

POLICY STATEMENT

REQUIREMENTS TO OBTAIN AN INDIANA REAL ESTATE LICENSE

- You must be at least 18 years old
- Be a high school graduate or equivalent (G.E.D)
- Successfully complete the pre-license 90 hour broker transactions course.
- Pass the State of Indiana Exam
- ✦ Associate with a Principal Broker and apply and pay the required license fees

TUITION

- \$499 (includes books and materials)
- A payment plan will be accepted for a \$50 fee. \$300 will be due upon registration and \$249 will be due ½ way through 90 hr class session.
- All students are responsible for the full tuition fee regardless of whether the class has been completed by the student. If a credit card was used for the first payment, we will charge the balance of the class on the card ½ way through the 90 hr class session

MATERIALS

- Book
- Handouts and study guides
- Optional study materials available for purchase in class for \$25.00

COURSE PAYMENT

- Forms of payment accepted are Check, Credit Card & Money Order
- **A \$35.00 fee will be assessed for any NSF check or any credit card charge not approved when processed.**

REFUND POLICY

- A \$50 fee is non-refundable.
- All Cancellations must be in writing.
- Textbooks are NON-refundable
- Notification prior to the class start date will entitle the student to a refund of tuition less the \$50 registration fee.
- **No refunds will be issued after the start of the class.**
- After starting a class, a student may transfer to another class for a \$50 transfer fee.
- If a student misses more than 4 classes, they have the option to make up a class with another session, but it must be the same class that was missed with the same curriculum.

ATTENDANCE POLICY

- Attendance is required for 80% of the 90 hour course.
- Course completion requires a minimum total score of 225 points out of 300 on 3 required examinations.
- Graduation certificate will not be issued to student until all required classes have been attended.

REPEAT PRIVILEGE

Any student who fails the course may retake the class for a \$300 transfer fee within 6 months of the completion date of the class

In signing this document I understand the above statements.

REAL ESTATE SALES ACADEMY
In Partnership with Real Estate Licensing Institute
REGISTRATION FORM

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE _____ WORK/CELLPHONE _____

EMAIL ADDRESS _____

COPY OF DRIVERS LICENSE SUBMITTED (YES OR NO) _____

CLASS DATES _____ CLASS LOCATION _____

CLASS DAYS _____ CLASS TIMES _____

FEES: (CHECK ONE) TUITION AND BOOK (\$499) _____ (if paid in full upon registration)

RETAKE OR SPECIAL FEE _____ AMOUNT \$ _____

PAYMENT PLAN \$300 _____ Due at Registration

\$249 _____ Due ½ way through class.
Includes \$50 processing fee.

FORM OF PAYMENT (CHECKS MADE PAYABLE TO RESA)

CHECK # _____ MONEY ORDER # _____

VISA# _____ EXP DATE _____

MASTERCARD# _____ EXP DATE _____

AMER EXPRESS# _____ EXP DATE _____

DISCOVER# _____ EXP DATE _____

A \$35.00 fee will be assessed for any NSF check or any credit card charge not approved when processed.
Enrollment form can be faxed to (708) 398-6444

STUDENT SIGNATURE

ENROLLED BY: _____ **BOOK ISSUED? (Y/N)** _____ DATE: _____

STUDENT LETTER

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PRE-LICENSE COURSE INSTRUCTIONS

Welcome!!

We hope that you find your course informative and enjoyable.

In addition to the textbook we will use for the course you will receive various handouts.

It would be helpful to bring a folder or binder for these materials.

Please bring a highlighter and a calculator to each class.

To prepare for the first session, please read Chapter 1 and 2

When reading the book, do not highlight or mark your book as we will have you highlight the material we feel is important for you to know.

You will receive a course outline at the first session.

If you have any questions

Please contact Peggy Strobe at (888) 617-9797, Buford Eddy @ (219) 577-5323, Toni Torres (219) 644-6386 or email at resacampusinfo@gmail.com. Good luck!