School Terms & Policies:
Broker Unit 3A and 3B Courses

These terms and school policies are considered part of the Unit 3A and 3B Enrollment Agreements

1. Anyone who pays the tuition may attend the broker courses at Wyatt Institute, (hereinafter WIRE), without discrimination. Three years as a salesperson and 3A & 3B are required to get a real estate broker's license in SC.

2. **Refund Policy**—To get a refund, you **MUST notify us by 3:00 p.m. on the Thursday <u>before</u> class starts**. If you do, you may elect to transfer to another of our broker classes or request a full refund, **less $45 if you received the textbook in advance. Textbooks are not returnable.** Refunds will be paid within 10 days of request. *If you don't attend and don't give required notice by 3:00 p.m. on the Thursday before class, you will forfeit $75.*

3. **Attendance Requirements for Unit 3A and Unit 3B**—Attendance and participation in all sessions in each course is mandatory. No more than sixty (60) minutes may be missed without making it up. A maximum of two (2) sessions may be made up by video. The final exam in 3B may not be taken until any missed sessions have been made up.

4. **Withdrawal policy**—If you drop out after starting the class, you will not receive a refund.

5. **Transferring**—If you must drop out or miss more than 2 sessions, but desire to finish the course, you may transfer, beginning with the next session in another Unit 3A or 3B class within the next 12 calendar months. **Transfer forms are provided in the notebook.** To repeat already attended sessions, the charge is $20 per session repeated. These courses are held twice each year (approximately every six months).

6. **Tardiness**—Plan to 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 in our office. Anyone who accumulates tardiness of more than 60 minutes must view a video of any 4-hour session.

7. **Absence**—Up to two (2) missed 4-hour sessions may be made up on video in our office. Missing more than two 4-hour sessions requires the student to transfer to complete those sessions.

8. **Video Make-up or review schedule**—Monday through Thursday is 8:30 a.m. to 12:05 p.m. and 1:05 p.m. to 4:40 p.m.; Friday is 8:30 a.m. to 12:05 p.m. only. Please bring a laptop or tablet and headphones or earbuds.

9. **All missed sessions must be made up and first exam taken within 3 weeks of the date you start class.**

10. **Returned checks**—$35 will be charged if your check is returned from the bank for any reason.

11. **Final exams for Unit 3B**—To get a Certificate of Completion, you must get 60 correct of the 80 multiple choice items on the national exam and 37 correct of the 50 multiple choice items on the state-specific exam. You will be able to see your exams after your exams are graded. Exam time is included in the 30 hours. You may leave as early as 3:00 p.m. on exam day after you finish the exam.

12. **Retake Exams**—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 watch videotapes at our office free of charge on any/all subject areas. No retake exams will be given after one hundred twenty (120) days from the date the class began.

13. **Guarantee**— if you take the PSI exam within **two (2) months** of passing the WIRE exam and do not pass, you may re-enroll within six (6) months from the date on this agreement free of charge. After six months, full tuition will be charged to re-take the course.

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. Watches may not be in the classroom during the final exam.

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.