

MARYLAND REAL ESTATE CAREER  
INSTITUTE

1441 McCormick Drive, Suite 1020  
Upper Marlboro, MD 20774  
(240) 719-3210 OFFICE / (240) 737-5050 FAX  
Website: <http://mdrealestatecareerinstitute.com>  
email: [mdreacareerinstitute@gmail.com](mailto:mdreacareerinstitute@gmail.com)

**ENROLLMENT AGREEMENT**

THE PRINCIPLES & PRACTICES OF REAL ESTATE FOR SALESPERSONS PROGRAM

Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ (Cell) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ SSN: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

I am enrolling at THE MARYLAND REAL ESTATE CAREER INSTITUTE for a program of study in Principles and Practices of Real Estate for Salespersons - 60 clock hours. (See *Catalog* schedule for dates.)

The program is scheduled to begin on: \_\_\_\_\_ and conclude on: \_\_\_\_\_.

Check desired program:

<input type="checkbox"/>	Full Day	Tuesdays and Thursdays	9:00 a.m. – 5:30 p.m.	16 hours/week for 3.75 weeks
<input type="checkbox"/>	Evening	Mondays and Wednesdays	6:00 p.m.–10:00 p.m.	8 hours / week for 7.5 weeks

Location of the classes is 1441 McCormick Drive, Suite 1020, Upper Marlboro, MD 20774.

Texts to be used in the course are the latest editions of: Galaty, Fillmore W., **Modern Real Estate Practice**; and White, Donald A., **Maryland Real Estate Practice & Law**. Books may be purchased through the school or on the open market.

**I understand that I will be entitled to the privileges and bound by the conditions below:**

- **Graduation requirements:** Complete all 60 clock hours of training with no more than 12 hours missed (which must be made up); achieve an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations; achieve at least an 80% attendance rate; and satisfy all financial obligations to the school.
- **Job Placement:** I acknowledge that the MARYLAND REAL ESTATE CAREER INSTITUTE cannot guarantee job placement, school staff will be available by appointment to advise students who desire employment guidance and assistance.
- **Program Cost:** The total cost of the program at registration is **\$435.00** as follows: tuition, \$300.00; registration, \$25.00; and books, \$110.00. Full payment of all costs is due upon enrollment.
- **Textbooks:** I must obtain the required textbooks, which may be purchased through the school, or on the open market.

Refund Policy:

(a.) If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

(b.) All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.

(c.) If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the registration fee.

(d.) If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<b>Proportion of Total Program Taught by Date of Withdrawal</b>	<b>Tuition Refund</b>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
<b>More than 50%</b>	<b>No Refund</b>

(e.) The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

(f.) Textbooks are non-refundable.

**Acknowledgments:** I have received a copy of the MARYLAND REAL ESTATE CAREER INSTITUTE **Catalog**, and the **Enrollment Agreement**. I understand that I am advised to keep copies of all documents regarding enrollment and financial obligations. I have read the requirements and policies stated in the catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal, and graduation. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that the MARYLAND REAL ESTATE CAREER INSTITUTE has the right to cancel my contract if I do not meet attendance requirements, standards of progress or abide by the student policy of conduct. The enrollment contract may be extended or modified only with the written consent of both the student and the school.

In order for this Enrollment Contract to be binding, the contract must be signed by the applicant, the guardian if applicable, and the school official.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MRECI Official

\_\_\_\_\_  
Date