

# ENROLLMENT AGREEMENT



**Name:**  
**Address:**  
**City/State/Zip:**

**Email:**  
**Cell:**  
**ALT:**

## Requirements for receiving course credit:

- Pay Tuition.
- Participate in class activities.
- Display Photo ID upon class entry.
- A student may not leave with course exams or scantrons.
- Conduct disruptive to the class will not be permitted.
- Champions has the right to expel anyone from class for disruptive behavior. No refund will be given.
- **QE/SAE Blended Classroom:** Students will not receive their certificate until they have passed their chapter quizzes and exam. Students may not have quizzes graded in advance. Quizzes must be graded in class by the instructor. Students may not come in and out of the classroom. If a student misses between 1 to 5 hours of the class, they must make-up those hours before taking the exam. If they miss more than 5 hours of a course, they must retake the course. Classrooms are monitored by an instructor.
- Pass the final examination, which covers the applicable course. If the student should fail, the examination must be passed before credit may be given.
- Per TREC requirements all Real Estate QE & SAE and Inspector QE courses exams are closed book/closed notes.

*Student hereby agrees and understands that Student is responsible to pay for all courses, materials and/or other charges set forth herein. Student also agrees and understands that should any form of payment tendered by or on behalf of Student be denied, cancelled, disputed or otherwise does not fully satisfy all charges for courses, materials as detailed herein that Student will be responsible to pay any outstanding balance immediately upon notification by Champions School of Real Estate®.*

*A student may not repeat the same QE or SAE course in a 2-year period. Champions is not liable for those students who duplicate previously taken QE, SAE or CE courses. It is also the student's responsibility to know how many hours they need for QE, CE.*

## School Policies and Fees:

### Registering:

You must register at least 1-full business day prior to any Champions class. There are no day-of-class registrations.

### Tuition:

Tuition for each course is pre-paid. A package must be paid in full at the time of registration to receive the package price. Any shipping cost is extra.

### Textbook:

**All textbooks are included in the class prices.** Additional textbooks can be purchased individually. There are no refunds on textbooks. Unauthorized reproduction of copyrighted material is a violation of copyright laws. Champions books are frequently updated, books older than 90 days will require a new book to be purchased, if it has been changed. **Champions is not responsible for the resale of any of our textbooks. Textbooks are required and included in the purchase of each course sold. The resale of any Champions textbook is prohibited.** Textbooks are typically updated each year. Inspection: Should a regulatory agency change the course curriculum; the student is responsible for the cost of any non-Champions textbook(s) required by the new curriculum the agency mandated.

### Exam Prep Book:

If the student has taken a Prep class and wants an updated Prep textbook, the student must purchase a new textbook.

### Personal Items:

Please turn off all cell phones before entering the classroom. Those students who turn off their cell phones during class make a higher grade than those who are distracted by their phones and leave them on. Please lock your car and put any valuable items in your trunk. Any theft is not the responsibility of Champions School of Real Estate®.

### Attendance:

All classes require full attendance to receive credit. NMLS, Appraisal, Designation, Real Estate and Inspector QE & CE students cannot miss any portion of a class. If Designation class time is missed, student will be dropped and moved to the next class. If a real estate Qualifying/SAE student misses more than 5 hours of class time, the student will be dropped and moved to the next course offering or can move to another delivery method (*if available*) for a \$50 tuition fee. The student must complete the entire course via elected method. Classroom attendance by a minor to accompany their parent, family member or legal guardian is prohibited.

### Make-Up Policy:

When applicable, possible make-up attendance in the corresponding sessions in a subsequent offering of the same course, watch video (QE/SAE), or transfer to a different delivery method for a \$35 transfer fee. "However, the student must understand if they fail the exam, they fail the class."

### Make-Up Fee:

\$10 per hour for time missed (1 hour – 5 hours). 10-50 minutes missed, make-up the time only with no fee.

### Course Retake:

If a student misses more than 5-hours in a Real Estate QE or SAE class, the student must repeat the entire course: for only \$50 tuition fee. All classes must be completed within 90 days. (*If the textbook changes, student must purchase a new textbook.*)

### Past 90 Days:

Failure to complete the make-up class within 90 days: the student must pay \$50 to retake the entire qualifying course. (*If the textbook changes, student must purchase a new textbook.*)

### Exam Proctoring:

Proctored course exams are offered through **ChampionsLive!** with a 2-hour proctoring time limit. Should the student change the proctored exam appointment selected, the 1<sup>st</sup> 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. For Inspection, no charge applies.
- Students who fail the final exam #3 for the retake course, are required to take exam #4. Exam #4 is given at no charge. Students failing exam #4 are required to take the entire course over and the \$165 tuition fee applies. For Inspection, no charge applies.

### Failed State/National:

**Real Estate:** Students who fail the State or National Exam 3 times, must retake a 30-hour Qualifying Education course for each exam failed. For a Champions' student, the course retake fee is \$25 for the entire course. Non-Champions student fee is the regular tuition of \$165.

**Inspection:** Students who fail the National or State Exams 3 times, must take the TREC required course(s) for each exam failed. For a Champions' student, the National course retake tuition is \$300 and the State course retake tuition fee is at no charge.

- Non-Champions student, the National retake fee tuition fee is \$700 and the State retake tuition is \$300 for *Texas Law Module* and \$490 for the *Texas Standards of Practice Module* (including textbooks).

### Passing Score:

**Real Estate & Inspection:** A student must achieve a score of 70% or higher on the final to pass and receive credit for Real Estate and Inspector Qualifying Education (QE-SAE) & Continuing Education (CE) (as applicable).

- **Oklahoma RE CE** students must achieve a passing score of 80% or higher to obtain CE credit. Champions reports RE CE credit to OREC. Education must be completed during the current license period.
- **Florida RE CE** students must achieve a passing score of 80% or higher for the 14-Hour CE course and 70% or higher for the 28-Hour Reactivation course. Champions reports RE CE credit to FREC.

**RML0:** A student must achieve a score of 70% or higher on the final exam to pass and receive credit for the 20-Hour course. NLMS Students who do not pass **within a 48-hour** period will not receive credit towards the education requirements and may choose to re-enroll for the discounted rate of \$140 for the 20-Hour SAFE course. A \$25 retake fee will be charged for the 3-Hour TX-SML SAFE Texas Law and Practice course not pass **within a 48-hour** period.

- Students who miss class time will be dropped from the SAFE course and will be charged \$35 transfer fee to take the RML0 course. If the student does not reschedule, there will be a \$20 drop fee. This drop fee will be waived if rescheduled.
- All failed exams are subject to a \$10 exam retake fee with a maximum of two retakes that must be done within 48-hours.

**Appraisal (2020-2021 Years):** A student must achieve a score of 70% or higher on the final to pass and receive credit for Appraisal AQE & ACE credit offered classroom or online delivery. A student must achieve a score of **74% or higher** on the 15-Hour USPAP final exam to pass and receive **USPAP** credit.

- Students retaking a QE course as a result of not passing the exam within 90 days, can do so at a 50% discount.
- Students who fail the 15-Hour USPAP exam are allowed to take two additional exams at no charge. If student fails the third exam, they must retake the course at a cost of \$100.

Certificates:

Please keep all original certificates. There will be a \$10 charge for each certificate duplicated. There is a \$20 fee when seeking dual credit certificates for PMN Designation courses.

Transfer Fees:

Students may switch to another delivery method for a \$35 transfer fee: Blended to Online or **ChampionsLive!** or Online to Blended or **ChampionsLive!**. (If the textbook changes, student must purchase a new textbook.) **All courses are non-transferrable from one individual to another.**

Auditing Fee:

A student may audit a course for \$25 per day for Weekdays or \$12.50 per day for Evening class should you desire to sit through a course **without credit**. Some class audits may require the purchase of a textbook.

Cancellation Fees:

A \$20 cancellation fee applies to each course (*Individual or multiple as part of packages*) if a student wishes to cancel their registration within a given time frame (See "Refunds" for course time frame).

- **Texas Practicum (Ride Along):** A student who gives notice of cancellation to the Ride Along class 48 hours in advance, there is no charge. Notification 24-hours prior to the Ride Along class, there is a \$25 charge to change dates or cancel. There is a \$50 charge to change dates or cancel on the day of class.

Course Cancellation:

Should Champions cancel a course, the student shall receive a full refund within a reasonable time; or at the student's option, credit towards another course.

Prep No-Show Fee:

**A \$35 no-show fee applies to a student who fails to cancel at least 24-hours prior to an Exam Prep class offered via Classroom or Live! Webinar. (Real Estate)**

Business Etiquette

No-Show Fee:

**A \$35 no-show fee applies to a student who fails to attend their scheduled CSBE class.** The student will have **one-year** from Time-of-Payment to complete the course, after one-year the course/tuition expires and the student must pay full tuition price to re-register.

Class No-Show Fee:

**A \$35 no-show fee applies to a student who fails to cancel at least 24-hours prior to their scheduled class due to limited seating during COVID-19.**

Refunds:

All courses are refundable **WITHIN 5 DAYS** from date of purchase minus a \$20 per course cancellation fee and cost of textbook. After the 5 days, courses are non-refundable. If a student starts any portion of the course or downloads any material for the course, the course is non-refundable.

- Students who have not taken their prep course or picked up the prep book will have 1-year from their first date to retake the prep as many times as they wish!
- The Prep course is **Non-Refundable** once a student has picked up their textbook, attended any portion of the class, or downloaded the PDF textbook from their account.

Returned Checks:

There will be a \$35 charge on all returned checks. Champions will hold the student's certificate, not allowing the student to receive credit from the course taken until payment is received.

Criminal History:

Before you apply for a license in Texas, you can request that the Commission determine whether your fitness of character meets TREC's qualifications for honesty, trustworthiness, and integrity. If you have any criminal offenses, unpaid judgments, had discipline taken against a professional or occupational license, or have performed unlicensed activity you should consider requesting a Fitness Determination Form (FD-1). <https://www.trec.texas.gov/forms/fitness-determination> - Other State's may also require similar fitness determinations, verification with each State is recommended.

Licensing Qualification

Requirement:

A student must comply with the state's licensing requirement qualifications, including Citizen of the United States or lawfully admitted alien status. A **DACA** recipient does not qualify as a lawfully admitted alien.

State Violations:

A student should inform Champions School of Real Estate® if they are taking a course to fulfill a State's disciplinary violation, by not informing, Champions is not liable for a person who takes the wrong course.

Recording Devices:

The use of any recording devices is prohibited.

Copyright Rules:

Any broadcasted material is intended for Champions training courses only. The unauthorized reproduction or distribution of this copyrighted work violates federal law and Champions reserves all right to seek monetary and injunctive relief.

Earbuds/Headphones:

Are **not** permitted for use in the classroom, except for noise blockage during exam and may be purchased for \$3.00.

Opt-In:

By accepting this enrollment agreement, you are agreeing to receive marketing communications from Champions School of Real Estate®. Champions will never sell or otherwise disclose your personal information to any third party.

**I have read and understand the student requirements and school policies:** \_\_\_\_\_

**Career Counselor:**

**Date:**

**ID Number:**