

Metropolitan Real Estate Academy

8606 Second Avenue
Silver Spring, MD 20910
Telephone: (301) 256-6767 / (301) 346-2996
Fax: (301) 576-4400
Email: metrorealestateacademy@gmail.com
Website:
<http://www.metrorealestateacademy.com>

ENROLLMENT AGREEMENT

Program: Principles and Practices of Real Estate for Salespersons **Total Clock Hours:** 60

Student's Full Name _____ Social Security # _____

Address _____

City/State/Zip: _____

Phone Number: _____ Alternate Number: _____

Email Address: _____

Birthdate: _____ High School Graduate: _____ Y _____ N

Check only **one** program section below:

____ **Day (5 weeks):**

Days: Monday, Wednesday, and Friday, 10:00 am – 2:00 pm
(4 clock hours each class session/ 12 clock hours each week)

____ **Evening (5 weeks):**

Days: Monday, Wednesday, and Friday, 5:30 pm – 9:30 pm
(4 clock hours each class session/ 12 clock hours each week)

Scheduled Breaks (for Day and Evening Sessions):

Two 10-minute breaks and One 20-minute break

Start Date: _____ **End Date:** _____

Program Costs:

Registration Fee.....	\$25.00
Tuition.....	\$295.00
Books	\$80.00
Total Cost.....	\$400.00

After completing the program, graduates may apply to take the examination for the Maryland Real Estate Commission Salesperson license. PSI Examination Services provides examination services for the Maryland Real Estate Commission. The standard exam fee is \$61.00. The examination fee is paid directly to the exam vendor-PSI.

Student Initials _____



Books

We will use the following books for the program:

1. *Modern Real Estate Practice*, 20th Edition by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle (ISBN-13: 9781475463729)
2. *Maryland Real Estate Practice & Law*, 15th Edition by Donald A. White (ISBN-13: 978-1475446944)

Students may purchase these items either from the school or on the open market.

Graduation Requirements

To complete the program, students must:

- successfully complete 60 clock hours of training with no more than twelve (12) clock hours missed
- achieve a minimum 80 percent overall attendance rate, with all missed clock hours made up
- achieve a minimum cumulative academic average of 75 percent
- fulfill all financial obligations to Metropolitan Real Estate Academy (the “school”)

A certificate of completion will be awarded upon the fulfillment of these requirements. Students must complete these requirements before receiving an official academic transcript and record of attendance.

Employment

The school does not guarantee job placement or salaries.

Cancellation of Classes:

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will entitle the student to a full refund of all money paid.

Refund Policy

1. All money paid by a 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 an enrollment agreement.
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 after instruction begins, refunds will be made according to the following schedule:

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
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%
More than 50%	No refund

Refunds shall be based on the total contract price for the program and shall include all fees, except for the registration fee and any charges for materials, supplies, or books that have been purchased by, or are the property of, the student.



4. If the school closes, cancels, or discontinues a program, the school will refund to each currently enrolled student all money paid by the student for tuition and fees and all money for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director if they are withdrawing from the school.
6. Refunds are based on the last day of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. Books are the purchased property of the student and are not refundable except within the seven-day cancellation period, as noted above. The registration fee is not refundable after the seven-day cancellation period.

Agreement is Binding:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins. Do **not** sign this agreement before you have read it or if it contains any blank spaces. This is a legally-binding document. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign. You are required to sign a statement acknowledging receipt of all documents. You are encouraged to keep **all** documents regarding enrollment and financial obligations.

Changes in the Agreement:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student.

Cancellation of Contract:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. This notice shall be submitted not later than midnight of the seventh business day (excluding Sundays and holidays) following your signing this contract. The written notice may be delivered to the school via mail, e-mail, or in person within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.



I certify that I (the student) have read and understood the cancellation and refund policies. I have received a copy of the current school catalog and an exact copy of this enrollment agreement.

Student's Full Name _____
(Please print)

Student's Signature _____

Date _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative's Name _____
(Please print)

Authorized School Representative's Signature _____

Date _____