

FREDERICK ACADEMY OF REAL ESTATE
11849 Ramsburg Road
Marriottsville, Maryland 21104
(800) 854-0950 Telephone
(410) 442-1395 Fax
cfminc1@verizon.net

ENROLLMENT AGREEMENT FOR
60-HOUR PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPERSONS ONLINE PROGRAM

Last Name First Name M.I. Social Security #

Address City State Zip

Home Telephone Work Telephone 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 successfully complete all sections of the program within the allowable time-frame, including an 86% or better score on the practice examination, attain a passing final grade of at least 70%, on the final proctored exam, and have fulfilled all financial obligations to the Academy. This is Required. Student Permanent Records are maintained by the Academy. Transcripts may be obtained by the student upon request.

JOB PLACEMENT 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: Students may take the online course at their convenience over the course of the ninety-day period that commences upon course purchase. Students will be notified at thirty, sixty and seventy-five days from commencement of program of the time remaining to complete the program. Colin McGowan, Academy Director and Distance Learning Instructor, is available by telephone at 800-854-0950 or online at cfminc1@verizon.net for student questions regarding course content during regular business hours. Questions are normally responded to within 24 hours, but response time will not exceed 48 hours.

TECHNOLOGICAL REQUIREMENTS AND SECURITY PROVISIONS: Online programs can run on either Windows-based PC (Windows XP SP2+ or newer operating system) or Macintosh OS (OS X 10.1 or higher) computers. Our online programs require a Broadband Internet connection (cable/DSL-T-1) with download speeds of 500K or greater. Display resolution must be at least 1024 x 768.

Frederick Academy of Real Estate uses adequate provisions and safeguards to ensure the security and integrity of student online testing and evaluation and provides for the reliability, privacy, safety and security of student information and financial transactions.

Secure Sockets Layer (SSL) with the highest level of encryption available is used to encrypt all personal information, including credit card number, name, address, and Social Security Number, so that this information cannot be read as it is transmitted online. On all pages in which personal information is transmitted, SSL is used.

Secure Sockets Layer is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers.

I have read and understand the above required technical specifications. _____
Signature of Applicant

TUITION CHARGES: The tuition for the 60-hour online program is \$250.00 all inclusive.

TUITION REFUND POLICY: The following policy regarding refunds of tuition shall apply:

If the school closes or discontinues a course or program, the school will refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

Should the applicant choose to cancel enrollment in the program within 7 calendar days after having signed a contract but prior to beginning the first session of instruction for which the student is enrolled, the Academy will refund the tuition in full.

Pro-rata refunds shall be based on the proportion of the program completed by the student. The proportion of the program completed shall be the percentage of actual Seat Time (log-on minutes) divided by the total Seat Time as published in the online catalog (3600 minutes).

Notification of cancellation or withdrawal should be made in writing by the applicant to Frederick Academy of Real Estate at 11849 Ramsburg Road, Marriottsville, Maryland 21104 or by e-mail to cfminc1@verizon.net. Written notification assures both the student and Academy of withdrawal intent and information accuracy. Should a student who withdraws not notify the Academy, then refund calculations will not occur until the entire program length of 12 weeks has lapsed.

Refunds will be calculated by Academy and paid within sixty (60) days from the date of withdrawal or cancellation. The date of withdrawal or termination is the last documented log-on date by the student.

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. 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 Frederick Academy of Real Estate.

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.