



Reed Training Center

[ReedTrainingCenter@gmail.com](mailto:ReedTrainingCenter@gmail.com)  
[www.reedtrainingcenter.com](http://www.reedtrainingcenter.com)  
O: 240-293-6393

## **Student Enrollment Agreement**

### **Principles and Practices of Real Estate for Brokers (135 clock hours)**

Student Name: \_\_\_\_\_

  Last  First  Middle

Address: \_\_\_\_\_

  Street  City  State  Zip

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: C: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_

Training Center: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Day Eve Eve/Sat WkEnd

Days/Evenings Class Meets: (circle) M T W Th F Sat Sun

Time of day/evening class begins: \_\_\_\_\_ Time of day/evening class ends: \_\_\_\_\_

Hours of instruction per day: \_\_\_\_\_ per week: \_\_\_\_\_ Weeks of program instruction: \_\_\_\_\_

\*\*\*\*\*

### **GRADUATION COMPLETION REQUIREMENTS**

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

- 1) The required 135 clock hours of training with no more than 28 hours missed and made up by the scheduled end date of the program or within 60 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 28 hours or 8 units of class sessions and must make-up all hours missed.
- 3) Passing the final exam with a score of 75% or higher on the national and law exams.
- 4) Upon completion of all the above requirements, the student will receive a Certificate of Completion stating that the 135 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 \$1,800.00 which includes tuition and textbooks. The breakdown of the cost: Tuition – \$1,650.00 and Textbooks – \$150.00 (Students have the option to purchase textbooks from other bookstores).

The entire fee of \$1,800.00 is due with the application and payable to Reed Training Center. The student may pick up the textbooks from the school before the first day of class or the textbooks will be distributed on the first day of class. Students have the option to purchase textbooks from another bookstore or the Internet.

**Required Books:**

- Cortesi, Gerald R. (2016). *Mastering Real Estate Principles*, 7<sup>th</sup> Edition. Dearborn.
- Grover, Chris. (2016). *Sales and Marketing 101 for Real Estate Professionals*, 3<sup>rd</sup> Edition. Dearborn.
- McAdams, Laurel D. & Sobeck, Joan M. (2017). *Real Estate Brokerage: A Management Guide*, 9<sup>th</sup> Edition. Dearborn.
- Sager, Lawrence. (2019). *Guide to Passing the PSI Real Estate Exam*, 8<sup>th</sup> Edition. Dearborn.
- White, Donald R. (2018). *Maryland Real Estate: Practice and Law*. 15<sup>th</sup> Edition. Kaplan Publishing.

**Optional Books:**

- National Association of Realtors. (2014). *Real Estate Office Management*, 4<sup>th</sup> Edition. Council of Real Estate Brokerage Managers.

**REFUND POLICY**

1. All monies paid by the student will be fully 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:

<b>Portion of Program Taught by Date of Withdrawal</b>	<b>Tuition Refund</b>
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%
<b>More than 50%</b>	<b>No Refund</b>

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**

---

**Signature of Director of Student Affairs and Admissions**

---

**Date**

*In order to be binding, this contract must be signed by the applicant and school director.*

*The enrollment contract may be extended or modified only with the written consent of both the student and the school.*