



Aiken Board of Realtors® - Real Estate School
1069 Silver Bluff Road
Aiken, SC 29803
803-648-1891 • Fax: 803-642-6044

Enrollment Agreement

Name as it appears on RE License: _____

License Number: _____ Firm ID Number: _____

Licensee Permanent Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email address: _____

Real Estate Firm: _____ Phone: _____ Fax: _____

Firm Address: _____

City: _____ State: _____ Zip: _____

Realtor Board Association: _____

I am registering for: _____

Location: _____ Date: _____ Time: _____

Fees:

Attendance Policy: Each course consists of one four-hour session. Attendance is required for the entire session to receive MCE credit. Breaks are included and will be monitored. **NO EXCEPTIONS ARE ALLOWED.**

Refund or Transfer Policy: A transfer request to another class must be received in writing at least 10 days prior to class date. There is a \$25.00 processing fee charged for all transfer requests. There are No refunds 10 days prior to the class, and No refunds will be issued for “no shows” on class date.

Certificate: Upon successful completion of the course Aiken Board of Realtors Real Estate School will maintain the student’s information in accordance with the rules of the SC LLR Real Estate Commission. A Certificate of Completion will be awarded to each student for safekeeping and record verification.

Cancellation: We reserve the right to cancel the course if a minimum number of students do not register. If an emergency warrants rescheduling of a course, all care will be taken to advise you as soon as possible. In case of cancellation or rescheduling, students will be offered the option of full refund or transfer.

Our courses are offered to anyone over the age of eighteen regardless of race, color, religion, sex, national origin, familial status or handicap. If you need special accommodations, please notify us as soon as possible.

I acknowledge I have received a copy of this Enrollment Agreement containing the policies and procedures, and that I agree to abide by these policies and procedures.

Date

Signature of Enrollee

To Register with a Check: Please make check payable and mail this completed form to:

Aiken Board of Realtors
1069 Silver Bluff Road
Aiken SC 29803

We are open Monday—Friday 8:30am to 4:30pm