

FREDERICK ACADEMY OF REAL ESTATE
11849 Ramsburg Road
Marriottsville, Maryland 21104
(800) 854-0950 Telephone
(410) 442-1395 Fax
Cfminc1@verizon.net

ENROLLMENT AGREEMENT
60-HOUR REAL ESTATE PRINCIPLES AND PRACTICES (RE 101)

STUDENT INFORMATION:

Last Name	First Name	M.I.	Social Security #
Address	City	State	Zip
Best Contact Telephone Number	Email Address	Date of Birth	

ADDITIONAL VOLUNTARY INFORMATION REQUEST: MARYLAND LONGITUDINAL DATA SYSTEM
Maryland has a new tool to track student achievement and educational outcomes—the Maryland Longitudinal Data System—which connects student data from across Maryland education and workforce agencies to provide a more complete picture of the progress students are making as they move from Pre-K through grades K-12 and into higher education and the workforce. The following information is requested on a voluntary basis:

Gender: Male Female Veteran or Active Military Service: Yes No
Race/Ethnicity: Hispanic or Latino White African American/Black Asian American Indian/Alaskan
Native Native Hawaiian/Pacific Islander

STUDENT OBLIGATIONS: To receive a Frederick Academy of Real Estate Certificate of Completion, the student must both meet the sixty-hour attendance requirement and attain a passing final grade. This is **Required**. Make-up classes may be provided on a limited basis to complete academic requirements. No more than twelve (12) missed hours may be made up by a student, and missed hours must be made up within two (2) months of the end date of the originally scheduled class. This is a Maryland Higher Education Commission rule, and no exceptions will be made. Permanent records on attendance and academic achievement are maintained by the Academy. Transcripts may be obtained by the student upon request.

DISCLAIMER: The Academy makes no claim that the award of its certificate entitles the student to any job-placement or salary considerations by either the Academy or any potential employers.

SCHEDULE: Monday, Tuesday and Thursday from 9:00 a.m. to 4:00 p.m.

Start Date: <u>April 30, 2018</u>	Tuition Fee	\$ <u>150.00</u>
End Date: <u>May 17, 2018</u>	Books:	\$ <u>105.00</u>
Location: <u>12230 Clarksville Pike</u> <u>Clarksville, Maryland 21029</u>	<u>Total Registration</u>	\$ <u>255.00</u>

PAYMENT:

Check No. _____ [] VISA [] Mastercard [] American Express [] Discover

Credit Card No. _____ Exp Date: ____ / ____
Billing Address. _____

Send check/credit card information and registration to CFM Enterprises, Inc.®, by mail: 11849 Ramsburg Road, Marriottsville, MD 21104; by fax: 410-442-1395; by attachment to cfminc1@verizon.net.

TUITION, FEES AND REFUND POLICY

All fees are due and payable on or before the date of the first session of the course or program for which the applicant is enrolled. Books purchased through the Academy are the property of the student and are not refundable. Students may purchase the required texts independently. Text includes, but is not limited to, Modern Real Estate Practice 19th Ed., Galaty, Allaway and Kyle, Study Guide for Modern Real Estate Practice 19th Ed., "Maryland Title 17", "Maryland Title 09, Subtitle 11 Real Estate Commission".

In the event of enrollment cancellation or course discontinuance, the following policy regarding refunds of fees and tuition shall apply.

Should the Academy close, cancel, or discontinue a course or program in which the applicant is enrolled, the Academy will refund all fees and tuition paid by, or on behalf of, the applicant for the affected course or program.

Should the applicant choose to cancel enrollment in a course or program any time within seven days from enrollment date or prior to the first session of instruction for which enrolled, whichever is sooner, the Academy will refund in full any registration fees and tuition paid by, or on behalf of, the applicant for the said course or program. Should the applicant choose to cancel enrollment in a course or program any time after seven days from enrollment date and prior to the first session of instruction for which enrolled, the Academy will charge the full registration fee, but will refund any tuition.

Should applicant choose to cancel enrollment in a course or program after the first session of instruction for which enrolled, the Academy will charge the full registration fee, but will refund tuition in accordance with the schedule below for tuition paid by, or on behalf of, the applicant for the said course or program. Notification of cancellation or withdrawal and requests for refunds must be made in writing by the applicant to the Frederick Academy of Real Estate at 11849 Ramsburg Road, Marriottsville, MD 21104. Refunds will be paid within 30 days of receipt of notification of cancellation. The date of withdrawal is the last date of attendance by student. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

PROPORTION OF TOTAL COURSE OR PROGRAM TAUGHT AND
PROPORTION OF REFUND FOR TUITION

LESS THAN 10%	90% REFUND	30% TO 40%	40% REFUND
10% TO 20%	80% REFUND	40% TO 50%	20% REFUND
20% TO 30%	60% REFUND	50% PLUS	NO REFUND

By signature below, I affirm the following: I have been informed that the above criteria must be met before I can be considered for acceptance into the Academy. I understand that applicants must be high school graduates or possess a GED, and proof of same must be provided to The Frederick Academy of Real Estate. Students who have not graduated from high school or do not possess a GED may be administered the Wonderlic admissions test prior to beginning classes. I understand that all minors must have a Parent or Guardian grant permission to enroll. I have received a copy of this enrollment agreement and the current school catalog. I understand that this enrollment agreement may be extended or modified only with the written consent of both myself and The Frederick Academy of Real Estate.

The Frederick Academy of Real Estate

By: Colin F. McGowan, Director

Date

Student/Applicant

Date

Parent or Guardian if Applicable

Date

NOTE:

In order to be binding, this enrollment contract must be signed by the applicant, the guardian if applicable, and the school official. Students are advised to keep all documents regarding enrollment and financial obligations.