



THE EPIC TRAINING CENTER

ENROLLMENT AGREEMENT, POLICIES, AND PROCEDURES

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EDUCATION PROVIDER'S LEGAL NAME: THE EPIC TRAINING CENTER, LLC

DBA: THE EPIC TRAINING CENTER SCREC Provider #1141

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THE EPIC TRAINING CENTER SHALL NOT DISCRIMINATE IN PERSONNEL DECISIONS, IN STUDENT ADMISSIONS OR IN OTHER STUDENT DECISIONS ON THE BASIS OF RACE, COLOR, SEX, NATIONAL OR ETHNIC ORIGIN, AGE, RELIGION, DISABILITY, FAMILIAL STATUS, VETERAN STATUS, POLITICAL IDEAS, SEXUAL ORIENTATION OR GENDER IDENTITY.

THE EPIC TRAINING CENTER OFFERS REAL ESTATE CONTINUING EDUCATION COURSES.

ENROLLMENT: Student may enroll in courses through our website or in-person. Students may also call for assistance with enrollment. Full tuition payments must be made prior to the start of the course(s). The course schedules are posted on our website at www.TheEpicTrainingCenter.com.

TUITION: CE Courses cost \$39 each unless otherwise noted, payable by Cash, Check, Money Order, Credit Card or ZELLE, prior to the start of class. There is a \$35 penalty for returned checks.

REFUND/CANCELLATION POLICY: Cancellation requests **MUST BE MADE IN WRITING no later than 9 full business days before the course begins** that the student was originally registered to attend in order to receive a full refund less any credit card processing fees incurred by The Epic Training Center, if applicable. Refunds will be made within 18 business days of request. Students wishing to cancel outside of the required period, but no less than 24 hours before the course begins, may transfer their tuition to another course within 1 year of the originally scheduled course. If the student fails to reschedule within that 1-year period, they will forfeit any tuition paid. There will be no refund or transfer of tuition issued to a student who "NO SHOWS" on the course date.

The Epic Training Center reserves the right to cancel or reschedule any course as needed. When a course is cancelled or rescheduled by The Epic Training Center, the student will have the choice of either a tuition credit to be used within 1 year following the original date of the cancelled course or a full refund.

Courses cancelled due to inclement weather or national, state or local emergency will be rescheduled and students who cannot attend rescheduled dates will be given a tuition credit to be used within 1 year of the originally scheduled class date, however, no refunds will be issued for course cancellation due to inclement weather or national, state or local emergency.

ATTENDANCE: The South Carolina Real Estate Commission and The Epic Training Center REQUIRE students to attend 100% of all scheduled instructional hours in order to receive a Certificate of Completion. Attendance will be closely monitored to include late arrivals and early departures from the scheduled class and from all scheduled breaks. Students missing any portion of a course must make up that missed portion within 6 months during a future regularly scheduled course in order to receive a Certificate of Completion.

STUDENT CONDUCT: Students are required to conduct themselves professionally. Students are expected to be properly groomed and maintain a professional attitude, directing their attention to the instruction being provided, with their phones muted. Please respect others by not eating, sleeping, talking out of turn, making rude comments, surfing the internet, texting, making or accepting phone calls, or having side conversations during course instruction. There is absolutely no smoking or vaping allowed inside or near the entrance to the building. If disruptive behavior continues after 2 warnings, the student may be expelled from the course at the discretion of the instructor and will forfeit all tuition paid for the course. Threats of physical violence will not be tolerated and will be cause for immediate expulsion with forfeiture of all tuition paid for the course.

USE OF TECHNOLOGY IN THE CLASSROOM: The Epic Training Center is not responsible for lost or stolen electronic devices. The Epic Training Center provides wireless internet access for in-class courses but is not responsible for disruptions in or problems with the service. The Epic Training Center allows and encourages the use of laptops and similar devices in the classroom provided they do not distract from the learning environment.

VISITORS/GUESTS: Courses at The Epic Training Center are only open to enrolled students. Enrolled students may not bring visitors or guests to the classroom without the prior approval of the director.

ADA SPECIAL ACCOMMODATION REQUESTS: The Epic Training Center complies with the Americans with disabilities act and strives to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to participate in a course. Students requesting special accommodations must contact The Epic Training Center in writing 10 days prior to the start of the course as to the exact accommodation being requested.

STUDENT ACKNOWLEDGES THAT THEY HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS ENROLLMENT AGREEMENT. YOU WILL BE ASKED TO ACKNOWLEDGE THIS AGREEMENT ON OUR WEBSITE WHEN ENROLLING ONLINE AND WHEN YOU SIGN IN FOR YOUR CLASS.

PLEASE FILL OUT THE FOLLOWING IF ENROLLING IN PERSON

STUDENT'S LEGAL NAME _____

ADDRESS _____

EMAIL ADDRESS _____

SC REAL ESTATE LICENSE NUMBER (IF APPLICABLE) _____

COURSE NAME & DATE _____

COURSE NAME & DATE _____

COURSE NAME & DATE _____

STUDENT'S SIGNATURE _____ **DATE** _____