

School Terms & Policies:

Salesperson Online Video (Pre-License) - Unit 1 Course

These terms and school policies are considered part of the Unit 1 Enrollment Agreement.

1. Anyone who pays the tuition may enroll in this course at Wyatt Institute without discrimination. SC law requires a high school diploma or equivalent and other requirements to get a real estate license.
2. **Withdrawal/Refund**—Once materials are shipped or given to the student, **no refund** is available.
3. **Attendance Requirements**—Watching all fourteen video sessions is mandatory. The course exam will be scheduled after the videos are completed. The videos must be completed and Wyatt Institute course exam taken within 28 days from the date materials were disbursed.
4. **Quizzes**—The student is required to take all quizzes for each video session as well as the mid-term (Review Sessions 1-7) exam and end-of-term (Review Sessions 8-13) exam.
5. **Daily schedule**— Only one video will be available at a time. A maximum of two (2) class session videos may be watched in a single day. The student must call or email the office when each video and quiz is completed. The next video will not be uploaded until the prior video and quiz are completed. The office may be contacted during office hours 8:30 a.m. -12:00 noon and 1:00 – 4:45 p.m. Monday – Thursday. The office may be reached on Friday morning until noon; the office staff is not available on weekends.
6. **Supplies**—The textbook and materials may be picked up at the office before beginning the video course or we can mail these items for a cost of \$22. Students should contact the office to schedule a time to pick up their book & materials during our regular business hours or choose the option to have these items mailed. Videos are not available until the book & materials have been disbursed to the student.
7. **Calculator**—Students will need to provide their own calculator. Real Estate financial calculators are available to purchase from us for \$53 (includes tax); but any basic calculator is sufficient for the coursework. Let us know if you want to purchase the Real Estate financial calculator and we will get that for you and can include it with your other materials.
8. **Quiz Answers**—Answers to quizzes and the mid-term and end-of-term exams will be provided with the course materials.
9. **Returned checks**—\$35 will be charged if your check is returned for any reason. Access to videos will be suspended until the check is made good.
10. **Final exams**—To receive a Certificate of Completion, you must get 56 correct of the 80 multiple choice items on the national exam and 28 correct of the 40 multiple choice items on the state-specific exam. Exams are scheduled at 8:30 a.m. Monday – Friday or at 1:00 p.m. Monday – Thursday. The exam must be taken in person at Wyatt Institute. After completing the 14th (final) video, the student should contact the office to schedule the exam. One hour and twenty minutes is allotted for the state-specific exam; 2 hours is allotted for the national exam. After both exams are graded, you will be able to review the exams and ask questions.
11. **Retake Exams**—If you fail the Wyatt course exam, up to three (3) retake exams are allowed. **After that, no further exams will be given under any circumstances.** Re-takers must wait at least TWO FULL BUSINESS days between exams. Before any retake, you may re-watch any video(s) free of additional charge on any/all subject areas. No retake exams will be given after one hundred twenty (120) days from the date your materials were disbursed.

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