

# School Terms & Policies:

## Salesperson Unit 1 Course

1. Anyone who pays the tuition may attend this course at Wyatt Institute without discrimination. SC law requires a high school diploma or equivalent to get a real estate license.
2. **Refund Policy**—to receive a refund, you **MUST (provide timely notice by) notifying us by 4 pm on the Thursday before class starts**. If you do, you may elect to transfer to another of our Unit 1 classes or request a full refund, **less \$40 if you received the textbook in advance**. Refunds will be paid within 10 days of request. **If you don't attend and don't give required notice by 4 pm on the Thursday before class, you will forfeit \$250.**
3. **Withdrawal policy**--if you drop out after starting the class, you will not receive a refund.
4. **Transferring** —If you must drop out, but desire to finish the course, you may transfer, beginning with the next session in another Unit 1 class within the next 3 calendar months. The instructor has the right to remove disruptive students from class. **Transfer forms are provided in the notebook**. The transfer deposit is \$50 which will be refunded if you attend the classes. To repeat already attended sessions, \$20 per session repeated will be charged.
5. **Attendance Requirements**—Attendance of all fifteen 4-hour sessions is mandatory. The 15th session is the class exam. No more than a total of 60 minutes may be missed without make-up.
6. **Tardiness**--You must be on time to class. Students who miss 60 minutes or more in a single 4-hour session must view that entire 4-hour session on video. Anyone who accumulates tardiness of more than 60 minutes must view a video of any 4-hour session.
7. **Absence**--a maximum of three (3) missed 4-hour sessions may be made up on video **by appointment**. These make-up videos must be viewed in our office.
8. **Video Make-up or review schedule**--The video schedule Monday through Thursday is 8:30am to 12:05pm and 1:05pm to 4:40pm; Friday is 8:30am to 12:05pm only. When making up sessions, please bring a laptop or tablet and headphones/earbuds. **If you need to use our laptop, please schedule it in advance. We only have 2 to lend.**
9. **All missed sessions must be made up and exam taken within 30 days after the last day of classes**. Missing any more than three 4-hour sessions requires the student to transfer (**see transferring policy**) to the next night or day class to complete those sessions.
10. **Returned checks**—\$35 will be charged if your check is returned for any reason.
11. **Final exams**--To receive a Certificate of Completion, you must get 56 correct of the 80 multiple choice items on the national and 21 correct of the 30 multiple choice items on the state-specific exam. You will be able to see the items you miss and ask questions after all exams are graded. The exam time is included in the 60 hours. You may not leave early on exam day even if you finish the exam early.
12. **Retake Exams**—Anyone who fails to pass our final exam may take up to three (3) retake exams if needed. The student must wait a minimum of TWO FULL BUSINESS days between exams. Before taking any retake, the student may watch videotapes at our office free of charge on any/all subject areas. A maximum of four exams may be taken. **After that, no further exams will be given under any circumstances**. No retake exams will be given after one hundred twenty (120) days from the date your class starts.
13. **Guarantee**—After passing the Wyatt Institute course, if you take the SC licensing exam within **two (2) months** and do not pass, you may re-enroll within six (6) months from the date on this agreement (\*free of charge). \*A deposit of \$300 is required, but it will be returned IF you attend **all 14** of the class lecture sessions. Full tuition will be charged to re-take the course after six months from the date on this agreement.
14. During class, **cell phones must be turned off--not left on silent or vibrate**. Tape-recording, use of computers, unrelated materials, text messaging, etc., are NOT allowed during class.
15. The instructor has the right to remove disruptive students from class.

Call Wyatt Institute at 864.233.1514, if you have **ANY** questions about these terms and policies **BEFORE** registering for class.