



### **#002 Broker Prelicense and #005 Salesperson Prelicense Policies**

1. The school reserves the right to change the tuition fee and text book fee with advance notice. Such change will not be applicable to any student who has previously registered and paid their fees.
2. The school reserves the right to reschedule or cancel classes for which less than 12 students have pre-registered and refund the tuition in full.
3. The school will offer to tutor students individually or in small groups at their request outside of class time and at mutually acceptable times at no additional charge.
4. Students must attend 90% of the instructional hours to successfully complete the course. A student who is absent for more than 10% of the instructional hours may request at no charge one make-up session of not more than three hours.
5. The passing score for all incremental assessments and the final exam is 85%.
6. The student must pass all incremental assessments and have been present for 90% of the instructional hours prior to taking the final exam.
7. Students who do not pass an incremental assessment or final exam will be scheduled for instructor counseling. The student will be provided remedial homework to complete related to the deficient topics. The student will be allowed to take the assessment or final exam a second time at no additional charge. The test form used for re-examination will be a different form than that originally taken by the student.
8. Students must complete all requirements within 3 months of the start date of the class to successfully complete the course. Students who do not successfully complete the course, shall be allowed to register for and repeat the course at a reduction of \$99.00 off the tuition fee when the course is next offered.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_