



STUDENT ENROLLMENT AGREEMENT

Courses will expire 365 days from the date of purchase. Student may purchase additional 90 day extensions for a fee of \$25 per course. The extension must be made prior to the expiration of the course. After two years from the date of purchase courses may no longer be extended and will need to be repurchased. A receipt will be provided to the student.

In-Class Live Express and Online Self-Paced courses are considered “correspondence delivery” by The Texas Real Estate Commission (TREC). Rules around attendance, make-up work procedures, and student dismissal do not apply to correspondence courses. The student agrees to receive marketing and educational emails from The Real Estate Business School. The student will be able to unsubscribe at any time.

A downloadable e-book is included with each course. Textbooks may be purchased and shipped for additional fees (selections will be made during purchase/registration). Textbooks are mailed via USPS the following business day or student may pick them up at our location; 8828 Research Blvd, Austin, TX 78758. Please allow up to 5-7 business days to receive books. Textbooks are non-refundable.

****The course you are taking is a Texas Real Estate Commission approved course. To comply with TREC requirements as of January 1, 2016, you may not complete the course for three days from the day you started the course which will be shown on your completion certificate. If the time shown is less than three days from your start date, TREC will not issue credit for the course. For example, if you started a course on January 12, 2016, you could not submit the course for credit until January 15th (12th, 13th, and 14th = 3 days and submit course completion certificate the following day January 15th). If you have questions please call one of our counselors who are available Monday-Friday 8am-5pm at 512-453-0900****

REFUND POLICY

- There is a 5% processing fee on all refunds, no refunds will be issued after 90 days.
- Refunds will not be issued for a student's inability to pass a final exam or for time that must be waited between taking exams.
- Textbooks are non-refundable.

IN-CLASS LIVE EXPRESS COURSE GUIDELINES

- This course has been approved by TREC as a 30 hour course. The 30 hours required to complete this course will be comprised of in-class live instruction and at home study.
- Students must schedule course(s) in student portal.
- Books are included in price of packages and individual courses.
- Shipping available for an additional fee.
- Once a student pays for a course, he/she may audit or retake the live portion of the course without having to pay for the course again.
- School reserves the right to cancel any scheduled class for insufficient enrollment, lack of instructor or inclement weather. In the event of cancellation by school, all tuition will be refunded promptly in full, or may be transferred by the student to another course at no additional charge.
- Student's enrollment will be terminated for anti-social or disruptive behavior, as viewed by school staff or instructor(s). Any student terminated for these reasons will not be permitted to re-enter the school. Refunds are not permitted when a student is terminated from the school.
- TO RECEIVE CREDIT FOR THE COURSE: Student must complete the reading assignment, complete the end-of-chapter questions, complete the scenario case problem questions, and pass a final exam with a score of 70% or better and complete the course evaluation for each course to receive credit. Course modules must be completed in the order assigned.
- FINAL EXAM: If the student should FAIL THE EXAM, as per TREC guidelines, the student will need to wait 3 calendar days before retesting. After 3 calendar days the student will need to contact The Real Estate Business School at 512-453-0900 to reset the failed exam. The first failed exam will be reset at no cost to the student. If the student does not retest within 90 days of the first failed exam the entire course will need to be repeated by the student. If the student fails the second attempt, the student will need to contact The Real Estate Business School to reset the course and the course must be repeated. The student will be charged a fee of \$15 for the reset.
- CERTIFICATE OF COURSE COMPLETION: Certificate will be available in the 'Achievements' section of the student portal upon successful completion of the course. It is advisable to save a copy of the Certificate for personal records and for submission to TREC.

ONLINE SELF-PACED COURSE GUIDELINES

- TO RECEIVE CREDIT FOR THE COURSE: Student must complete the reading assignment, complete the end-of-chapter questions, complete the scenario case problem questions, and pass a final exam with a score of 70% or better and complete the course evaluation for each course to receive credit. Course modules must be completed in the order assigned.
- FINAL EXAM: If the student should FAIL THE EXAM, as per TREC guidelines, the student will need to wait 3 calendar days before retesting. After 3 calendar days the student will need to contact The Real Estate Business School at 512-453-0900 to reset the failed exam. The first failed exam will be reset at no cost to the student. If the student does not retest within 90 days of the first failed exam the entire course will need to be repeated by the student. If the student fails the second attempt, the student will need to contact The Real Estate Business School to reset the course and the course must be repeated. The student will be charged a fee of \$15 for the reset.
- CERTIFICATE OF COURSE COMPLETION: Certificate will be available in the 'Achievements' section of the student portal upon successful completion of the course. It is advisable to save a copy of the Certificate for personal records and for submission to TREC.

LIVE EXAM PREP COURSE GUIDELINES

- This is a 2-day, Texas Real Estate Exam Prep Course. Class time is from 8:30am-6:30pm. Any time missed in this course can be made up the next time the course is offered and is the responsibility of the student. Check the current schedule for available dates.
- Once a student pays for a Live Exam Prep course, he/she may audit or retake the course without having to pay for the course again.
- School reserves the right to cancel any scheduled class for insufficient enrollment, lack of instructor or inclement weather. In the event of cancellation by school, all tuition will be refunded promptly in full, or may be transferred by the student to another course at no additional charge.
- Student's enrollment will be terminated for anti-social or disruptive behavior, as viewed by school staff or instructor(s). Any student terminated for these reasons will not be permitted to re-enter the school. Refunds are not permitted when a student is terminated from the school.

ONLINE SELF-PACED EXAM PREP COURSE GUIDELINES

- Online Self-Paced exam course is a non-credit course.
- All materials are in the student portal.
- Student may take an unlimited amount of practice exams.
- Exams are timed according to current TREC guidelines.

LIVE CONTINUING EDUCATION (CE) COURSE GUIDELINES

- This is a 3-day, 18 hour CE course. Check schedule for class times.
- CE courses have no make-up time allowed by TREC. If ANY time is missed, the student is automatically dropped from the section. Staff and instructors cannot dismiss or alter these rules.
- School reserves the right to cancel any scheduled class for insufficient enrollment, lack of instructor or inclement weather. In the event of cancellation by school, all tuition will be refunded promptly in full, or may be transferred by the student to another course at no additional charge.
- TO RECEIVE CREDIT FOR THE COURSE: After completing the course, the student will sign a roster showing that they have attended the CE course. Roster information is then sent to TREC as per TREC guidelines.
- CERTIFICATE OF COURSE COMPLETION: A certificate of completion is not awarded for CE courses. Rosters are processed the following business day after course completion. Once course roster information has been posted to TREC by the school representative the student's credit will appear on TREC's web site within 24 hours of being processed.

****Reminder: CE credits must be posted to your TREC account prior to paying your renewal fees to avoid being charged the \$200 deferral fee.****

ONLINE SELF-PACED CONTINUING EDUCATION (CE) ELECTIVE AND NONELECTIVE COURSE GUIDELINES

- TO RECEIVE CREDIT FOR THE COURSE: Student must complete the reading assignment, complete a practice exam, pass a final exam with a score of 70% or better, complete the course evaluation and submit completion information for each course to receive credit. Course modules must be completed in the order assigned.
- FINAL EXAM: Student has 1 attempt to pass the final exam. If the student should FAIL THE EXAM, the student will need to contact The Real Estate Business School at 512-453-0900 to reset the failed exam. If the student should FAIL THE EXAM, as per TREC guidelines, the student will need to wait 3 calendar days before retesting. After 3 calendar days the student will need to contact The Real Estate Business School at 512-453-0900 to reset the failed exam. If the student does not retest within 90 days of the first failed exam the entire course will need to be repeated by the student. The student will be charged a retest fee of \$15 for any additional attempt of any final exam for CE courses.
- CERTIFICATE OF COURSE COMPLETION: A certificate of completion is not awarded for CE courses. Once you submit your name and license number in the last step of your course a school representative will post your credit to TREC's web site. After your completion information has been posted to TREC by the school representative your lesson will be marked 'Complete.' Please allow 1-2 business days for processing by the school. Credit will appear on TREC's web site within 24 hours of being processed by the school.

****Reminder: CE credits must be posted to your TREC account prior to paying your renewal fees to avoid being charged the \$200 deferral fee.****

NOTICE TO ALL STUDENTS

By completing this form, I, the registered student, verify that, I will be completing in its entirety the purchased course(s) I am registered for. I agree to be the only person, registered, taking, completing, and accepting credit for the course(s). I also understand that if any other person completes any parts of, what is required of me to obtain credit for successful completion of, my course(s) that the provider, The Real Estate Business School, will be unable to award said credit, in accordance with the Texas Real Estate Law. I agree to receipt of future emails and understand I may opt out at any time.

COURSE _____

PRINT NAME _____

STUDENT SIGNATURE: _____ **DATE:** _____

REAL ESTATE BUSINESS SCHOOL REPRESENTATIVE SIGNATURE: _____ 