

## Real Estate School of New England ♦ Branford Location

(203) 433-1460 PHONE

(203) 481-4075 FAX

[www.resonebranfordct.com](http://www.resonebranfordct.com)

Mailing address: 1236 Main Street - Branford, CT 06405

### Education Policies and Procedures

By registering for Real Estate School of New England's pre-licensing course, you are indicating that you understand/agree to the following policies:

**Cost Per Course:** \$490.00 per student (salesperson), \$290.00 per student (broker) / text books included.

**Textbooks:** "CT Real Estate Practice & Law" and "Modern Real Estate Practice" textbooks. Books will be distributed at scheduled first session.

**Registration:** Full payment must accompany registration. Faxed registrations can only be accepted with Master Card or Visa payments. Registration forms may also be obtained on the school's web site: <http://www.resonebranfordct.com/>.

**Attendance:** Attendance is closely monitored. CT Real Estate Commission mandates completion of 30/60 hours classroom training. Please arrive ON TIME. Late arrivals create a distraction and an arrival after 10 minutes from start time will *not count* for session attendance. If a conflict or emergency arises, it is up to the student to make arrangements to make up the missed module. Students may return in subsequent cycles to makeup missed hours.

**Reviews / Exams:** Instructor will review questions at the end of the chapters and when appropriate expand on points raised by the questions. Once a student completes all 14 required class sessions, student is qualified to take the final exam. Final exam dates are to be scheduled directly with the instructor. For anyone who may not pass the exam on the first try, one re-take option is available. School exam and re-take exam must be taken before the next subsequent course ends. If school exam is not passed within that timeframe, student will have to re-take the course in order to qualify to sit for exam. Posted fees in the most current semester's schedule would apply.

**Affidavit of Passing:** To obtain your **validated** school affidavit, you must contact: Nancy Orlando 203-481-7247 Ext 2301 or cell phone 203-988-2866. Please **call in advance** to confirm your arrival time.

**State Exam:** Application and State testing procedures will be discussed in detail during last class session.

**Inclement Weather:** Delays, class cancellations or changes in schedule will be sent to your e-mail. Cancellations because of **SNOW** will be listed on <http://www.WTNH.com>.

**Refund Policy:** Cancellations with refund must be made in writing and received 48 hours prior to your scheduled start date. Any cancellation will be subject to a \$40 processing fee. Refunds will not be issued after scheduled start date. Please note: Having someone else to take your place qualifies as a cancellation and the same fees apply.

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Signature of Applicant

Date