



POLICIES AND PROCEDURE
As of November 30, 2023

STUDENT'S LEGAL NAME _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ EMAIL _____

LAST 4 of SOCIAL SECURITY # _____ SC Real Estate License # _____
(Required for SC licensure) (If currently licensed in SC)

GRADING: Salesperson's Fundamental of RE Unit 1 and Broker B course exams include two multiple-choice sections covering the National and State laws and concepts. Property Management has a multiple-choice exam. The Salesperson's Advanced Principles Unit 2 course has five multiple-choice quizzes, one for each of the five topics that are covered. **A passing grade of 70% is required on each section of the exams and quizzes.**

If you fail any sections of the exam, then you are given **ONLY ONE** make-up exam. There is a \$25 fee for all makeup exam. If you fail the make-up exam, then you would be **required to pay a \$250 administrative fee** and retake the entire class again before a third attempt. **There's a maximum of two retake exams and NO further retakes will be given under any circumstances.**

Continuing Education and Broker A classes are graded on the student participating 100% in all class activities and discussions. 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 forfeit the full tuition. These requests must be made via email to Info@CompsAcademy.com. **Please allow two weeks to process any refund request.** Refunds will not be processed for anyone who has attended any portion of the course. Refunds will be processed without request for any classes cancelled by the academy. **Transfer Request:** Students may transfer to another scheduled without penalty with an 48 hours notice prior to the scheduled class, otherwise students will pay a \$25 transfer fee. Please email Info@CompsAcademy.com to provide timely notice of your transfer request.

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

Scheduled Course: Course Name: _____ Dates _____ Time /Days: _____

ATTENDANCE: The South Carolina Real Estate Commission and COMPS Academy require that students attend ALL SESSIONS before taking the course exam and earn a certificate. **NO PARTIAL CREDIT** will be given for any class. **If a student misses any part of a class, there is a \$35 fee per each missed session to cover up to 4-hours.** Makeup session may include watching video recordings (**only 20% of the course hours are allowable for this method**) or attending another regularly scheduled class.

If for any reason a class cannot be held as scheduled, students will be notified, and a make-up class will be held as soon as possible. If for some reason a class is cancelled after it starts, students will be eligible to attend the next scheduled class at 50% discount.

Students must successfully complete the required coursework which includes the final course exams and quizzes within two months from their last scheduled course date or will be subject to pay the full tuition to retake the course.

Media Press Release: Comps publish a newsletter to promote our students who have successfully completed our licensing programs for marketing purpose. Comps Academy _____ may or _____ may not include my name or image in its media.

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. **STUDENT'S SIGNATURE:** _____