

Oregon Department of Education  
255 Capitol Street NE  
Salem, OR 97310-0203

Private Career Schools  
255 Capitol Street NE  
Salem, OR 97310-0203

### ENROLLMENT AGREEMENT FOR DISTANCE EDUCATION

ACADEMY OF REAL ESTATE LEARNING  
9738 SE Washington St. Suite Q, Portland, OR 97216

Student's Name: \_\_\_\_\_  
Student's Social Security Number: \_\_\_\_\_  
Student's Address: \_\_\_\_\_  
Student's Phone Number: \_\_\_\_\_  
NAME OF PROGRAM: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Registration Fee: \_\_\_\_\_  
Tuition Cost: \$425.00

TOTAL PROGRAM COST: \$425.00

#### Cancellation and Refund Policies (OAR 581-045-0037)

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
- (a) If the cancellation occurs within 5 business days of the date of enrollment and lesson materials have not been delivered, all monies related to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs within 5 business days of the date of enrollment and lesson materials have been delivered, all monies related to the enrollment agreement shall be refunded with the exception of the cost of unreturned lesson materials or the cost of replacement for returned materials that are damaged or marked;
  - (c) If cancellation occurs after five business days of the date of enrollment and the lesson materials have been shipped but not delivered to the student:
    - (A) The School will charge \$70.00
    - (B) If the student returns the unopened books and supplies to the school within five days of receipt, the school will refund the total cost of lesson materials.
  - (d) If cancellation occurs after five business days of the date of enrollment and the lesson materials have been delivered to the student but not returned within five days of receipt, and before the completion of the first lesson assignment, the school may charge:
    - (A) The School will charge \$70.00.
    - (B) The total cost of books and supplies.

ENROLLMENT AGREEMENT FOR DISTANCE EDUCATION (Cont.)

(e) If withdrawal or termination occurs after the completion of the first lesson assignment and before 50 percent of the total lesson assignments are completed, the student shall be entitled to a pro rate refund of the tuition when the amount paid for the instructional program exceeds the charges owed to the school. In addition to the pro rated tuition charge, the school may retain the registration fee, book and supply fees, and any other legitimate charges owed by student;

(f) If withdrawal or termination occurs after completion of 50 percent or more of the total lesson assignments, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.

(2) For cancellation under Subsections 1 (a)-(d), the "date of enrollment" will be determined:

(a) When enrollment occurs by a document exchange through a mail delivery service, the enrollment date shall be the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later;

(b) When the enrollment occurs online, the date of enrollment will be the date the school receives:

(A) A copy of the enrollment agreement signed by the student and the student is granted access to the program, or

Any inquiry a student may have regarding this contract may be made in writing to (Academy of Real Estate Learning, 9738 SE Washington St. Suite Q, Portland, OR 97216) or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503) 947-5701.

I have read and received a copy of this enrollment agreement. I have also read and received a copy of the following: (Current Catalog-Volume #1; Addendums and/or Supplements, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

MY SIGNATURE (clicking the button below) INDICATES THAT I HAVE RECEIVED THESE DOCUMENTS AND AGREE TO ANY STIPULATIONS LISTED IN THEM.

ACADEMY OF REAL ESTATE LEARNING

TERMS OF AGREEMENT

I understand that upon signing this agreement, I am enrolling in the courses indicated below which are necessary to complete the Real Estate Pre-Licensing Program and to apply for a real estate license.

I will complete a time sheet for each one of the 7 courses, and each time sheet is to meet the state requirement for hours as indicated below. Time sheets are to be turned in once I have completed the course in full.

- \*Real Estate Law - 30 hours
- \*Real Estate Finance - 30 hours
- \*Real Estate Practices - 30 hours
- \*Real Estate Brokerage - 20 hours
- \*Real Estate Agency - 15 hours
- \*Real Estate Contracts - 15 hours
- \*Property Management - 10 hours

Once I have completed these courses and hour requirements and have passed all final exams with a 75% or higher and have turned in my 7 time sheets, I will receive a certificate of completion.

I also understand and agree to:

1. Not hold The Academy of Real Estate Learning or any of its' affiliates liable for any reason if I do not pass the state or national exam.
2. I must complete the contract hours within 3 months of my enrolling in the program.
3. All courses are conducted on an independent home student basis and I am responsible for completing the required hours within the designated 3 month time period.
4. If completion is not accomplished within this 3 month time period and I have failed to notify the school in writing that I am withdrawing, I may be charged for the total number of contracted hours.
5. If this were to occur and should I wish to continue the course, I may be required to purchase updated materials and pay additional course and/or material costs.

Program cost: \$425 Enrollment charges: \$400 tuition Registration fee \$25

Schedule: Courses are conducted on an independent home study basis. Each course is 10 to 30 hours in duration, and students must study for the required number of hours for each course.

Effective Date: The effective date of this agreement is the date it is signed by me (the student) and an authorized representative of The Academy of Real Estate Learning.

#### REFUND POLICY

A student may voluntarily terminate enrollment in the school at any time. Upon notification, a refund will be issued within 40 days, in accordance with ORS 581-45-026, as outlined:

1. An applicant or student may terminate enrollment by given written notice to the school.
2. If cancellation occurs within five business days from enrollment, all monies paid shall be refunded.
3. If termination occurs more than five business days from enrollment, the student is financially obligated to the school according to the following schedule.

