

H.T. BROWN REAL ESTATE INSTITUTE
6301 Stevens Forest Road, Suite 150
Columbia, Maryland 21046
(888) 359-2121

ENROLLMENT AGREEMENT

REAL ESTATE PRINCIPLES AND PRACTICES

Last Name,	First	M.I.	Social Security Number	Age
_____			_____	_____
Street Address			() _____	Home Phone
_____			() _____	Business Phone
City	County	State	Zip	
_____	_____	_____	_____	
Class starting date: _____		Class ending date: _____		

Course Time: 60 Hours

Class held on Monday, Wednesday & Thursday from 6:00 p.m. to 10:00 p.m. Total 60 hours of instruction.

Cost of Course:	Application Fee:	\$10.00 (<i>non-refundable</i>)
	Tuition:	\$149.00
	Books:	\$86.50

Method of Payment: () Cash () Check # _____ () Money Order

Payment Agreement: Tuition must be paid in full prior to the first class and should accompany this Enrollment Agreement by cash or check payable to *H.T. Brown*. Books are to be purchased the first night of class by cash or check. The Application fee must accompany this Enrollment Agreement.

Refund Policy:

- ◆ 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.
- ◆ 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, but prior to first day of class the administration fee is forfeited. Application Fees are non-refundable.
- ◆ 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 application fee or registration fee, or both.

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 application,

registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.

Refund Policy (continued):

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:

<u>Proportion of total course or program taught by date of withdrawal</u>	<u>Tuition refund</u>
Less than 10%	90% refunded
10% up to 19%	80% refunded
20% up to 29%	60% refunded
30% up to 39%	40% refunded
40% up to 50%	20% refunded
More than 50%	no refund

- ◆ 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. The date of withdrawal or termination is the last date of attendance by the student.
- ◆ In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Applicant’s Statement:

I certify that:

- ✓ Century 21 H.T. Brown Real Estate Institute has the right to cancel my contract at any time if all the school’s policies and procedures are not strictly adhered to.
- ✓ I have read, understand and agree to all terms of this enrollment agreement.
- ✓ I have received a copy of the schools catalog.
- ✓ I have received a completed copy of the enrollment agreement.
- ✓ I have been instructed to keep all documents regarding enrollment and financial obligations.
- ✓ I must meet all attendance, academic and financial obligations to the institute in order to receive a certificate of completion or any other information verifying attendance.
- ✓ I have been informed that Century 21 H.T. Brown Real Estate Institute cannot guarantee employment, salary or association with Century 21 H.T. Brown Real Estate in any of their departments or with any Century 21 offiliate.
- ✓ I have been informed that the enrollment contract may be extended or modified only with written consent of both the student and the school.
- ✓ I have been informed that the following criteria must be met before I can be considered for acceptance into the Institute. It is recommended that applicants be a high school graduate or possess a GED. However, those with an elementary school education will be admitted

In order for the enrollment contract to be binding, the applicant, the guardian if applicable, and a school official must sign the contract.

Institute Representative Signature

Student’s Signature

Date

Date