



638 Pine Ridge Dr. Suite D

West Columbia, SC 29172

803-873-6598 www.screacademy.com

STUDENT ENROLLMENT AGREEMENT

This agreement between SC Real Estate Academy (hereinafter "SCHOOL") AND

_____ (hereinafter "STUDENT"), is entered into on

The date of ____ / ____ / ____ and constitutes the complete agreement of the Parties.

1. SCHOOL agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the South Carolina Real Estate Commission.

☐ Unit I : Pre-Licensing (required 60 hour course) - \$380 tuition Fee

☐ Unit II : Advanced Real Estate Principles (required 30 hour course) - \$299 tuition fee

2. Course schedules are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days/Times)</u>	<u>Location</u>
---------------	-------------------	-----------------	------------------------------------	-----------------

-
3. STUDENT agrees/agreed to pay for tuition for the course(s) indicated above in the total Amount of \$_____
 4. SCHOOL reserves the right to cancel or reschedule any real estate course prior to its commencement as dictated by any circumstance. In the event a real estate course is canceled or rescheduled by SCHOOL prior to its commencement including, but not limited to a different start date, a different time of day, or different days of the week, then STUDENT shall be entitled to a full tuition refund if they choose to not attend a rescheduled course.



SC Real Estate Academy – School Policy

Attendance Policy

To receive credit for the entire course, 100% attendance is required for both in-person and Zoom classes.

Attendance will be taken at the beginning and end of each session. No exceptions will be allowed.

Any missed hours must be made up in another class within 6 months from the original registration date.

Zoom classes require students to log in using their full name with cameras on to ensure accurate attendance tracking.

Refund or Transfer Policy

Full refunds will be issued only if cancellation is received in writing at least 10 full days before the original class.

If a student reschedules and later cancels, the 10-day policy applies to the original registration.

Credit can be transferred to another course for up to 6 months.

After 6 months, the registration fee is forfeited.

No-shows are not eligible for refunds.

A \$25 processing fee applies to all transfers.

Testing Policy

All classes with a required EXAM will be administered in person, regardless of the class delivery, it will be administered during class.

A score of 70% or higher is required to pass.

One make-up exam is allowed within 6 months of the original date.

Failure to take the exam within this time forfeits the opportunity to retest.

Per SC State Law, students are entitled to two attempts per tuition.

Cheating or academic dishonesty will result in the forfeiture of exam privileges.

Certificate Policy

Upon successful course completion, students will receive a Certificate of Completion.

Student records are maintained per LLR guidelines.

It is recommended that students retain a copy of their certificate for their own records.
Duplicate certificate requests will incur a \$10 fee.
Certificates will not be issued until attendance and payment requirements are fully met.

Payment Plans

Payment arrangements must be made in person.
No testing or certificate will be issued until the course balance is paid in full.

Cancellation and Continuity Plan

SC Real Estate Academy reserves the right to cancel any course due to low enrollment or emergencies.
In such cases, students will be notified promptly and offered a full refund or transfer.
If the school ever closes, students will be given an opportunity to finish or receive appropriate credit/refunds.

ADA & Equal Access

SC Real Estate Academy admits all students over 18, regardless of race, gender, national origin, disability, or other protected status.
We are ADA and Section 508 compliant.
Students needing accommodations (e.g., captioning, screen readers, alternate formats) should contact us early at class@screacademy.com.

Technology Requirements & Support for Hybrid Online Classes:

Students must have access to:

A reliable internet connection

- A computer or device with Zoom, webcam, and microphone
- The Thinkific platform for materials, quizzes, and evaluations

Technical assistance is available Monday–Friday, 9:00 AM–6:00 PM via class@screacademy.com.

We aim to respond to support requests within 24 hours.

I have read and agree _____(Signature)
_____(DATE)

Full Name: _____

Address: _____

Email Address: _____

Contact Number: _____