



Enrollment Agreement

In consideration of the Greater Lehigh Valley Real Estate Academy herein after referred to as GLVREA, accepting me as a student and providing me with the instruction in real estate as agreed, I agree to pay the required tuition at or prior to the execution of this agreement.

All course tuition fees include the classroom instruction as well as all materials. There is no separate charge for textbooks, handouts, or manuals.

I am aware of the attendance policy of GLVREA, as imposed by the Real Estate Commission (1-800-822-2113) which requires that I attend at least 80% of the class time (90% for continuing education courses). If I miss more than the permitted time, I understand that I will not be issued a transcript. I understand that GLVREA retains all course and student records in conformance with the requirements set forth by the PA Real Estate Commission—continuing education records for 4 years and all other attendance and scholastic records for 10 years. All transcripts will be distributed at the end of a course or sent via email within 10 business days of the course completion date. A fee of \$15 will be charged to replace a student transcript.

I understand that if I withdraw from a course, or if I wish to discontinue attending, that I must notify GLVREA.

- Students must cancel at least 2 days prior to the class to receive a full refund. Thereafter no refunds shall be processed unless approved by the GLVREA School Director and CEO.
- Tuition refunds for special or unusual circumstances, approved by the GLVREA School Director and CEO, shall be subject to a 25% cancellation fee.
- Transfer of fees from one course or class to another may be accommodated as class capacity allows.
- No refunds will be issued for failing a course.
- In the event of cancellation after the cancellation deadline, a credit for a future class of the same value will be issued.
- Students who attend some, but not all classes in an ongoing course will have the amount of their refund pro-rated based on the number of classes taken.
- Students who miss a class without any notification to the Greater Lehigh Valley Real Estate Academy will not receive a credit.

- All refunds will be made in accordance with the Payments/Refunds/Cancellation Policy outlined in the GLVREA Policies and Procedures Manual found on our website at GLVREAcademy.com.

I understand that it is the policy of GLVREA that all students, instructors and employees shall have the opportunity to learn and work in an atmosphere and environment free from any form of harassment or retaliation and that any such forms including conduct by a student which interferes with the instructor's ability to teach or other students' ability to learn will not be tolerated.

I understand that GLVREA does not permit the recruitment or solicitation of students enrolled in its course in any form, whether orally or written, and will not be tolerated.

I agree to hold GLVREA harmless from any liability because of my failure to successfully complete the course or from injuries sustained while in class or on the way to or from the site of the class. I understand that GLVREA may at its discretion reschedule classes, dates, or times due to inclement weather.

I have read and understand the GLVREA Policies and Procedures Manual and understand that GLVREA is not bound by any agreement or representation not specified herein, in writing.

I understand that GLVREA has the right to discontinue instruction and cancel this agreement at any time for violation of the rules outlined in the GLVREA Policies and Procedures Manual, for disruptive conduct during class or if I should refuse to take the instruction as scheduled, without financial reimbursement or educational credit.

A copy of GLVREA's Policies and Procedures can be found at GLVREAcademy.com.

Student Printed Name

Student Signature