

Capital Real Estate School

#002 Broker Prelicense and #005 Salesperson Prelicense Policies

1. The school reserves the right to change the tuition fee and text book fee with advance notice. Such change will not be applicable to any student who has previously registered and paid their fees.
2. The school reserves the right to reschedule or cancel classes for which less than 8 students have pre-registered and refund the tuition in full.
3. The school will offer to tutor students individually or in small groups at their request outside of class time and at mutually acceptable times at the school at no additional charge.
4. Students must attend 90% of the 60-hour course to successfully complete the course. A student who is absent for more than six hours of instruction may request at no charge one make-up session of not more than three hours.
5. The passing score for all three incremental assessments and the final exam is 85%.
6. The student must pass all incremental assessments prior to taking the final exam.
7. Students who do not pass an incremental assessment or final exam will be scheduled for instructor counseling. The student will be provided remedial homework to complete related to the deficient topics. The student will be allowed to take the assessment or final exam a second time at no additional charge. The form used for re-examination will be a different form than that originally taken by the student.
8. Students who fail the assessment or final exam a second time shall be allowed to register for and repeat the course at no charge when the course is next offered.
9. Students who fail the AMP license exam may request permission to (a) audit selected session of the prelicense course at a future date, or (b) audit the entire prelicense course, or (c) request up to three hours of individual tutoring at no additional charge.

Student Name: _____

Date: _____