

**ENROLLMENT AGREEMENT
TURNKEY SCHOOL OF REAL ESTATE
3651 42ND Ave S, Suite C102, St. Petersburg, FL 33711**

STUDENT NAME _____ AGE _____ SS# _____

ADDRESS _____ PHONE _____

EMAIL ADDRESS _____ CONTRACT BEGINS _____ COURSE START DATE _____

SALES ASSOCIATE PRE-LICENSE-63 HOURS SALES POST LICENSE- 45 HOURS
 BROKER PRE-LICENSE-72 HOURS BROKER POST-LICENSE- 60 HOURS
 CONTINUING EDUCATION 14 HOURS REACTIVATION- 28 HOURS

FULL TIME(day) PART TIME(evening) PART TIME(weekend)

*MODIFIED TIME (Indicate Weekly Hours) : _____ WEEKS IN COURSE
 Full Time students are scheduled to attend at least 3days weekly. Part time or modified schedules are considered on an individual basis.

CONTRACT COSTS AND PAYMENT TERMS

STUDENT agrees to pay the school the tuition and fees for the program selected. Fees due prior to the start of the program are course fees and books fees. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied. The school will charge a registration fee for students transferring to the school and a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100 or 15% of tuition, whichever is less. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student's tuition may be paid by credit/debit cards, cash, and money order or through our online portal located on our website.

REGISTRATION FEE:	\$ _____
BOOKS FEE:	\$ _____
TUITION:	\$ _____
MISCELLANEOUS:	\$ _____
TAX (if applicable in your state):	\$ _____
TOTAL TUITION AND FEES:	\$ _____
LESS DEPOSIT/PAYMENTS:	\$ _____
BALANCE DUE:	\$ _____

I have read the front and back of this contract, understand its contents, agree to comply with all requirements contained herein and the General Policies of the school as listed in the catalog. I have received a copy of this fully executed agreement and the school catalog.

STUDENT SIGNATURE _____ DATE _____ SCHOOL OFFICIAL SIGNATURE _____ DATE _____

PARENT/GUARDIAN (If applicable) _____ DATE _____

GENERAL TERMS OF AGREEMENT

SCHOOL shall provide a course of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
SCHOOL may change kit contents, textbooks, dress code, curriculum format, and teaching materials or any other educational methods at its discretion.
SCHOOL assumes no responsibility for negligence or lack of skills of students while practicing any curriculum related services on each other.
SCHOOL will grant a diploma of graduation and Official Transcript of Hours for the applicable course of study when the student has successfully completed all phases of study, required tests, practical/laboratory assignments; passed a final written and practical examination; completed the course of study according to State Board requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. For more information refer to the school catalog.
SCHOOL will issue an Official Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork, attended an exit interview and paid all debts owed to the school or made satisfactory arrangements for debts owed the school as approved by the President of the institution.
SCHOOL will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
SCHOOL may terminate a student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Satisfactory Progress Policy, State Laws and Regulations; Any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft without refund.
SCHOOL will issue a complete kit of textbooks, implements, tools and supplies for the applicable course of study. Students are responsible for replacement of lost, stolen, or broken items.
SCHOOL provides adequate equipment, desks and work stations for the maximum number of students assigned to them at one time. The school does not assign work stations to any student to be used solely by that student during the course of study.
STUDENT agrees to comply with all Standards of Conduct, General Policies, State laws and regulations, and educational requirements.
STUDENT agrees to provide all financial aid documents, if applicable, in the designated time frame.
STUDENT agrees to comply with the assigned schedule for the applicable course of study which may change from time to time at the discretion of the management.
STUDENT understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school, with the exception of a non-refundable application fee in the amount of \$50.00.

Refunds are available if both of the following are true:

You have not progressed beyond the first lesson of the course.
You are requesting a refund within thirty (30) days of the original purchase date.

The end-of-course exam cannot be given to any student who has absences of more than 8 classroom hours. It is important that you check with your instructor, or the administration office, if you miss more than 8 classroom hours.
You may apply for a refund prior to the 3rd hour of class. A full refund of the fees paid, (less the cost of materials issued by the school), will be provided if written request is received within two months of the start date of the original class.

Terms of payment:

Class Start Date: _____

Anticipated Graduation Date: _____