

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 Property Management Enrollment Agreement.

1. SC Real Estate Commission has approved this mandatory Property manager's course — OPL011004.
2. Anyone who pays the tuition may attend this course at Wyatt Institute without discrimination. State law requires a high school diploma or equivalent to get a real estate Property Manager's license
3. **Refunds**—If you are unable to start the course for any reason and **notify us by 4 pm on the Thursday before class** starts or if the course is canceled for any reason, you may transfer to another of our scheduled Property Management classes or you may request a refund of any tuition you have paid **less \$20 if you received the reading material 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. **Withdrawal policy**—Attendance of all 30 hours is mandatory. You must be on time to class. The final session is the class exam and is included as part of the required 30 hours. If you drop out after attending the first class, you will not receive a refund. You may transfer to our next regularly scheduled Property Management class by completing a Transfer Form. Transfer forms are provided in your notebook.
5. **Reading material**—Reading material is available in advance of class. You may pick up the reading material at our office or we can mail to you for an additional \$6 shipping charge. Reading material is included in the tuition price. Those who take reading material in advance of class and then choose to cancel their enrollment will forfeit \$20 of the tuition. Reading material is not returnable.
6. Returned checks—There will be a \$35 charge if your check is returned from the bank for any reason.
7. Cell phones and pagers must be turned off during class. Tape-recording any part of this course is not permitted. Use of computers in the classroom is not allowed in this course.
8. To receive credit for the Property Management course you must score a passing grade (70%) on the final exam. The final exam simulates the state exam using multiple-choice questions. There are 50 questions on the final exam. Two (2) hours are allowed for the exam.
9. Attendance Requirements — Attendance of all eight sessions is mandatory. Be on time to class. No more than a total of one hour may be missed without making it up. The final exam may not be taken until the first seven sessions have been attended.
10. Making up missed class time — Up to two (2) sessions may be made up by videotape by appointment Monday thru Friday. Morning make-ups start at 8:30am and ends at 12:05pm. Afternoon make-ups start at 1:05pm and end at 4:40pm. Each session will take four hours including breaks to make up. Any more than two sessions must be made up in the next class. All missed sessions must be made up and exam taken within fifteen days after the last day of classes.
10. If you prefer not to make up any classes on video, you may choose to make up all missed classes by attending the next regularly scheduled class.
11. Make-up Exams—Anyone who fails to pass the final exam may take one (1) retake exam free of charge. Before taking the retake, the student may watch videotapes free of charge on the subject areas where they are having problems. The retake exam must be taken within sixty (60) days from the date of the class's final exam.
12. Guarantee—After passing the Wyatt Institute course, if you take the SC Property Manager's licensing exam within two (2) months and do not pass; you may re-enroll free of charge in a regularly scheduled course within six (6) months after the date on this agreement. After six months, full tuition will be charged to re-take the course.