

# TARREC™

## Permanent Enrollment Record

Legal Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phones: Cell: \_\_\_\_\_

Last 4 Digits of Soc. Sec #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**How did you hear about TARREC?** Personal Referral \_\_\_\_\_ Broker Referral \_\_\_\_\_

TREC\_\_ Web Site \_\_\_\_\_ Google \_\_\_\_\_ Yellow Pages\_\_ Former Student \_\_\_\_\_

Method of Payment: Check # \_\_\_\_\_, Cash, Prepaid, Other \_\_\_\_\_, Credit Card (Master Card / Visa/DS)

Credit Card #: \_\_\_\_\_ Expire Date: \_\_\_\_\_ CVS \_\_\_\_\_

Course: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

### Enrollment Agreement

The Academy of Regulated Real Estate Courses™ (Provider #574) abides by rules/regulations set forth by the Texas Real Estate Commission.

**Attendance Requirements, Make-up Procedures and Fees:** Each student is required to attend ALL scheduled classroom hours to receive certification. Minimum cost per 30-hr.course is \$165.00; package rates and tutored deliveries vary – Call for details. Students missing ANY class time are required to make-up missed time in another class or by audio or video presentation, if available. All make-up work time must be approved in advance from office personnel. A student may not take the exam until all make-up work is completed. As per TREC guidelines, students missing more than 1/3 of class time will be dropped from the class with no refund or credit issued (you may transfer within 30 days). The student has 90 days from completion date of the original class to make up all time and pass exam. Late arrival or missed class time: \$15 Make-up fee. Exam fee: \$15 if scheduled outside of class time. Transfer fee: \$25 with your book (current) \$55 with new book.

**Refund Policy:** Our student base in the West Texas Area is not a large one. Our teachers are dedicated to providing the best education for each student. The school has a NO Refund Policy for our teachers' commitment to this schedule.

*Students can retake a missed; paid class the next time the class is scheduled for up to 120 days provided they notify the school in advance in writing of the absenteeism.* If the school, however, has to cancel a class, all monies will be refunded and students will be notified by email. ***If you sign up at classroom course deadline, there will be no refund.***

**Examination:** A 70% or better grade is required to pass. Make-up exams may be given Monday-Friday 10:30 a.m.–3:00 p.m. by appointment only. The 1st appointment change is FREE. If the student makes a second appointment change, there is a \$10 charge every time the student changes their appointment. \*Students who fail the course final exam #1 are required to take exam #2. Exam #2 is given at no charge. Students failing exam #2 are required to retake the entire course, a \$50 retake tuition fee applies. \* Students who fail the final exam #3 for the retake course, are required to take exam #4. Students exam #4 are required to take the entire course over and the \$165 tuition fee applies.

**Auditing:** \$30 per day per course, when advance approval.

**Correspondence:** If you are unhappy with the materials, please feel free to return it **WITHIN THREE DAYS** for a **partial refund, a \$25 registration fee per course is non-refundable and any shipping cost.** If you would like to switch your correspondence course to classroom course, you may do so for an additional **transfer fee of \$50 per course.** If you would like to switch your classroom course in which you are already attending to correspondence, you may do so for an additional **transfer fee of \$50 (If text book is required you must purchase the book \$30.00).**

**Additional Information:** \$35.00 fee will be charged for returned checks. A duplicate certificate may be obtained for \$15.00. **Please do not ask the instructors to bend the rules or grant special favors;** they have no authority to do so. Dress code is casual to business casual; inappropriate, revealing or offensive clothing is not allowed. **I acknowledge I have been informed of the Moral Character Determination, before applying for the license.** \_\_\_\_\_ (Please Initial)

I authorize photos taken during class to be used on TARREC website. \_\_\_\_\_ (Please Initial)

**I hereby certify that I have read and agree to comply with all requirements and procedures.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Karen Nichols*  
School Signature

Ofc. Use
BK _____
Online _____
Emailed _____