

The Professional Development Institute
10605 Concord Street #301
Kensington, MD 20895
Phone: 301-949-1771
Fax: 301-949-5441

**Enrollment Agreement for Principles and Practices of Real Estate 60 Clock
Hours Online Education Program**

Student Information:

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Last Name	First Name	M.I.	*Social Security #
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Address	City	State	Zip
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Home Phone	Cell Phone	Email Address	

*It is required by the Maryland Higher Education Commission to provide your social security number.

Program Schedules: The Professional Development Institute's online enrollment policy allows students 90 day from the date of purchase to complete the program and pass the proctored final exam. As this is a distance education program, there are no hours designated for lecture, lab, or clinics. All 60 hours of this program are designated for instruction of each subject covered in the program. Additionally, students set their own schedule by working at their own pace and convenience within the 90 day allowed after purchase.

Student Obligations: In order to receive a completion certificate, you must complete all lessons and pass the proctored final exam within 90 days. The program requires active participation in each lesson and you must answer lesson questions correctly twice (100%) in order to proceed to the next lesson. There is no "make-up" work policy because all program work must be completed before taking the final exam. You must pass the exam with a grade of 75% in order to receive credit for the program. To schedule your proctored final exam, you must contact the school administrator. If you do not pass the final exam, you will be allowed one exam retake. If you do not pass the retake exam, you will not receive credit for the program. Also, if you do not complete the program with 100% attendance (completing each lesson) within the 90-day period, you will not receive credit for this program. However, you will have the opportunity to purchase a retake of the program at a discounted price. If you do purchase a retake, you will be required to start the program over and progress through each lesson again before you are allowed to take the final exam. The Professional Development Institute

will maintain your school records including your exam scores for as long as the school exists. Transcripts may be obtained by the student upon request.

Job Placement Disclaimer: The Professional Development Institute does not offer placement assistance to its graduates, and does not guarantee that students will find employment as real estate sales agents. The Professional Development Institute makes no claim that the award of its certificate entitles the student to any job placement or salary consideration by either the school or any potential employers.

Student Requirements: Our entrance requirements reflect the Maryland Real Estate Commission's minimum requirements for licensure. All students must be at least 18 years of age and have either a high school diploma or its equivalent in order to receive credit for this program. Proof of age and diploma/equivalent is required when students sign the enrollment contract. Note: A criminal conviction MAY affect your ability to be licensed through the Real Estate Commission. It is advisable to contact the Real Estate Commission for information specific to becoming a real estate agent (Occupational Code 41-9022 – Real Estate Agent). In addition to meeting the age and education requirements, all students who enroll in this program must be proficient in basic computer and math skills and must be able to read and comprehend instructions presented online. Prior to the school accepting a student registration for the program, each potential student will be required to take the demo of the course that is available on our website. By signing this enrollment agreement, you are acknowledging that you have taken the demo of the course which requires that the student has the skill level to undertake this distance education program.

Hardware Requirements for this Program: This online program requires the following:

Minimum System Requirements

- PC with 450 MHz Intel Pentium II processor (or equivalent) and later (No Mac Computers)
- 128 megabytes (MB) of RAM
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- Internet connection (minimum 56Kbps required, although we highly recommend a high speed connection such as DSL, cable, or T1)
- Printer (for program documentation and Student Affidavit)

Downloads

The following are free downloads required in order to use the showcase player.

- [Adobe Acrobat Reader 5.0 or greater](#)
- [Flash Player plug-in](#)
- [Microsoft Internet Explorer 5.5 or greater](#) (Cengage Learning CompuTaught does not support any Beta Versions of Internet Explorer)

The Professional Development Institute uses adequate provisions and safeguards to ensure the security of integrity of student online testing and evaluation and provides for

the reliability, privacy, safety, and security of student information and financial transactions by always using secured servers.

Costs of Program: The tuition for the Principles and Practice of Real Estate online program is \$225 all-inclusive. There are no other costs associated with this program. The tuition must be paid up front prior to starting the program. The Professional Development Institute accepts Visa, MasterCard, and American Express.

Refund Policy: You have a right to cancel your enrollment and obtain a refund. The Professional Development Institute's refund policy is outlined below.

Student's Right to Cancel and Refund Policy: All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed the Enrollment Agreement (7-day cancellation period). After the 7 day cancellation period has expired:

- A prorated refund shall be made based on the proportion of the program completed by the student. The proportion of the program completed shall be the percentage of lessons completed by the student compared to the total number of lessons in the program.
- The date of termination is the student's last day of actively working (attended) in the program. A refund due to a student shall be based on the date of termination and will be paid within 2 weeks of the termination date.
- In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, the refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
- If the school closed or discontinues a program or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and monies for which the student is liable for tuition and fees.

By signing below, I affirm the following: I have been informed that the above criteria **must** be met before I can be considered for acceptance into The Professional Development Institute. I understand that applicants must be at least 18 years of age and high school graduates or possess a GED and submit proof of both. Additionally, I affirm that I took the required demo for this course in which I was able to navigate proficiently and comprehend the material. I have received a copy of this enrollment agreement and the current school catalog. I understand that this enrollment contract may be extended or modified only with the written consent of both the school and the student.

The Professional Development Institute

By: The Professional Development Institute Rep

Date

Student/Applicant

Date

Parent or Guardian if Applicant is a minor

Date

How did you find out about our online course?

- Referral from friend, agent, broker
- Online search (Google, Yahoo, Bing)
- Google Ad or Paid Search Ad
- Other _____

NOTE: IN ORDER TO BE BINDING, THIS ENROLLMENT CONTRACT MUST BE SIGNED BY THE APPLICANT, THE GUARDIAN IF APPLICABLE, AND THE SCHOOL OFFICIAL. STUDENTS ARE ADVISED TO KEEP ALL DOCUMENTS REGARDING ENROLLMENTS AND FINANCIAL OBLIGATIONS.