

Global Elite

Real Estate School

School's Policy

856-229-0600

1. **Enrollment Policy:** Global Elite Real Estate School is open to the general public and licensed by the NJ Real Estate Commission to conduct salesperson and broker courses. The fee for the salespersons course is \$399.00 & \$ 1100.00 for the broker's course (price includes all 3 courses required to obtain broker's licensure). Often times the school may run promotions and offer discounts. Students must have a high school diploma or equivalent and be 18 years of age or older to qualify to take the state examination for licensing as a real estate salesperson. Students must have 3 years of consecutive work experience as a full-time real estate agent with no other employment totaling more than 25 hours a week in order to be eligible to become a broker.

2. **Payment Policy:** Global Elite Real Estate School accepts money orders, cash, credit cards and debit cards. At the discretion of the Director courses may be offered at a discounted tuition for promotional purposes.

3. **Registration & Books:** Books will be distributed upon receipt of paid registration and by the third day of class to confirm enrollment. Every student must complete a registration form.

4. **Withdrawal** – any student who wishes to withdrawal from the class must do so in writing to the director.

5. **Attendance:** The NJ Real Estate Commission mandates the attendance policy. Students must attend 80% of the 75 hours required in order to receive a Certificate of Satisfactory Completion. All late arrivals and early departures will be recorded and if the hours exceed the allotted limits the student must begin the class again or make up the time when class is offered again if sitting will permit. No student may sign in or out for another student. If there is a chance of inclement weather all students will be informed by calling the main number 856-885-2242 x 2 to hear announcements. If a student miss too many days and need to make-up classes to comply with the Real Estate Commission attendance rules prior to being issued a certificate, then the make-up classes will be held at the Director's discretion. So it is very important that you complete the course timely.

6. **Additional Attendance Retake / Requirements:** Students who are absent for more than 20% of class hours must make up the additional absent hours during the scheduled time of a registered class before they can take the final examination to receive their Certificate of Satisfactory Completion. The school does not guarantee that another class would be available for a student to make up the missing classes. Absolutely no refunds will be given or pro-rated due to a student failing to meet the attendance requirements.

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7. **Calculators/Tape Recorder:** Only hand-held, silent, solar powered or battery operated calculators are permitted in the classroom. Recording and video devices will not be allowed in the classroom unless a special need is determined with the director before the first classroom session.

8. **Study Material:** Students must use the books and materials that are currently required and supplied by the school.

9. **Refund Policy:**

A student who wishes to cancel prior to the start date of class must do so in writing no later than 7 days prior to the first day of class. No cancellation will be accepted once the course has started. All deposits paid will guarantee and reserve your seat in class, however it is non-refundable and full balance is due the 1st day of class. All registration fees, deposits and tuitions will be refunded in the event the class is canceled. At the discretion of the School Director, Global Elite Real Estate School reserve the right to cancel classes for any reason up until the 1st day of class and including the 1st day of class in which registrant will hold harmless the school, Instructor, Director and its agents/staff. Any credit card chargeback fees, collection fees and/or attorney fees incur the student will pay the fees promptly. Credit card chargeback fees will be charged back to the cardholder's card. **Tuition is not pro-ratable.** Tuition is not transferable to another person or a future date. **NO EXCEPTIONS!** Instructors or Director reserve the right to dismiss any student that is using abusive language, offensive behavior/language and/or being disruptive in class to any student or instructor. If student is dismissed tuition will not be refundable.

Cancellations:

Sales Pre-licensing Course:

\$100 deposit is not refundable. Balance of tuition is not refundable from one week prior to scheduled start date.

Deposit/ tuition is not transferable to another person or pro-ratable. No Exceptions.

Broker Courses:

Cancellation Fee:

If student cancel then \$300 is not refundable if student decides to cancel the course for any reason. Balance is not refundable from one week prior to scheduled start date. It is the student's responsibility to make sure they are eligible to receive a Broker's License. The student is responsible for knowing their own license history prior to enrolling in the course. Deposits/ tuition is not transferable to another person or pro-ratable. No Exceptions.

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Continuing Education Courses:

Cancellation Fee:

NO registration or tuition fee will be refunded for any reason on or after the first meeting of the class. If a student wishes to drop out of a class, a written notice must be submitted 7 days in advance of the original starting date then a refund will be made as such:

Cancellation for continuing courses will be a \$20 cancellation fee per course. If course was purchased as a package then the processing cancellation fee will be \$55.

10. **Special Needs** – any student that has a special need due to medical concerns or a handicap must inform the director at the time of registration.

11. **Dismissal Policy** - any student that is disruptive or displays unprofessional conduct will be dismissed from the class without a refund. The decision of the instructor and Director is final.

12. **Completion Policy** – Global Elite Real Estate School will administer quizzes and a final examination. Grades on quizzes less than 70% may require extra homework or make up classes. Failed quizzes will not affect certification eligibility. A 70% passing grade on both sections of the final examination, full tuition payment and completion of the required hours are required in order to receive certification from the school. Any student that fails the final exam will be administered only one make-up exam at the cost of \$100. There is a non-refundable \$100 charge for students that failed the class and need to repeat.

13. **Hold Harmless/Course Cancellations:** At any time up to and including the 1st day of class the Director can cancel a course for any reason. The student will be reimbursed all registration fees. The student has agreed when he/she registered for this course that it is the school's discretion to run a class or cancel it, without holding the school, its instructors, agents, staff and director harmless. At the Director's discretion this policy is subject to change at any given time with or without notice. Continuing with registering for any course is an acknowledgement and agreement to adhere to all the policies set forth in this document.

CHARLENIA A. OWENS,
LICENSED REAL ESTATE SCHOOL DIRECTOR

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