

WYATT INSTITUTE OF REAL ESTATE

710 E. North Street Greenville, SC 29601
(864) 233-1514 or 1-800-922-9252 Fax (864) 233-0308

These terms and school policies are part of the Units 3A & 3B Enrollment Agreement.

1. SC Real Estate Commission has approved 3A—OPL011005 and 3B—OPL011003 as pre-licensing broker's courses.
2. Anyone who pays the course fee may attend either course at Wyatt Institute without discrimination. Three years as a licensed salesperson and 3A & 3B are required to get a real estate broker's license in SC.
3. **Refunds**—If the course is canceled for any reason, you may transfer to another of our scheduled Unit 3A or 3B classes or you may get a refund of any tuition you have paid less \$40 if you received the textbook for 3B in advance. If you are unable to start the course for any reason and **notify us by 4 pm on the Thursday before class** starts, you may transfer to another of our scheduled Broker classes or you may request a refund of any tuition you have paid less \$40 if you received the textbook in advance. ***If you don't attend and don't give required notice by 4 pm on the Thursday before class, you will forfeit \$75.*** Refunds will be paid within 10 days of request.
4. **Transfers**—If you drop out of either course after starting, you will not receive a refund; you may finish that course by transferring to the next applicable course (Unit 3A or 3B) by immediately notifying Wyatt Institute. These courses are held twice each year (approximately every six months).
5. **Returned checks**—There will be a \$35 charge if your check is returned from the bank for any reason.
6. During class, **cell phones and pagers must be turned off, not left on silent or vibrate.** Tape-recording any part of this course is not permitted. Use of computers during the lecture is not allowed.
7. **Attendance Requirements Unit 3A**—To receive credit for the course, you must attend and participate in all eight sessions. No more than a total of sixty (60) minutes may be missed without making it up. A maximum of eight (8) classroom hours may be made up by video.
8. **Attendance Requirements Unit 3B**—To receive credit for the course, you must attend all eight sessions. No more than a total of 60 minutes may be missed without making it up. You must also score a passing grade on both the general (60) and the state-specific (26) final exams. The final exam simulates the state exam using multiple-choice questions. There are 80 questions on the national exam and 35 questions on the state specific exam. Three hours are allowed for the exams. The final exam may not be taken until any missed sessions have been made up.
9. **Making up missed class time**—Up to two sessions may be made up by videotape by appointment Monday through Friday. Morning make-up sessions start at 8:30am and end at 12:05 pm. Afternoon make-up sessions start at 1:05 pm and end at 4:40 pm. If any more than two sessions are missed, they must be made up in the next regularly scheduled class. If you prefer not to make up any classes on video, you may choose to make up all missed classes by attending the next class.
10. **Make-up Exams**—Anyone who fails to pass the final exam in 3B may take three (3) retake exams. The first retake is free of charge. The other two (2) exams, if needed, are \$30 each. Before taking the retake, the student may watch videotapes free of charge on the subject areas where they are having problems. The retake exam(s) must be taken within sixty (60) days from the date of the class's final exam.
11. **Guarantee**—After passing the Wyatt Institute course, if you take the SC broker's licensing exam within two (2) months and do not pass, you may re-enroll within six (6) months from the date of the original class free of charge. After six months, full tuition will be charged to re-take the course.