



SCHOOL POLICIES

NOTICE TO STUDENTS: If you have any questions or difficulty regarding the course content, please contact our School Director, Barbara S. Meier and she will be happy to assist you.

ENROLLMENT POLICY: Green Light School of Real Estate (GLSRE) is open to the general public and is licensed by the New Jersey Real Estate Commission (NJREC) to conduct salesperson and broker pre-licensing courses as well as continuing education core courses.

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act, and requires any special accommodation, must contact the school before enrolling. Certain accommodations require the New Jersey Real Estate Commission's advance approval and may not be available for GLSRE classes.

PAYMENT POLICY: Full payment is required by the first session of class. GLSRE accepts cash, checks or money orders. There will be a \$25 fee for any checks returned for insufficient funds. If this be the case, then full balance is due immediately before student may continue class. Any class time missed at this time will be counted towards the 15% maximum allowable miss time described in the course completion section below

CLASSROOM REFUND / TUITION POLICY: All students must read and agree to our School Tuition Refund Policy as written below upon entrance.

Every student that is paid in full will be guaranteed a seat in class. Included in the tuition is a \$100 non-refundable registration fee for Salesperson Pre-Licensing, \$300 for Broker Pre-licensing and \$10-\$20 for Continuing Education. A student may request a refund in writing prior to the start of the class for the refundable portion of the tuition. Written notice must be received by the school up to 48 hours prior to the class start date. Once a class has started, no refunds will be issued. However, if the school cancels a class, the student will receive a full and prompt refund.

Registration may be limited. Registrations are accepted on a first-paid, first-confirmed basis. Upon receipt of your registration you will receive an email confirming your enrollment in the course. Confirmation emails are sent out

within 24 hours of receipt of registration (not including weekends). Until you have received a confirmation email, you are not confirmed as enrolled in the course.

Any student who determines that they may not be eligible for licensure after reading the screening questions provided on the first day of class and believes that a license will not be issued because of these questions, may withdraw their enrollment and receive a full refund provided that they notify their instructor and/or school director before the beginning of their next class session.

Sales Prelicensing Course & Broker Prelicensing Courses:

Tuition is due in full one (1) week prior to scheduled start date or forfeiture of seat may occur. If you are putting a deposit down to hold your seat in class, please make a note to pay the balance of the tuition at least 1 week prior to the start date you have selected.

You may transfer to another start date free of charge one time. To transfer free of charge, you must provide written notification ONE WEEK in advance of your start date; then, you will receive written confirmation from us. Your new start date must be within one year of your original start date. If you have not provided one (1) week's written notice, we will allow you to transfer to another course within one year of your original start date for a \$50 transfer fee, so long as there is seating available in that course.

There is \$35 fee for any un-cleared checks, plus any fees incurred during the collection process.

There is no fee for a final exam taken with your original class or for "Re-takes".

Continuing Education Courses:

Tuition is generally due in full one (1) week prior to scheduled start date. However, on certain Special Offers students may be required to register two (2) weeks prior to scheduled start date in order to allow the school additional time to make arrangements to accommodate the increased student volume.

Tuition is transferable to another course/start date within 1 year of your original start date. Tuition is not transferable to another person or pro-ratable.

There is \$35 fee for any un-cleared checks, plus any fees incurred during the collection process.

CERTIFICATE OF COURSE COMPLETION: To Obtain a Certificate, all students must satisfactorily receive a passing grade on the final examination and attend at least 80% of the class session hours required for the course. A student may take the final examination up to 3 times. A student may be reinstated if they attend enough class session hours in another class session of like subject matter so as to make their attendance at least 80 percent of the class session hours required for the course. In the even the certificate is lost, a duplicate may be obtained from the school by request.

ATTENDANCE POLICY: The New Jersey Real Estate Commission mandates strict classroom attendance requirements for all license candidates. Specifically, any student who misses more than 20% of the schedule class hours (15 hours for the 75 hour salesperson course and 18 hours for the 90 hour broker core knowledge course) **CANNOT** receive credit for a class completion, regardless of their course progress or test performance. To comply with this requirement, the school **MUST** maintain strict rules of attendance and punctuality. Late arrivals, early departures, extended breaks and absences from the classroom, for whatever reason, will be noted in the attendance records. School policy is to record absences and late arrivals in 15 minute increments.

RECORD RETENTION: School records are maintained by the school and are available for a period of at least five (5) years.

FINANCIAL AID: Financial aid is not available for courses offered by GLSRE

STUDENT BEHAVIOR / DISCIPLINARY POLICIES: When taking our educational courses, students are expected to comply with all policies as stated within this notice. Failure to adhere to these policies may invalidate student eligibility for course credit. (These situations will be reviewed on a case by case basis.)

NON-DISCRIMINATION POLICY: GLSRE does not discriminate on the basis of race, color, sex, religion, national origin, handicap, or familial status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

PRIVACY POLICY: Your privacy is important to us. It is our policy **not** to share your information with 3rd party vendors. Your information will solely be used for the purpose of your real estate education and preparation for your licensing exam.

SMOKING POLICY: Please note that GLSRE training center is a smoke-free facility.

WHAT TO BRING: Students should bring with them a notebook, basic calculator and highlighter.

Please note that attending GLSRE will not obligate you to become employed with an affiliated Real Estate Broker, nor guarantee you an interview or job with an affiliated Real Estate Broker.