

## School Terms & Policies

### Property Management Pre-License Course

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**These terms & school policies are part of the Property Management Enrollment Agreement.**

1. Anyone who pays the tuition may attend this course at the Wyatt Institute. SC law requires a high school diploma or equivalent to get a real estate Property Manager's license.
- 2. **Refund Policy**—to get a refund, you **MUST notify us by 3:00 p.m. on the Thursday before class starts**. If you do, you may elect to transfer to another of our Property Management classes or request a full refund, **less \$20 if you received the reading material in advance**. Reading material is not returnable. Refunds will be paid within 10 days of request. **If you don't attend and don't give notice by 3:00 p.m. on the Thursday before class starts, you will forfeit \$75.**
3. **Attendance Requirements**—Attendance of seven 4-hour sessions is required, before taking the class exam which is given in the 8th session.
4. **Withdrawal policy**—If you drop out after starting the class, you will not receive a refund.
5. **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.
6. **Absence**—No more than 2 absences are permitted. Up to two (2) missed 4-hour sessions may be made up on video in our office.
7. **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. You must observe the break and stay the entire time.
8. **All missed sessions must be made up and final exam taken within 2 weeks of the date the class ends.**
9. **Returned checks**—\$35 will be charged if your check is returned for any reason.
10. **Final exams**—To receive a Certificate of Completion, you must get 35 correct of the 50 multiple choice items on the exam. You will be able to see the exam and ask questions after all exams are graded. Exam time is included in the 30 hours. You may not leave early on exam night even if you finish the exam early.
11. **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 any retake, you may watch videotapes at our office free of charge on any/all subject areas. No retake exam will be given after fifteen (15) days from the date the class ends.
12. 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.
13. 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.