

RESA 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 Managing Broker and apply and pay the required license fees

TUITION

- ✍✍ \$499 (includes books and materials) Full payment must be received 3 days in advance of the class start time to ensure a seat in the class.
- ✍✍ Payment Plans will be accepted with a \$25 processing fee. The first payment of \$275 due upon registration and the second payment of \$249 will be due by week 8. Payment plan is available for classroom sessions only. 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 during week #8.

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 and 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 Registration fee is non-refundable.
- ✍✍ **All Cancellations must be in writing. No refunds will be issued if notification of cancellation is received within the 3-day period prior to the start time of class.**
- ✍✍ Textbooks are NON-refundable.
- ✍✍ 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 certificates will not be issued to a student until all required classes have been attended.

CLASS CANCELLATION POLICY

RESA reserves the right to cancel the class up to 3 days prior to the start time. In the event that the class is cancelled, the student may return the unused book for a full refund or may transfer into another class.

REPEAT PRIVILEGE

Any student who fails the course may retake the class for a \$300 fee within 6 months of the completion date of the class. In signing this document, I understand the above statements.

RESA POLICY

No recruiting for employment or association opportunities for any real estate broker is allowed in the class. You may report any effort to Margaret Strode at 708-296-8221 or the Indiana Real Estate Commission. By signing below, you agree to have your information provided to our associated real estate brokerage. Cheating on any exam will not be tolerated and will result in removal from the course.

Student Signature

Student Name Printed

Date