

# ACADEMY OF REAL ESTATE

## ENROLLMENT AGREEMENT

FOR THE MARYLAND REAL ESTATE PRE – LICENSING COURSE  
PRINCIPLES AND PRACTICES OF REAL ESTATE FOR MARYLAND SALESPERSONS

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

I am enrolling in the Academy of Real Estate’s 62-clock hour program titled “Principles and Practices of Real Estate for Maryland Salespersons”.

The schedule I am attending is the (circle one of the following):

**A. Weekday B. Weeknight C. Alternate Weeknight D. Weekend E. Weeknight & Saturday**

which is scheduled to begin on \_\_\_\_\_ 20\_\_\_\_ and concludes on \_\_\_\_\_ 20\_\_\_\_ The Day Course meets from 9:00AM to 5:00 PM on Monday, Wednesday and Thursday for 22.5 hours per week for 2.7 weeks. The Weeknight Course meets from 5:30 to 9:30 PM from Monday thru Thursday for 16 hours per week and will last 4 weeks. The Weekend Course meets on Saturday and Sunday from 9:00 AM to 5:00 PM for 15 hours per week over 4 weeks. The Weeknight and Saturday class will meet Tuesday and Thursday evening from 6:00pm – 10:00pm 4 hours per day (8 hours per week) and 8 hours per day on Saturday from 9:00am – 5:00pm. There will be a 30 minute lunch break on class days during both the Day and Weekend courses.

I am aware that I am entitled to the privileges and bound by the conditions below:

Applicant must be at least eighteen (18) years of age and has graduated from a high school or possesses a General Equivalency Diploma (GED).

To graduate successfully from the program, a student must:

- Complete all sixty (60) hours of training with no more than twelve hours missed and made-up, i.e., attending at a minimum, with an 80% attendance rate;
- Achieve a minimum 75% on the final exam; and
- Satisfy all financial obligations to the school

Upon completion of the graduation requirements, the Academy will issue a Certificate of Completion.

I acknowledge that job placement and job salaries, commissions or income cannot be guaranteed by the Academy of Real Estate.

The total cost of the program is \$253 consisting of the tuition fee of \$190 and \$63 for the text books, which are Modern Real Estate Practice by Galaty, Allaway, Kyle and Maryland Real Estate Practice & Law by Donald A. White. Additional books may be recommended by the instructor but not required for the class. Full payment is made upon enrollment with check, money order or by Discover, Visa or Mastercard. I understand that I must obtain the required textbooks for the class.

I agree to the refund policy of the school which is as follows: All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed a contract. All money paid by a student will be fully refunded if the student chooses not to enroll in or if the student withdraws prior to beginning classes, or simply does not show up to commence and complete the program. If the student withdraws after the 7-day cancellation period and after instruction begins, refunds will be made according to the following criteria, where refunds will be based on the last day of attendance. The refund amount will equal the balance of the tuition paid minus the prorated amount (percentage of class taken times the tuition paid). Calculation to be made as shown below:

|          |                  |                 |
|----------|------------------|-----------------|
| \$ _____ | X _____          | = \$ _____      |
| Tuition  | % of class taken | Prorated amount |
| \$ _____ | - \$ _____       | = \$ _____      |
| Tuition  | Prorated amount  | Refund Amount   |

The date of withdrawal or termination is defined as the student's last date of attendance. If the school closes, cancels or discontinues a course or program, the school will refund the entire amount of tuition to each enrolled student. Books purchased are the property of the student and are not refundable. Refunds are prorated on tuition only. Refunds are based on the student's last recorded date of attendance. Refunds shall be paid within 60 days of the student's last day of attendance. Students are also advised to keep all documents regarding enrollment and financial obligations. It is moreover understood, that tape recordings of the lectures, which are the sole property of the Academy, are not permitted.

**ACKNOWLEDGMENTS**

I have received a copy of the Academy's current catalog and this enrollment contract. I have read the requirements and policies stated therein for entrance requirements, grading, attendance, conduct, leave of absence, withdrawal and graduations. As a condition of acceptance, I agree to adhere and abide by these requirements and policies with the condition that the Academy reserves the right to cancel my contract if I do not meet attendance requirements, academic standards or abide by the student conduct policy. This enrollment contract may only be extended or modified by the written consent of the parties. I understand that in order for the enrollment contract to be binding, the contract must be signed by the applicant and an official of the school.

\_\_\_\_\_  
 APPLICANT

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 ACADEMY OF REAL ESTATE OFFICER

\_\_\_\_\_  
 DATE

The Academy of Real Estate: 10230 New Hampshire Avenue, Suite 102, Silver Spring, MD 20903  
 MyAcademyClasses.Com Phone: 888-786-8173 Email: AcademyofRealEstate@Gmail.com