

Our School Policies

Attendance- All student attendance will be taken and will be monitored for every class session, including late arrivals and early departures. If a student incurs 2 unexcused absences (an absence from any portion of classroom instruction without instructor notification and approval), the student can be dropped from the course with no refund of tuition. If a student has 2 unexcused late arrivals (an arrival more than 15 minutes of the scheduled class starting time), the student may be removed from the course. Refund request will be considered on a case-by-case basis in this instance.

An attendance sheet will be circulated at the start of every class and all time missed will be recorded for each student. Any student who does not sign the attendance sheet will be counted absent – **NO EXCEPTIONS**. Students who fraudulently sign the attendance sheet for another student will be dismissed for the remainder of the course with no refund of tuition. To receive credit, certificates and/or transcripts, attendance is **REQUIRED** for each class session. Any absence from class with or without instructor notification and approval **MUST** be completed/made-up at a later date.

Should an emergency arise, the school will work with the student to determine a make-up date. Make up dates will only be permitted for emergencies and/or approved absences and will only be granted should there be an open seat in the make-up class.

Course Cancellation/Reschedule- Choice Real Estate School, Inc. reserves the right to cancel or reschedule any Choice Real Estate School, Inc., course prior to its commencement as dictated by any circumstance. In the event a Choice Real Estate School, Inc., course is canceled or rescheduled prior to its commencement including, but not limited to a different start date, a different time of day, or different days of the week, then a Student shall be entitled to a full tuition refund if they chose to not attend a rescheduled course.

Refund Policy Withdrawals/Transfers- A Student enrolled in a Choice Real Estate School, Inc., course may withdraw from their course by providing 48 hours written notice prior to the start of the first-class session and receive a full tuition refund following a written request. Students withdrawing from their Choice Real Estate School, Inc., course with less than 48 hours' notice will not receive a full tuition refund. A Student may transfer the tuition paid to a future Choice Real Estate School, Inc., course provided the course begins within one year from the date of withdrawal. Additionally, a student who withdraws following the start date and time of their Choice Real Estate School, Inc., course regardless of whether they attended will not receive a tuition refund however may reschedule the course at a later date and provided the course begins within one year of the first day of the previously enrolled course. Students who fail to attend a course within a one-year time frame will lose their full tuition payment.

Examinations- A grade of 70% is required to receive credit, certificates or transcripts for any course requiring a course exit exam. Should a student fail to achieve a grade of 70% or higher, one makeup exam will be permitted so long as the make-up request is made within 2 days following the exam and must achieve a score of 70% to pass.

Auditing Privileges- A former student of Choice Real Estate School, Inc. is permitted to audit select portions of their previous class during the next current course series offered on a first

come, first served basis and dependent on space availability. This option includes all course offerings of their previous course taking place during any current course in any location. Once the next current course has concluded (after the initial course registered for) students will need to purchase a refresher course should they desire additional tutoring. The same policy applies if the former student needs class time to complete a previously attended course. Choice Real Estate School, Inc. does not accommodate “free retakes” for a course beyond the date of its next offering.

Discounts- Discounts do not apply to self-paced courses and course refreshers. Discounts are not automatic, and students must mention qualifications prior to registering for any course to receive special offers. No rebates or refunds will be issued for offers not known by a registered student after registration is complete. Choice Real Estate School, Inc. offers 10% discounted rates to Active Military and Veterans. Proof of affiliation is required.

Compliance- Choice Real Estate School, Inc. is an equal opportunity employer and offers courses to anyone over the age of 18 regardless of race, ethnicity, religion, sexual orientation, national origin, familial status, or disability. Choice Real Estate School, Inc. fully complies with the Americans with Disabilities Act of 1990 and is open to consider additional accommodations upon request.

Photography/Video Recording Disclaimer– By providing Choice Real Estate School, Inc. with your contact information, you consent to receiving marketing communications from the school. Upon registering for classes with Choice Real Estate School, Inc. you consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by the school and its affiliates and representatives. With this, you release Choice Real Estate School, Inc. its officers and employees, and each and all persons involved from any liability connected with taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or audio recordings. Furthermore, you waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose of sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether fees to the school are charged. You also waive the right to inspect or approve any photo, video, or audio recording taken by Choice Real Estate School, Inc. or the person or entity designated to do so by the school.

Should you wish to be excluded from all photography, audio recordings, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by the school and its affiliates and representatives, please let the administrative assistant or your instructor know prior to the start of class.