



Continuing Education & Workforce Development

Pre Enrollment Real Estate Agreement

Prior to a student enrolling in a course, a provider approved by the Commission shall provide the student with a pre-enrollment agreement that includes all of the following information:

1. Tuition for the course: \$210
2. There are 5 books required for this program:
 - a. Principles I & II- Modern Real Estate Practice in Texas 18th (ISBN# 9781475463767)
 - b. Law of Agency- Texas Real Estate Agency 9th (ISBN#9781475458145)
 - c. Law of Contracts- Texas Law of Contracts 4th (ISBN#9781078825092)
 - d. Promulgated Contracts- Texas Promulgated Forms 4th (ISBN:9781078823623)
 - e. Finance- Essentials of Real Estate Finance 15th (ISBN#9781475462074)
3. Refund policy: 100% refund prior to or on the business day before the first day of class. No refunds on the first day of class or after. 100% refund if class is called by STC. A drop form must be submitted along with a reason and signature.
4. Attendance requirements: Student will receive a certificate based on a minimum of 26 hours of attendance and a grade of 70 or above.
5. Makeup Procedure: A student can make up a maximum of 4 hours, to meet the minimum of 26-hour attendance requirement, and will be charged a fee of \$86.75 per hour.
6. Proctoring fees: There are no additional fees with exam proctoring when it is done during scheduled class.
7. Make up final exam: Make up exams will be allowed on a case-by-case basis. Those that are approved will be charged a fee of \$86.75 per hour.
8. Criminal history: 53.152, Texas Occupations Code. This bill requires that education providers notify potential students that a criminal history may make them ineligible for an occupational license and that they have a right to request a criminal history evaluation before they enroll in courses. Potential applicants may request a criminal history evaluation by submitting a completed Moral Character Determination Form to TREC prior to applying for a license.

Final Exam Proctoring Agreement

1. Prior to taking the final exam, each student must show the instructor a valid picture ID with his/her name on it. The instructor will check off that a picture ID has been provided by the student and will allow the student to take the final exam.
2. All students who have been cleared for the exam (attended the required number of hours and provided a picture ID) will be given a copy of the exam and will be given a set amount of time to complete the exam.
3. The exam will be proctored by the instructor who will remain in the classroom throughout the length of the exam.
4. The exam is closed-book, closed-notes.
5. When time is up, exams will be collected by the instructor for grading and review.
6. Students will not be allowed to step out of the classroom during the exam time unless it is for a serious emergency.

Student Signature _____ Representative of STC Signature _____