Reed Training Center for Real Estate 3905 National Drive, Suite 215, Burtonsville, Maryland 20866 O: 240-293-6393 Email: ReedTrainingCenter@gmail.com www.reedtrainingcenter.com

Student Enrollment Agreement

Principles and Practices of Real Estate for Salespersons (60 clock hours)

Student Name:											
Last				First				Middle			
Address:											
Street				City S			State	ate Zip			
Social Security Number:						Date	of Birth:				
Telephone: C:					Emai	l:					
Training Contor	Stort	Data		End	Datas		Dov	Euo	Evo/Sot	WitEnd	
Training Center:		Date.			Date.		Day		_ Eve/Sat _	<u>w KEllu</u>	
Days/Evenings Class Meets:	(circle)	М	Т	W	Th	F	Sat	Sun			
Time of day/evening class begins:				Time of day/evening class ends:					ls:		

GRADUATION COMPLETION REQUIREMENTS

A certificate of completion is awarded to the student upon successfully completing:

- 1) The required 60 clock hours of training with no more than 12 hours missed and made up by the scheduled end date of the program or within 30 days from the last day of class.
- 2) Students must also satisfy an attendance rate minimum. Each student must attend at a rate of 80% with all hours made up. A student cannot miss more than 12 hours or 3 class sessions and must make-up all hours missed.
- Passing the final exam with a score of 75% or higher on both the national and law exams. Also, receiving an overall grade of 75% on homework, quizzes, participation, and mid-term exam.
- 4) Upon completion of all the above requirements, the student will receive a Certificate of Completion stating that the 60 clock hours have been completed. Students will receive instruction on taking the PSI exam to become licensed.

PROGRAM COSTS

The total cost of the program is \$450.00 which includes Tuition, E-Textbooks, Registration, and supplemental material in Google Drive. The breakdown of the cost: Tuition - \$350.00, E-Textbooks - \$60.00, and Registration Fee - \$40.00. The entire fee of \$450.00 is due with the application and payable to Reed Training Center. The E-Textbook will be sent the first day of class via email to students (Students have the option to purchase textbooks from other bookstores).

Required Books:

Galaty, F., Allaway, W., & Kyle, R. (2022). *Modern Real Estate Practice*. 21 Ed. Kaplan Publishing. White, Donald R. (2020). *Maryland Real Estate: Practice and Law*. 16th Edition. Kaplan Publishing.

REFUND POLICY

1. Monies paid by the student, except for registration fee will be refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.

2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.

3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule for tuition:

Portion of Program Taught by Date of Withdrawal	Tuition Refund
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

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

5. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.

6. All refunds due will be paid within 60 days of the student's last date of attendance.

7. Students who withdraw or are dismissed may return books if purchased from the school, in like-new condition, with no noticeable writing or altered pages.

Reed Training Center for Real Estate acknowledges that job placement and job salaries cannot be guaranteed.

- I have received an exact copy of this enrollment contract.
- I have received a copy of the School's current catalog.
- I have been advised to keep this document as well as copies of all financial documents.

Signature of Applicant

Date