



## POLICIES AND PROCEDURE

As of January 1, 2019

STUDENTS LEGAL NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

LAST 4 of SOCIAL SECURITY # \_\_\_\_\_ SC Real Estate License # \_\_\_\_\_  
(If currently licensed in SC)

COURSE: \_\_\_\_\_

**GRADING:** For the Sales and Broker B exams, a multiple choice exam covering both National and State laws. The Property Management Course exam is multiple-choice questions. A passing grade of 70% is required on each portion of the exams. If you fail any portion of the academy exam, then you are given **ONLY ONE** make-up exam free of charge. If you fail the make-up exam, then you would be **required to pay a \$150 administrative fee** and retake the class again before taking another makeup exam. **A maximum of two additional retake exams may be taken at the cost of \$30 each. No further retakes will be given under any circumstances.** MCE & Broker A classes are graded on the student participating 100% in all class activities. COMPS Academy may offer courses other than these mentioned to which these rules may not apply.

**REFUND/CANCELLATION POLICY:** Refund/cancellation requests will be accepted up to 24 hours before the scheduled class and only 80% of the course fee will be refund. If you do not cancel, you will be charged full tuition. These requests must be made in writing and either postmarked or presented in person 48 hours in advance to COMPS Academy. Refunds will not be processed for persons who have attended any portion of the course. Refunds will be processed without request for any classes cancelled by the academy. Refunds will be made within two weeks of request. If changes are requested within 24 hours prior to class, fees may be transferred to another class.

**EQUAL OPPORTUNITY:** This academy is an EQUAL OPPORTUNITY academy complying with all local, state and Federal laws. There are no prerequisites for enrolling.

**SCHEDULE:** Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Class Times: \_\_\_\_\_ Class Days of the Week: \_\_\_\_\_

**ATTENDANCE:** The South Carolina Real Estate Commission and COMPS Academy require that you attend ALL SESSIONS before you can take the COMPS Exam and earn a certificate. NO PARTIAL CREDIT will be given for any class. If a student misses any part of a session or more than one session, the session, or those sessions missed can be made up at a future makeup or regularly scheduled class @ **\$30.00 PER 4 HOUR SESSION** within 3 months or FULL CHARGES will be collected again. If for any reason a class can not be held as scheduled, students will be notified, and a make-up class will be held as soon as practical. If for some reason a class is cancelled after it starts, students will be eligible to attend the next scheduled class at 50% of the charge.

**CERTIFICATES:** Only one original certificate is issued. Duplicate or Replacement Certificates are **\$20.00** each.

**This agreement is a legally binding contract between the student and Academy. A copy is being given to you, the Student, according to STATE LAW.**

I, the student, agree to all of the conditions of this document.

STUDENTS SIGNATURE: \_\_\_\_\_