

Don Gurney Academy of Real Estate
3201 Mountain Road Ste. 117
Pasadena, Maryland 21122

Principles & Practices of Real Estate
Enrollment Agreement

_____	_____	_____	_____
Last Name	First Name	MI	Cell Phone Number
_____			_____
Street Address			Home Phone Number
_____	_____	_____	_____
City	State	Zip	Work Phone Number
_____			_____
Date Of Birth			Social Security Number
Email Address _____			Class Begins _____

- Students are required to have proof of a high school diploma or G.E.D
- Students must be 18 years of age or older
- All students must attend all 60 instructional hours of the program to be eligible to take the Real Estate examination.
- Hours missed cannot exceed 12 (which satisfies the Maryland Higher Education Commission requirement of attending at a minimum rate of 80%) If hours missed exceeds 12, the student will be terminated.
- Make up sessions will be provided at no additional fee to students at the end of the program. All hours missed must be made up. A certificate will not be awarded until the hours are completed. Student have six months from the date of the initial class to complete all requirements of the program.
- Course attendance does not require nor guarantee a certain salary or affiliation with a Real Estate company.

FEES:	Tuition	\$99.00	60 hours
	Administrative fee		
	Books	\$75.00	

Payment in full is due at or before the first class. Pay with money order or check

I enclose check/money order # _____ for \$ _____ for books and tuition.
(payable to: **Don Gurney Academy of Real Estate**)

Classes

Day Class meets 9am to 5pm Mon through Fri the first week and Mon through Wed the second week. 7 ½ hours a day for 8 days totaling 60 hours of instruction.

Night class meets Tuesday, Wednesday, and Thursday nights 6 PM to 10 PM (12 hours per week/5 weeks for 60 hours of instruction)

Refunds: A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. All fees paid by the student shall be refunded, if the student chooses not to enroll in or withdraws from the program within 7 calendar days after having signed the enrollment agreement. Full refund of tuition up to 50% completion of course. No refund after 50% completion of course.

Books purchased are the property of the student and are not refundable, except within the 7 day cancellation period. Books must be in brand new condition with NO marks or writing in them.

Graduation Requirements: A certificate of completion will be awarded upon successful completion of the program. Requirements are:

- All students must complete the full sixty (60) hours of training with no more than 12 hours of make-up classes. (Missed hours must be made up before a certificate is issued and prior to the six month time limit)
- All students must achieve a cumulative average of 75% on all quizzes and mid-term examination and a minimum of 75% on the final examination.

Course must be completed within 6 months from the date of the first class attended. Student should keep all documents regarding enrollment and financial obligations.

I understand that all printed material provided during the course of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the course instruction. Taped records are not permitted.

I have read and understand the above and have received a copy of this agreement and the academy catalog at the first class. To be binding, this agreement must be signed by all parties and may be modified or extended only with written consent of student and academy.

Applicant's Signature _____

Date _____

School Official's Signature _____

Date _____

School form rev 9/11/08

Inclement Weather: The academy’s policy regarding the cancellation or delay of classes due to inclement weather is that the delay or cancellation will be made up on the following scheduled class day. The Don Gurney Academy of Real Estate will ‘close or delay’ the start of class in accordance with the delay and closing schedule for the Anne Arundel County Public schools. Each instructor provides the students with their cell phone numbers for emergencies and questions.

Holidays: The following holidays will be observed: New Year’s Day, Labor Day, Good Friday, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day.

Entrance Requirements All applicants must be at least eighteen (18) years of age and provide evidence of possessing a high school diploma or G.E.D. prior to the start of class

Enrollment Procedures: Students may make application by calling the Academy. When enrolled, a student will be accepted into the next available class. The Academy does not accept credit for previous training. Additionally, the student may pick up an enrollment application simply by stopping by the administration office or request an enrollment application by mail

Program Objectives: Successful Completion of this program satisfies the minimum education requirements for eligibility to take the Maryland Real Estate Salesperson Examination. The program objectives are to satisfy the basic requirements of the Maryland Real Estate Commission for a license to sell real estate.

Program Title & Clock Hours: The program is “Principles & Practices in Real Estate”, requiring 60 clock hours of classroom instruction.

Cell Phones and Pagers: Every instructor determines their class policy. Check with them on the first meeting.

Calculators: Students must bring to class a simple basic calculator. Real Estate or Financial calculators are not allowed in class, or for test taking. This includes the school tests and the State tests. The school has some calculators available for students, while supplies last.

Study Aids:

M.R.E.P 17 th Flash Card review	\$34.95
M.R.E.P Study Guide	\$22.00
M.R.E.P Exam Review – Audio CD	\$29.95
M.R.E.P Study Guide on CD ROM	\$44.95

All Are available on the website WWW.dongurneyacademy.com