

ACADEMY OF REAL ESTATE

10230 New Hampshire Avenue, Suite 102, Silver Spring, MD 20903 Phone: 888-786-8173

ENROLLMENT AGREEMENT FOR MARYLAND REAL ESTATE PRINCIPLES AND PRACTICES ONLINE EDUCATION PROGRAM – 60 clock hours

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

E-MAIL: _____

SSN: _____

I am enrolling in the Academy of Real Estate's online 60-clock hour "Maryland Real Estate Principles and Practices" program of study.

I understand that this is a distance education program and therefore there are no specified hours. I am aware that I must spend the full 60 hours in the online course and complete the comprehensive online exam. Upon completion, a proctored (in classroom) final exam must be passed. The entire program, including the proctored final exam must be completed within 90 days.

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 have graduated from a high school or possess a General Equivalency Diploma (GED).

To graduate successfully from the program, a student must:

- Complete all sixty (60) hours of training
- Achieve a minimum 70% 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 \$245 consisting of the tuition fee. Full payment is made upon enrollment with Discover, Visa or Mastercard. No textbooks are required for this program. All required reading materials are included in the tuition fee.

I agree to the refund policy of the school which is as follows:

All tuition 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 the enrollment agreement. All money paid by a student will be fully refunded if the student withdraws prior to beginning 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 student's progress on the last day of actively working (attendance) in the program. The refund amount will equal the balance of the tuition paid minus the prorated amount (percentage of class taken times the tuition paid). Calculations to made as shown below:

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 \$ \underline{\hspace{2cm}} \\
 \text{Tuition}
 \end{array}
 \times
 \begin{array}{r}
 \underline{\hspace{2cm}} \\
 \% \text{ of program completed}
 \end{array}
 =
 \$ \underline{\hspace{2cm}} \\
 \text{Prorated Amount}$$

$$\begin{array}{r}
 \$ \underline{\hspace{2cm}} \\
 \text{Tuition}
 \end{array}
 -
 \$ \begin{array}{r}
 \underline{\hspace{2cm}} \\
 \text{Prorated Amount}
 \end{array}
 =
 \$ \underline{\hspace{2cm}} \\
 \text{Refund Amount}$$

Refunds will be paid within sixty days of the student's withdrawal or termination from the program. If the student has not taken the live proctored final exam within the 90 days from the date purchase, then the student will be terminated and calculations for the refund will be based on the student's progress on the last day of actively working (attendance) in the program. There will be no leave of absence or extension granted to any student enrolled in this program at any time. If the school closes, cancels or discontinues a course or program, the school will refund the entire amount of tuition and registration fees to each enrolled student.

Books or additional study aids purchased are the property of the student and are not refundable. Students are also advised to keep all documents regarding enrollment and financial obligations.

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 graduation.

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