

WESTERN UPSTATE ACADEMY OF REAL ESTATE
4107 Liberty Highway
Anderson, SC 29621

SPARTANBURG COMMUNITY COLLEGE
107 Community College Drive
Spartanburg, SC 29303

POLICIES AND PROCEDURES
PLEASE PRINT INFORMATION CLEARLY

STUDENT'S LEGAL NAME: _____ DATE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ EMAIL: _____
Last 4 digits of SS# _____
COURSE: _____ LOCATION: _____
SCHEDULE: Start Date: _____ End Date: _____ Class Time: _____

ADMISSION: Students enrolling into South Carolina Real Estate classes must be 18 years of age and must be a high school graduate or the recipient of a certificate of equivalency (GED). Your registration is contingent upon verification and valid payment and confirmation of no other past or outstanding debts or restrictions with Spartanburg Community College.

GRADING: The test grading for the First Year Sales is based on a multiple-choice exam on General Real Estate Information, along with a multiple-choice exam based on South Carolina state laws. On each portion of all exams 75% is a passing grade and 74% is failing. Should you fail any academy exam, we will give ONLY ONE make-up exam at no charge. Should you fail the make-up exam you will be required to begin the class again. All MCE & Broker A classes are graded on the student participating 100% in all class activities. Western Upstate Academy of Real Estate may offer courses other than these mentioned to which these rules may not apply.

TUITION: Tuition can be paid by check, credit/debit card, or cash and is due at the time of registration. Tuition rates are as follows: First Year Sales Pre-License: \$479.00, Advanced Real Estate: \$305.00,

REFUND/CANCELLATION POLICY: If you cannot attend a course as planned, you must notify Spartanburg Community College Corporate & Community Education Division in writing at ceinfo@scpsc.edu or by phone, 864-592-4900, at least two (2) business days prior to the first day of class in order to receive a full refund. Persons who do not cancel will be charged full tuition. Refunds will not be processed for persons who have attended any portion of the course. Refunds will be made within two weeks of request. If changes are requested at least two (2) business days prior to class start date fees may be transferred to another class. In case of an emergency and class is cancelled abruptly, a refund will be offered and the class will be re-scheduled. Western Upstate Academy of Real Estate reserves the right to change class schedules, fees and instructors when necessary. Full tuition will be refunded if courses are cancelled by Spartanburg Community College and Upstate Western Real Estate Academy.

EQUAL OPPORTUNITY: This academy is an EQUAL OPPORTUNITY academy complying with all local, state and Federal laws.

ATTENDANCE: The South Carolina Real Estate Commission and Western Upstate Academy of Real Estate require that you attend ALL SESSIONS before you can take the exam and earn a certificate. Hours per class are as follows: First Year Pre-License: 60 hours, Advanced Principles in Real Estate: 30 hours. NO PARTIAL CREDIT will be given for any class. If a student misses any part of a session or more than one session, the session, or those sessions missed can be made up at a future regularly scheduled class. A fee of \$25.00 PER SESSION within 6 months or FULL CHARGES will be collected again. If for any reason a class cannot be held as scheduled, students will be notified, and a make-up class will be held as soon as practical. If for some reason a class is cancelled after it starts, students will be eligible to attend the next scheduled class at no additional charge. All students are required to conduct themselves in a professional manner. All students are expected to be properly groomed and maintain a professional attitude; no disruptive behavior or threats of physical violence will be tolerated. If after two warnings offensive behavior continues the student may be expelled from the class at the discretion of the instructor and will forfeit all fees paid for the class. Western Upstate Academy of Real Estate has a zero tolerance for cheating. Students caught cheating will be expelled and forfeit all fees paid for the class.

WAIVER OF LIABILITY: As a participant in this class, I, the STUDENT, hereby waive any claim or prospective claim of liability against Western Upstate Academy of Real Estate, and/or their employees and agents, with respect to any injuries, illness, damage or death occurring to myself while participating in, or as a result of participation in, any and all classes or related activities. I further agree to indemnify and to hold Western Upstate Academy of Real Estate, as well as all members of its staff whether contracted or employed, free and harmless from any injury, illness, loss, liability damage, cost, or expense which they may incur as a result of any injury that I may sustain while participating in said activity.

CERTIFICATES: Only one original certificate is issued. Replacement Certificates are \$20.00 each. This agreement is a legally binding contract between the student and Academy. A copy is being given to the Student, according to STATE LAW.

I, the student, agree to all of the conditions of this document.

STUDENT'S SIGNATURE: _____