



**POLICIES AND PROCEDURE**  
As of June 1, 2021

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

ADDRESS \_\_\_\_\_

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

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

LAST 4 of SOCIAL SECURITY # \_\_\_\_\_ Real Estate License # \_\_\_\_\_

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

**GRADING:** For the SC Principles and Advanced Principles exams are multiple-choice exam covering both National and State laws. A passing grade of 70% is required on each exam. 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 full price to retake the course.

For the NC Pre-licensing and Post-licensing exams are multiple-choice exam covering both National and State laws. A passing grade of 75% is required on each course exam. If you fail any portion of the academy exam, then you are given ONLY ONE make-up exam with a \$15 proctoring charge. If you fail the make-up exam, then you would be **required** to full price to retake the course.

**REFUND/CANCELLATION POLICY:** Refund/cancellation requests will be accepted up to 48 hours after the purchase of the class and only 80% of the course fee will be refund. If you do not cancel withing 48 hours, you will be charged full tuition. These requests must be made in emailed to [Info@CompsAcademy.com](mailto:Info@CompsAcademy.com). Refunds will be made within two weeks of request.

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

**Final Exam Proctoring Policy: No textbooks, notes, or phones during your examination.** The South Carolina Real Estate Commission doesn't require the online course exam to be proctored but an affivated signed by the student. North Carolina Real Estate Commission requires final course exams to be proctored. Student will email [Info@CompsAcademy.com](mailto:Info@CompsAcademy.com) to setup the PSI Proctoring who will record and proctor the examination. Your computer or Ipad are required to have a web camera and built in microphones connected to a strong internet connection. Students will need to be on the screen at all times and to scan the room environment. No WORRIES. **Comps will walk students through the process and allow you to practice the process and confirm your equipment prior to your scheduled exam.**

**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 digital or printed newsletter. If neither option is selected then it defaults to allowing us permission.

**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: \_\_\_\_\_