLINE: Monday, January 28, 2019

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**HOURS OF INSTRUCTION PER DAY:** 3 hrs. for evening classes (15 minute break provided); 6 hrs. for Saturday classes (one hour for lunch provided; one 15-minute break in morning; one 15-minute break in afternoon).

**DAYS REQUIRED EACH WEEK:** Class meets 2 days each week on Tuesday and Thursday evenings from 6:30 - 9:30 p.m. plus 3 Saturdays – February 9<sup>th</sup>, March 2<sup>nd</sup>, and March 23<sup>rd</sup> from 9 a.m. - 4 p.m. The final exam will be taken on Thursday, March 28<sup>th</sup>.

**TOTAL HOURS REQUIRED EACH WEEK:** 6 hrs; 12 hrs required on weeks in which Saturday classes are held.

**WEEKS REQUIRED TO COMPLETE THE PROGRAM:** 8 weeks

**LOCATION:** The REALTOR® Center, 8440 Old Leonardtown Road, Hughesville, MD 20637.

**TEXTBOOKS PROVIDED:** “Modern Real Estate Practice, 20<sup>th</sup> Edition”; “Maryland Real Estate: Practice & Law, 15<sup>th</sup> Edition:” “Guide to Passing the PSI Real Estate Exam, 7<sup>th</sup> Edition Update.”

**ATTENDANCE REQUIREMENT:** Students must attend sixty (60) clock hours to successfully complete the requirements for a Certificate of Completion. A minimum of 85% overall attendance rate must be maintained throughout the program.

**GRADUATION REQUIREMENTS/CERTIFICATE OF COMPLETION:** Upon successful completion of the program a student will receive a certificate. Completions are also electronically reported to PSI Exams Online. Successful completion requires that the student achieve a grade of at least a 70% on the mid-term and final exams; complete 60 hours of training; and meet all financial obligations to the Southern Maryland Association of REALTORS® Real Estate Academy.

**ACADEMIC TRANSCRIPT AND RECORD OF ATTENDANCE:** Permanent records of a student’s attendance and performance are maintained by the Southern Maryland Association of REALTORS® Real Estate Academy and a copy is available upon request.

**NONDISCRIMINATORY POLICY:** The Southern Maryland Association of REALTORS' Real Estate Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**COST OF COURSE:** \$275.00

There is a \$25 Registration Fee, \$180 for tuition and \$70.00 covers the cost of text books. If you have the current editions of the text books, you do not need to purchase the books. The current editions are: "Modern Real Estate Practice, 19<sup>th</sup> Edition Update"; "Maryland Real Estate: Practice & Law, 14<sup>th</sup> Edition:" "Guide to Passing the PSI Real Estate Exam, 7<sup>th</sup> Edition Update."

**PAYMENT AGREEMENT:** Books are not included in the tuition price and are the property of the student. All fees must be paid prior to the first class. If for any reason the course is canceled, a full refund will be granted.

**REFUND POLICY:**

1. All fees paid by the student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after signing the enrollment agreement. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
2. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration, application, or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<i>Proportion of Total Program Taught by Date of Withdrawal</i>	<i>Tuition Refund</i>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

3. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all money paid by the student for tuition and all money for which the student is liable for tuition.
4. Students are encouraged to notify the Director in writing if they are withdrawing from the school.
5. Refunds are based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The date of withdrawal or termination is the last date of attendance by the student.
6. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
7. Books purchased through the Southern Maryland Association of REALTORS' Real Estate Academy are the property of the student and are not refundable.

=====**APPLICANT STATEMENT**=====

*Principles & Practices of Real Estate  
2019 Winter Session Enrollment Agreement*

- I have read, understand and agree to all terms of this Enrollment Agreement and received and read a copy of the school's current catalog.
- I understand that the Southern Maryland Association of REALTORS® Real Estate Academy has the right to cancel my contract at any time if all the school's policies and procedures are not strictly adhered to.
- I understand that I must meet all attendance, academic and financial obligations to the Southern Maryland Association of REALTORS® Real Estate Academy in order to receive a Certificate of Completion or any other information verifying attendance.
- The current editions of the textbooks are required and can be purchased through the school or in the open market.
- I have been informed that the Southern Maryland Association of REALTORS® Real Estate Academy cannot guarantee employment, salary or association with any real estate company within its jurisdiction.
- I have been advised to safeguard all documents regarding enrollment and financial obligations.
- I have been advised that, in order for the enrollment contract to be binding, the contract must be signed by the applicant and the school official. A copy of the signed contract, along with a confirmation letter, will be sent to all students prior to the start of the course.
- I understand that the enrollment agreement may be extended or modified only with the written consent of both the student and the school.
- I have been informed that the above criteria must be met before I can be considered for acceptance into the Principles & Practices of Real Estate Course.
- I am at least 18 years of age and have attached a copy of documentation of a high school/college diploma or GED. It is required that applicants be a high school graduate OR possess a GED.

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Student Signature \_\_\_\_\_ Signature of Course Representative \_\_\_\_\_

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Date \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION AS IT APPEARS ON YOUR [DRIVERS LICENSE](#):**

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First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

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Mailing Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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Cell Phone \_\_\_\_\_ Social Security # (Whole # Required for Electronic Reporting) \_\_\_\_\_

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Email Address \_\_\_\_\_

**For Office Use Only**      Date Payment Received: \_\_\_\_\_      Payment Method: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

====METHOD OF PAYMENT====

Mail enrollment agreement with payment and a copy of documentation of a high school/college diploma or GED to:

Southern Maryland Association of REALTORS® Real Estate Academy  
8440 Old Leonardtown Road, Suite 211  
Hughesville, MD 20637

METHOD OF PAYMENT:

\_\_\_\_\_ Visa/MC/AmExpress/Discover      \_\_\_\_\_ Check (*payable to SMAR*)

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Amount to be charged to my credit card: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

*Please attach a copy of documentation of a high school/college diploma or GED.*