

ENROLLMENT AGREEMENT



STUDENT NAME: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

For purposes of this agreement, please note the following references:

“TREC” – refers to the Texas Real Estate Commission

“C.E.L.I.” – refers to Continuing Education for Licensing, Inc.

“TCEQ” – refers to the Texas Commission on Environmental Quality

“You/Your” – refers to you, the student

TUITION

The total registration fee is noted on the online checkout page. Tuition fee includes all textbooks, study manuals, etc. required to complete course. “Paperwork only” courses are available for select courses. If you register for a paperwork only course, it is your responsibility to verify with C.E.L.I. that you have the correct textbook/edition.

CANCELLATION

You may cancel your registration by contacting C.E.L.I. by phone at (903)567-1309 *BEFORE* the course material has been shipped. Once the course material has been shipped, you will need to follow the refund directions below.

REFUND

Due to C.E.L.I.’s commitment to provide its students with the most current material available, no refund will be issued on returned courses received by C.E.L.I. after 10 days from the course ship date noted on the student receipt. Returned courses received by C.E.L.I. within 1-5 days from course ship date will receive a refund, less s/h charges. Returned courses received by C.E.L.I. within 6-10 days from course ship date will receive a refund, less s/h charges AND \$25.00 admin/re-stocking fee. Textbooks/study manuals must be received in “new” condition, no exception. Should you need to return your course(s), you must call (903)567-1309 to obtain a Return Merchandise Authorization number. This RMA # must be written on the outside of the package being returned. No returns will be accepted without this number. In addition, a refund will not be issued if any portion of online coursework has been accessed (this includes logging in to the testing system).

PROCESSING/ ACCESS

Registrations received by 1:00 pm CST Monday-Friday (except closed days noted on closing schedule) will be processed and shipped the same day. If you are enrolling in a real estate or home inspection course with online coursework, you will receive an email from C.E.L.I. the next business day following course processing. This email will contain your username/password and link to access the online coursework. This information will be provided in your course materials as well.

COURSE DEADLINE

Students are allowed 120 days from date of registration to complete their course. Please note that some courses may expire with TREC sooner than 120 days. In this case, your deadline date will be the earliest of the two. If registering online, actual course expiration dates are noted on our website under the course description. If registering by phone, you will be advised if the course deadline date is sooner than 120 days. Your course deadline date will be printed on your student receipt that is included in your course package. Courses must be completed on or before this date. For students completing an online exam, your course will expire at 11:00 pm CST on the course deadline date. If your courses are not completed by the course deadline date, you have the option of re-enrolling in the course, provided the course material has not been revised. You must re-enroll in the course within one year of original registration. A re-enrollment will provide you with an additional 90 days to complete the course.

Re-enrollment fees are as follows:

Real Estate Qualifying 30 hour courses: 1 course= \$59.00; 2= \$49.00/ea; 3 = \$39.00/ea, 4 or more= \$29.00/ea

Real Estate CE 4 hour courses: \$29.00

Real Estate CE 6 hour courses: \$39.00

Real Estate CE 10 hour courses: \$49.00

Real Estate CE 18 hour packages: \$59.00

Home Inspection 4 hour courses: \$29.00

Home Inspection 8 and 16 hour courses: 1 course= \$59.00; 2= \$49.00/ea; 3 or more= \$39.00/ea

Irrigation courses: 1 course= \$59.00; 2= \$49.00/ea; 3 or more= \$39.00/ea

Students enrolled in the real estate online exam prep are allowed access for one year from date of registration. There is no re-enrollment available for online exam prep.

**COURSE
EXAM**

Real Estate and Home Inspection Courses: In accordance with TREC rules, you are allowed only two opportunities to pass the end of course exam. The exam must be successfully passed with a minimum grade of 70%. Per TREC rules, if you fail the exam on the second attempt, you must retake the course and pay the course retake fee. For real estate qualifying 30 hour courses only, if you do not meet the minimum passing grade on the first attempt, there will be a 3-day waiting period before you will be allowed to access an alternate exam. Exams will only be re-set Monday-Friday.

Once you have paid the course retake fee, you will have two more exam attempts. Please note that this does not change your course deadline date. Your end of course exam must be passed before the course deadline date.

Course retake fee schedule:

Real Estate Qualifying 30 hour courses: \$ 49.00

Real Estate CE 4 hour courses: \$19.00

Real Estate CE 6 hour courses: \$29.00

Real Estate CE 10 hour courses: \$39.00

Home Inspection 4 hour courses: \$19.00

Home Inspection 8 and 16 hour courses: \$49.00

Irrigation courses: in accordance with TCEQ rules, the end of course exam must be successfully passed with a minimum grade of 70%. Upon successful completion, and receipt of your paperwork, your completion will be reported to the TCEQ and a certificate will be issued to you. If you do not meet the minimum passing grade on the first attempt, you will be required to pay a course retake fee of \$19.00. Please note that this does not change your course deadline date. Your course exam must be passed before the course deadline date.

ATTENDANCE

You are not required to attend a classroom with a distance education/correspondence course. All courses are self-paced. TREC rules mandate that a student is not allowed to complete more than 12 hours per day per course, from date of registration. For a real estate 30 hour course, this means that you cannot complete your end of course exam unless 3 days have passed since course registration. Please keep this in mind when completing your course exam(s). Failure to allow the proper time per course will result in TREC rejecting your course certificate(s).

CONDUCT

You agree that any exercises, quizzes, and/or exams will be completed on your own, without assistance from any outside source. You agree to not share any of the questions, answers, or any other information regarding the exercises, quizzes, and/or exams with any other person. You agree that you will not copy or duplicate *IN ANY WAY* any of the copyrighted course materials you have received from C.E.L.I. or any of the content contained in the exercises, quizzes, and/or exams. Any student found to have violated these terms will be reported to the appropriate state agency and will forfeit any course enrollment fee paid. Violating these terms may result in fines, license suspension and/or license revocation.

TRANSFER

Courses are valid only for the name of the registered student. Courses are non-transferable from one student to another. Students may transfer to a different delivery method (i.e. proctored to online) by paying a \$10.00 per course transfer fee.

**CRIMINAL
HISTORY**

TREC requires that all education providers notify current/future students of their right to request a criminal history evaluation. Before registering, please note that a criminal history may make you ineligible for a Texas Sales Agent license. You may request a criminal history evaluation prior to enrolling in a course or applying for a real estate license. You may refer to the Texas Real Estate Commission's criminal history eligibility guidelines set out in the Texas Occupations Code §53.025 and TREC Rule 541.1. You may request a criminal history evaluation by submitting a completed Moral Character Determination Form to TREC prior to applying for a license. This form is located on our website at: www.Celi-Edu.com/useful-forms

By accepting this Enrollment Agreement, I acknowledge that: (1) I have read it in its entirety; (2) that I understand it; and (3) I agree to the school policies outlined in it.

Student Signature

Date

Academic Advisor

Date