

Participant Policy

The **Academy** is a Private Educational Institution approved by the Texas Real Estate Commission to offer courses, which allow prospective Real Estate salespersons and brokers to meet the educational requirements necessary to apply for Licensure and License Renewal.

Attendance Policy: Texas Real Estate Commission Certification requirements mandate you must be physically present, with an approved instructor, for two-thirds of the classroom hours. You must make acceptable arrangements with The Academy Administrator to make up any absence within 7 days or the class record will be sent to the Real Estate Commission with an Incomplete Grade. The Real Estate Commission will automatically drop you from the class if any absence is not made up within **90-DAYS**. Any participant dropped from the class must re-enroll for the entire course. The Texas Real Estate Commission requires each student to complete 30 classroom hours, two thirds of these hours must be in the classroom. Any remaining hours must be made up by watching a video of the class that was missed. All make up work must be done by attending another class of the same subject or by viewing a video with supervision of Administration in a viewing area during appointed times and \$5.00 fee will apply for each time video is used and time documented. Until all missed classes and makeup work is completed, testing will not be permitted. Certificates will not be issued until all make up work is completed and all tests passed. It is against TREC Rules to sign in or out for anyone else. Anyone doing this will automatically be given an incomplete, and required to retake the entire class. This applies to anyone signing someone else's name, and the person that was not in attendance. Anyone signing and not being in attendance will also be given an incomplete and required to retake the entire class.

Enrollment: All students are to enroll and get the books prior to class beginning. A syllabus will be given at that time. We encourage all students to read chapters in advance.

Attendance Records: The Academy of Real Estate requires you to personally sign an attendance sheet as you begin each session. Please do not sign-in for anyone, nor ask anyone to sign-in for you. If you enter class after it has commenced you must sign in and write time entered. If you fail to sign in and out you will be assumed absent. Please check with the office if entering a class late, or leaving early. Failure to do so may result in dismissal.

Code of Conduct: Students are to be cognizant and mutually respectful to their peers and instructors. This means refraining from talking, texting, and excessive movement while the class is in session. Using appropriate classroom language and avoiding unnecessary distractions. Any student found to be distracting others will be in violation of this policy which may lead to disciplinary action.

Exam & Class Failures: IF A STUDENT REMOVES AN EXAM OR AN ANSWER SHEET, AN INCOMPLETE GRADE WILL BE GIVEN AND YOU WILL NEED TO RETAKE THE EXAM. **Exam & class failures: If you fail an exam you will be requested to take another exam within 7 days. If a student fails second time, they will need to repeat the entire class with a discount of \$25.00**
EXAM WILL BE CLOSED BOOK/CLOSED NOTE

Certificates: Will be issued upon successful completion of the courses. There will be a \$10.00 fee for a duplicate certificate. No certificate will be issued if any funds are due to the Academy. If a student fails any two end of class exams, they will not receive the final certificate until they pass an exit exam and/or attend a review class. Administration reserves the right to hold final certificates until student demonstrates competency for TREC licensing test.

Non-Recruiting Policy: The Texas Real Estate Commission prohibits class participants and or instructors from Company recruiting. Any efforts by an Academy participant to influence another participant to change from one broker to another, or to join a particular broker will result with their immediate dismissal from The Academy. Please report any suspected incidents to the administrator.

Refund Policy: You are entitled to a Full-refund prior to the beginning of class. The Academy will also prorate your refund for any remaining sessions, and will also refund the price of UNUSED textbooks. The Academy may transfer credit to a subsequent class prior to its beginning, if within 4 weeks, requests beyond 4 weeks will be based on individual cases. Dismissed students or voluntary withdraw refunds will be based on individual cases. For the safety of staff and participants, The Academy has the right to cancel any class because of undesirable conditions, including inclement weather. Textbooks and instructors are also subject to change between sessions. Returned checks are subject to a \$25.00 processing fee and restitution made by cash only.

Classroom and Meeting Room Comfort: Thermostats are pre-set for all rooms. Concerns may be addressed to the staff. Participants will be held responsible for any damage to Academy class/meeting rooms property, structural building and/or landscaping.

Smoking Policy: The Academy attains a “Smoke-Free” environment. Including but not limited to any type of tobacco product, electronic cigarettes, etc. The **ONLY DESIGNATED SMOKING AREA IS OUTSIDE.**

Electronic Devices: Academy participants will TURN-OFF all mobile phones while in the classroom. Please do not make nor receive telephone calls or texting during any class session. **Violation of this rule may result in staff requesting your cell phone. There will be no use of recorders.**

If a student leaves the classroom to answer their phone, they will not be able to re-enter the classroom until the next scheduled formal break, and the time will need to be made up. If you are observed answering your cell phone at any time other than at break time, you will be asked to exit class & no credit given.

Telephones: Academy telephones in the office are for business use ONLY. In emergency cases, please ask the Academy office for assistance.

Alcohol or Other Substances: The Academy does not permit apparently intoxicated or impaired participants on the premises. Any such behavior will be subjected to the authorities.

Contingency Plans: In case of inclement weather, insufficient enrollment, or lack of instructors every effort will be made to complete the class, if unable to do so the tuition shall be applied to another class, or refunded.

The Texas Real Estate Commission requires providers to notify students of their right to request a criminal history evaluation.

- This information is in case you have a glitch in your background; notice to each student enrolling in Real Estate classes, that a criminal history may make him or her ineligible for the license they seek and they may request a criminal history evaluation prior to enrolling in courses or applying for a real estate, inspector, or appraiser license. You must also refer to the criminal history eligibility guidelines set out on Texas Occupations Code SEC. 53.025 and TREC Rule 541.1.
- Potential applicants may request a criminal history evaluation by submitting a completed Fitness Determination Form to TREC prior to applying for a license. You can find this form at <https://www.trec.texas.gov/forms/fitness-determination>

All students are encouraged to know there is more information than what can be assimilated in classroom only. Study groups at lunchtime, and before class are recommended. Preparing for the next days class is important.

I, the undersigned participant, have read and understand The Academy of Real Estate and Texas Real Estate Commission requirements, and agree to these policies.

Signature

Date

Printed Name

Academy representative