

ENROLLMENT AGREEMENT

Elite Real Estate Academy

Student Agreement

By enrolling at Elite Real Estate Academy ("the School"), I agree to pay the required tuition before or at the time I sign this agreement.

Tuition includes access to all classes—either in person or live via Zoom—as well as handouts and course materials.

The textbook, Modern Real Estate Practice in Pennsylvania (15th Edition), is not included in the tuition and must be purchased separately.

Attendance & Transcript Policy

Elite Real Estate Academy follows attendance requirements set by the Pennsylvania Real Estate Commission:

- Pre-licensing Courses: Minimum 80% attendance required.
- Continuing Education (CE) Courses: Minimum 90% attendance required.

If you miss more than the permitted time, a transcript will not be issued.

Record Retention:

- CE records are kept for 4 years.
- All other records (attendance and scholastic) are kept for 10 years.

Transcripts will be distributed at the end of the course or emailed within 5 business days of course completion. A \$15 fee applies for any transcript replacement.

Cancellation & Refund Policy

Withdrawing from a Course:

If you decide to withdraw from a course, you must notify the School directly.

Cancellation Deadlines:

- Cancel at least 2 days before the course start date for a full refund.
- Cancellations made less than 2 days before class begins are non-refundable, unless approved by the Director.

Special Circumstances:

Refunds granted for special or unusual situations (as approved by the Director) will be subject to a 25% cancellation fee.

Transfers:

Students may request to transfer to another course, subject to space availability.

Important Notes:

- No refunds are issued for failing a course.
- If cancellation occurs after the deadline, a credit for a future class of equal value may be issued.
- Refunds for partial attendance will be prorated based on the number of classes attended.
- No-shows without prior notice will not receive credit for missed classes.

Code of Conduct & Student Responsibilities

- I understand that the School provides a learning environment free from harassment, discrimination, or retaliation.
- Any behavior that disrupts instruction or interferes with others' learning will not be tolerated.
- Recruitment or solicitation of students (oral or written) is strictly prohibited.
- I acknowledge that the School reserves the right to discontinue instruction or terminate this agreement in the event of disruptive behavior. Any refund or educational credit will be issued at the School's discretion.

Liability & Emergency Policies:

- I agree to hold the School harmless for any liability due to failure to complete the course or any injuries incurred while traveling to/from or attending class, to the extent allowed by law.
- The School reserves the right to reschedule classes due to inclement weather or emergencies.

Student Complaints

The Bureau of Professional and Occupational Affairs provides a toll-free hotline for students wishing to file a complaint:

1-800-822-2113

Student Name (Printed): _____

Student Signature: _____

Date: _____