

Enrollment Agreement



Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

Student Information

Student Name: _____
First _____ M.I. _____ Last _____

Address: _____
Street _____
_____, Colorado _____
City _____ Zip _____

Last 4 of SSN: _____ Phone: _____

Email: _____

Program: **Real Estate Broker Associate Pre-Licensing - Distance Learning & Classroom Combo (168 Hours)**

Start Date: _____	Tuition & Fees: \$695.00
End Date: _____	Course materials (non-refundable): \$200.00
Training Location: _____	Total Due: \$895.00

Payment Schedule

Tuition is due and payable at the time of enrollment. Installment payments will be accepted only upon prior approval. Tuition and material costs are subject to change. Tuition fee includes \$200 of non-refundable course material costs. Payments are accepted via check or credit card.

The Broker Academy offers two payment options for our pre-licensing program. Students may choose to pay the full tuition at the time of enrollment or choose to pay in two installments. For the installment option, students must pay \$500.00 at the time of enrollment and provide a valid credit card for the remaining balance to be charged on the agreed upon date.

Refund Policy

Students who are not accepted by the school are entitled to a full refund of all tuition and fees paid. Students who cancel their enrollment contract by notifying the school in writing within 3 business days, but before classes commence, are entitled to a full refund of all tuition and fees paid, less applicable course material costs. Students who cancel their enrollment contract after 3 business days, but before classes commence, are entitled to a full refund of all tuition and fees paid less a \$150 cancellation fee and applicable course material costs.

In the case of students electing to cancel their enrollment once the 8-week program has commenced the school will retain a \$150 cancellation fee plus a percentage of tuition, which is based on the percentage of the corresponding lesson/review sessions, associated with the student’s specific class start date and location, which have been held, as outlined in the table below. The refund is based on the course tuition and fees only. No refund of course material costs will be made.

A student terminating training...	Is entitled to a refund of:
Within first 10% of program (After Lesson/Review Session 1 but prior to Lesson/Review Session 2)	90% less cancellation fee
After 10% but within first 25% of program (After Lesson/Review Session 2 but prior to Lesson/Review Session 3)	75% less cancellation fee
After 25% but within first 50% of program (After Lesson/Review Session 3 but prior to Lesson/Review Session 4)	50% less cancellation fee
After 50% but within first 75% of program (After Lesson/Review Session 4 but prior to Lesson/Review Session 6)	25% less cancellation fee
After 75% (after Lesson/Review Session 6) [if paid in full, cancellation fee is not applicable]	NO Refund

The student may cancel their enrollment contract at any time. The official date of termination is the date written notice has been received by the school. All enrollment fees are subject to our Refund Policy and all applicable refunds will be made within 30 days of the official date of termination. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it. This provision shall not apply in the event the school ceases operation. The policy for the granting of credit for previous training shall not impact the refund policy.

Postponement of Start Date

Postponement of the student’s starting date, whether at the request of the school or the student, requires written notice and agreement by both the student and the school. The agreement must include (a) whether the postponement of the starting date is for the convenience of the student or the school, and (b) a deadline for the new starting date, beyond which the starting date will not be postponed. In the event that the course is not commenced, the student will be entitled to a refund of tuition and fees paid within 30 days of the agreed upon start date, determined in accordance with the school’s Refund Policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981. The policy for granting credit for previous training shall not impact the refund policy.

Complaint Procedure

Should an issue arise, students are entitled to submit complaints to the school for resolution. Complaints must be submitted in writing and those which are unable to be resolved directly between the student and the school may be filed online with the Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos/>, or by calling 303-866-2723. There is a two-year limitation from the date the student discontinues his/her training at the school on the Board taking action on student complaints. Complaints may be filed at the Division following submission of said complaint to the school. Exhaustion of the school’s internal grievance process is not required before filing a complaint with the Division of Private Occupational Schools.

By signing below, the Student agrees to pay The Broker Academy ("School") the total stated tuition & fees. The School agrees to provide the occupational training in accordance with the provisions of the Course Catalog provided. Payment of all monies due shall be a condition of continuing enrollment. The Student agrees to comply with all School policies. Upon satisfactory completion of all academic and skill requirements, and when all financial obligations to the School have been met, the School will award a Certificate of Completion (REC-33) to the Student. The Student and School understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing signed by both parties.

***I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND
A CURRENT SCHOOL CATALOG (v2, 1.1.2016)***

Student Signature

Date Signed

Accepted by:

Scott Sammons, School Director

Date Signed

The Broker Academy - 1427 Chukar Drive, Longmont, CO 80504
720.244.4960 info@TheBrokerAcademy.com