

# School Terms & Policies:

## Salesperson Unit 1 Course

1. Anyone who pays the tuition may attend this course at Wyatt Institute, (hereinafter WIRE), without discrimination. SC law requires a high school diploma or equivalent to get a real estate license.
2. **Refund Policy**—to get a refund, you **MUST notify us by 3 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, **minus \$45 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 the required notice by 3 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. **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**—To receive a Certificate of Completion, 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. If tardiness of 60 minutes is accumulated, you must view a video of any 4-hour session. If you miss 60 minutes or more in any 1 session you must view that entire session on video.
7. **Absence**—a maximum of three (3) missed 4-hour sessions may be made up on video **by appointment.** Contact the office staff to schedule an appointment.
8. **Video Make-up or review schedule**—The 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. Plan to bring a laptop or tablet and headphones or earbuds. You must stay the entire time; you may not leave early.
9. **All missed sessions must be made up and final exams 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 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 28 correct of the 40 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**—One (1) retake exam is 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 the retake, you may watch videotapes at our office free of charge on any/all subject areas. No retake exams will be given **after forty-five (45) 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). \*A required \$300 deposit will be refunded IF you attend **all 14** sessions. Full tuition will be charged to re-take the course after six months from the date of 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.