

COURSE REGISTRATION FORM

Date today: _____

READ & ACKNOWLEDGE –REFUND/ATTENDANCE POLICY - NO EXCEPTIONS

Initial Here: _____

- If you cancel your class a minimum of five (5) days prior to the start of a course will receive a refund of your tuition less a 25% cancellation fee. **ALL CANCELLATIONS MUST BE IN WRITING via fax to 312-506-1831 or email to central@chicagorealtor.com.**
- If you cancel your class less than five (5) days prior to the start of a course no refund is applicable. If you are a NO Show for a class, no refund is applicable. No refunds are applicable once a class has begun. In each of these instances students may transfer to another course anytime within 6 months of the original course date by paying a \$25.00 Transfer Fee. After six months students forfeit their tuition. No cash refunds.
- No refunds are applicable on study aids, books, audio/video cassettes, CD's, software programs or Internet/Online Courses unless defective.
- Self-Study programs returned in saleable condition with 30 days of receipt will be refunded the tuition less a 25% cancellation fee.
- We reserve the right to cancel or reschedule any course or individual class session(s), at any time, for any reason. If we cancel an entire course, students will receive a full refund of their tuition or have the option of transferring to another course anytime within six months of the original class date. After six months students forfeit their tuition. We will notify students as early as possible as to any course cancellations.
- We reserve the right to cancel any individual class session(s), at any time for any reason. Students will be notified of an alternate make-up session. Students who can not attend the make-up session will have the option of transferring to another class (full repeat required) or self-study or online course within 6 months of the original course start date...no refunds and no additional fees will apply. We will notify students as early as possible as to any class session changes.
- We reserve the right to cancel, substitute or reschedule any instructor for any reason at any time; no monetary compensation will be applicable.
- A \$25.00 transfer fee will be charged to transfer from one class to another at any time for any reason. **One transfer is allowed.**
- Class check-in is approximately 30 minutes prior to the start of the class. Please be aware that in some cases classroom facilities are locked until the start of registration.
- Registration/reservations will NOT be held past the stated class start time. Late arrivals will have the option of transferring to a self-study course. The \$25.00 transfer fee will be waived. Non-Registered, walk-in students will be accommodated AFTER all pre-registered students have been seated.
- Students must be in attendance for all full class sessions in order to receive credit for a class.

REGISTERING FOR A CLASSROOM OR SELF-STUDY COURSE?

Complete this application and fax it with your credit card payment to 312-506-1831. You will receive an email or fax confirmation acknowledging your registration within 2 working days. *All registrations are confirmed on a first come, first served basis.* **Less than 7 working days prior to the class start date** we suggest you register in person at any of our 3 office locations. The information you provide below will be used to prepare your official state transcript or certificate of completion. Disclosure of Social Security and/or License Numbers is mandatory pursuant to Illinois State's child support enforcement program (42 U.S.C. 666(a)(13); 5 ILCS 100/10-65 (c and, Section 1455.430 of Illinois License Law, CE Reporting, a) 1) A) Illinois Administrative Code. Please print clearly.

First Name _____ Last Name _____ Phone (____) _____

Home Address _____ (No P.O. Boxes)

City _____ State _____ Zip _____ Fax (____) _____

Email for Confirmation: _____ Fax: _____

SOCIAL SECURITY NUMBER				Your RE license number begins with one of the prefix's listed below.				REAL ESTATE LICENSE NUMBER			
		-				-			-		
LICENSE PREFIX #'s Salesperson 476...Broker 475...Certified General Appraiser 553...Certified Residential 556...Associate 557											
Course Title				Class Date				Location		Tuition	
Add \$9.50 S/H for Self-Study Orders											
Full tuition must be paid at the time of enrollment. Visa, MasterCard, American Express or Money Order is accepted.								Total Due			
Credit Card #						Expires			Signature		
		-				-					

(Invalid/Declined Credit Cards will result in forfeiture of your place in the class.) Office Use Only: Registrars Initials _____