



REAL ESTATE SALES ACADEMY POLICY STATEMENT

7817 W. 159th Street, Tinley Park, IL 60477

www.resacampus.com P: 888-617-9797

Requirements to Obtain a Real Estate License:

- ^a Must be at least 18 years old
- ^a Be a High School Graduate or equivalent (G.E.D)
- ^a Successfully complete a Pre-license 75-hour Broker Transactions Course
- ^a Pass the State of Illinois Exam
- ^a Be sponsored by a licensed Managing Broker in Illinois (*This occurs after the State Exam has been passed*)

Tuition:

- ^a \$589 (Includes all materials and book)
- ^a Payment Plans will be accepted with a \$25 processing fee. First payment of \$325 due upon registration and the second payment of \$289 will be due by week 4. 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 #4.**

Course Payment:

- ^a All major Credit Cards are accepted, Check, Money Order, and Cash
- ^a **A \$35 fee will be assessed for any NSF occurred when a Non-Approval is processed**

Materials:

- ^a Book
- ^a Study Guides and In-Class Handouts
- ^a Optional study materials available for in class purchases

Attendance Policy:

- ^a Attendance is required for Classroom Study. 60 hours can be completed as a Home study course: 15 hours MUST be in classroom.
- ^a Course completion requires a minimum of 75% or higher on the Final Exam.

Refund Policy:

^a Notification prior to the class start date will entitle the student to a refund of tuition less the \$50.00 Registration fee.

^a All cancelations MUST be in writing.

^a No refunds will be issued after the start of class.

^a Registration fee is non-refundable

^a Textbooks are Non-refundable

Repeat Privilege:

^a Any student who fails the course may re-take the class for a **ONE TIME \$300.00 transfer fee within 6 months of the completion date of the class.**

^a A student will be allowed to transfer to another class for a \$50.00 transfer fee within the first 2 weeks of the initial class.

In signing this document, I understand the above statements.

Student Signature

Student Name

Printed Date



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PAYMENTS

A payment plan is available for your convenience. However, all payments must be paid in full prior to taking the Midterm Exam. If the student has dropped from the class prior to full payment, the student will remain liable until full payment has been paid.

In the event the student cannot complete a class, which has been paid in full, student must inform in writing within the first 2 weeks of class, and the student may transfer to another class. Fee for class transfer will be \$50.00.

NO REFUNDS WILL BE ISSUED AFTER THE START OF THE FIRST DAY OF CLASS.

TESTING

Once a student has taken and passed the Final Exam, the student will be eligible to take the State Exam. If the In-class Exam is not passed the first time, a second re-test will be available. There are no additional charges for the first 2 exams. If the re-test does not result in a passing grade, the student has 2 options:

1. Students may re-take the class for a **ONE-TIME** fee of \$300, as long as the re-take is requested within 6 months of completion date of class.

OR

2. They must re-test a third time by making an appointment to test at the Real Estate Sales Academy Main Office located at 7821 W. 159th Street, Tinley Park, IL 60477. The fee for the 3rd test is \$30. This fee payment will only be accepted as Cash or Credit Card. **NO CHECKS WILL BE ACCEPTED FOR THE RE-TEST FEE. TO MAKE AN APPOINTMENT FOR THE THIRD TEST, YOU MAY CONTACT US AT (888)-617-9797. THE THIRD TEST MUST BE TAKEN WITHIN ONE MONTH OF CLASS END DATE.**

CLASSROOM POLICY

Students must bring a calculator and a highlighter to class. Cell phones must be turned off or on silent and must be put away during the class session. **NO CELL PHONE USE DURING CLASS.** There will be a 10 minute break half-way through the class.

STUDENT SIGNATURE

DATE



PRE-LICENSE COURSE INSTRUCTIONS

Welcome to the Real Estate Sales Academy!

We hope you find your course informative and enjoyable.

For In-Person Class: In addition to the textbooks, you will receive various handouts in class, including a class syllabus. It would be helpful to bring a folder or binder to place the materials into. Please bring a highlighter and a calculator to each class.

For Webinar / Zoom Class: A link containing your log-in and password will be emailed to you no later than 2 days before class start date. You will also receive a textbook via mail or please contact us at (888) 617-9797 for book pick-up location. It would be helpful to have a folder or binder to place the materials into. Please have a highlighter and a calculator with you for each webinar class.

In-Person & Webinar / Zoom Classes: To prepare for the first session, **please read Chapters 1, 2, and 3.** When reading the textbook, prior to class, do not highlight or mark. We will give you the highlighted material that is important for you to know.

If you have any questions, please contact us at **(888) 617-9797**.

Thank you and Good Luck!

Peggy Strode,
School Administrator