



## **PROVIDENT LEGACY™**

School of Real Estate

### **SCHOOL POLICY**

#### **NOTICE TO STUDENTS:**

If you have any questions or difficulty regarding the course content, please contact our School Director, Issa Musharbash, who will be more than happy to assist you at 201-809-9922 or [info@providentlegacyschool.com](mailto:info@providentlegacyschool.com)

#### **ENROLLMENT POLICY:**

Provident Legacy School of Real Estate is open to the general public and is licensed by the New Jersey Real Estate Commission (NJREC) to conduct salespersons and brokers pre-licensing courses, as well as courses to obtain Continuing Education (CE) credits.

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA), and requires any special accommodation, must contact the school BEFORE enrolling. Certain accommodations require the New Jersey Real Estate Commission's approval.

#### **CLASS TUITION\*:**

<b><u>Salespersons</u></b>	<b><u>Brokers</u></b>
Course Fee: \$499	Course Fee: \$1200
Book Fee: \$50	Book Fee: \$50
Total Tuition: <b>\$549</b>	Total Tuition: <b>\$1250</b>



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### **PAYMENT POLICY:**

Provident Legacy School of Real Estate accepts Money Orders, Visa and MasterCard. Cash and Personal Checks are not accepted. Full payment is required one week prior to the first class session. To pay by credit card, please visit [www.providentlegacyschool.com](http://www.providentlegacyschool.com) or contact our office at (201)-809-9922. Credit for all fees, re-enrollment, re-testing and class entitlements expire 3 months from the completion date of the original class in which a student enrolls (see re-enrollment and re-resting policy below). Once this time expires, current full tuition rates apply.

### **REFUNDS/TRANSFERS:**

Provident Legacy School has a strict, no refund policy, with the exception of the "Easy Out Clause." After 24 hours from receiving materials/login credentials, a student will no longer be able to exercise the "Easy Out Clause." Furthermore, After seven days from a student's purchase date, the "Easy Out Clause" expires, regardless if material/login credentials are received or not.

### **EASY OUT CLAUSE:**

A student who determines that they may not be eligible for licensure due to their anticipated response to any of the Real Estate Commission's "eight qualifying questions," may withdraw their enrollment and receive a full tuition refund less a \$75.00 non refundable processing fee provided they notify their instructor and the School's Administrative Office before the beginning of their next class session.



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## **CERTIFICATE OF COMPLETION:**

To obtain a Certificate of Course Completion, all students must receive a passing grade on the final examination of at least 70% 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. In the event the certificate is lost, a duplicate may be obtained from the school by request. An administrative fee of \$10.00 will be charged for the duplicate.

Students may not miss more than 20% (15 hours) of class time. If more than 20% of class time is missed, the class must be started again. All classes start on time. If a student is more than 15 minutes late to class either at the start of after the break, that time will be counted towards the 15 hours stated previously.

### **Online Classes:**

A student has about 45 days to finish the course from receiving their login credentials. No Exceptions.

## **RECORD RETENTION:**

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



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### **FINANCIAL AID:**

Financial Aid is not available for courses offered by Provident Legacy School of Real Estate.

### **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:**

Provident Legacy School of Real Estate 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.

Please note that attending Provident Legacy School of Real Estate 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.

### **PRIVACY POLICY**

Your privacy is important to us. It is our policy NOT to share your information with 3<sup>rd</sup> party vendors. Your information will solely be used for the purpose of your real estate education and preparation for your licensing exam.

### **WHAT TO BRING**

Students should bring with them a notebook, basic calculator and highlighter.



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**SMOKING POLICY:**

Please note that Provident Legacy School of Real Estate training center is a smoke-free facility. Thank you.