

Dulles Area Real Estate School

STATEMENT OF POLICY

BACKGROUND

Dulles Area Real Estate School is approved by the Virginia Real Estate Board for the purpose of offering the distance education courses developed by Thomson CompuTaught.

NOTICE TO STUDENTS

All questions pertaining to registration, refunds, school policy, course content, explanation of state licensing law, final exams (if applicable), and completion certificates should be addressed to Dulles Area Real Estate School. Dulles Area Real Estate School may be reached at 703-579-0305.

COURSE EXPIRATION AND REVIEW

All course lessons on the computer must be completed within 180 days from the date of enrollment (unless individual state law specifies otherwise). Access to the computer lessons will expire at midnight on the 180th day after enrollment. You have 90 days to access and review the course content after you have completed the last lesson in a course. (Regardless of when the course is completed within the 180 days from enrollment).

COURSE EXTENSION POLICY

If you cannot complete your course within the 180 days, then you may purchase a 60 day extension from Dulles Area Real Estate School . The 60 day extension period begins from the date your course originally expires. You may purchase up to three extensions per course. It is your responsibility to contact your school coordinator to find out about purchasing an extension. It is recommended that you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension.

CERTIFICATE OF COURSE COMPLETION

Upon completion of course and passing a proctored in person final exam you will receive a Completion Certificate. In the event the certificate is lost, a duplicate may be obtained from Dulles Area Real Estate School offices by request. An administrative fee may be charged for the duplicate.

REGISTRATION CANCELLATION POLICY

You have the right to cancel your registration for any reason up to seven (7) business days from the date of purchase. Requests for cancellation of a registration must be made **in writing** by contacting Allan Marteney at the Dulles Area Real Estate School, or e-mail Mr. Marteney at amarteney@dullesarea.com. The request must be received by Mr. Marteney before midnight of the fifth business day from the date of purchase.

A cancellation fee will be charged to cancel a registration. The amount of the cancellation fee is 15% of the total purchase amount. If the course includes one or more textbooks, the books must be returned at the student's expense. The request for cancellation will not be

- PC with 450 MHz Intel Pentium II processor (or equivalent) and later
- 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 course documentation and Student Affidavit)

CD-ROM Version Only:

- CD-ROM drive (CD-ROM version only)
- 5 MB available hard drive space to install program and at least 7 MB available hard drive space per hour of course work (CD-ROM version only) For example: If you have purchased a 3 hour course and a 6 hour course, then you would need an average of 68 MB of available hard drive space (9 hours x 7 MB = 63MB plus 5MB to install)

** In order to install and use the CD-ROM courses (if available) on Windows 2000 or Windows XP, the User must belong to the Administrators or Power User Groups*

REQUIREMENTS FOR COMPLETING THE COURSE

Please refer to the directions on your course home page for specific instructions regarding the completion of your course and the “Introduction” lesson located at the beginning of each course. To complete the course and receive your Completion Certificate, you must successfully complete the following requirements:

- Complete ALL instructional lessons in the course by answering each question correctly at least twice.
- Return a signed, dated & notarized Student Affidavit to Dulles Area Real Estate School when the course is complete. The Student Affidavit is a signed document from you certifying that you have personally completed each assigned lesson of instruction. This student affidavit must be returned to Dulles Area Real Estate School before you can receive credit for a distance learning course.
- Pass a proctored in person final exam. To schedule the final exam contact **Allan Marteney** at the Dulles Area Real Estate School at **703-579-0305** or e-mail at amarteney@dullesarea.com

(A “Student Affidavit” link will appear on your course home page upon completion of the course. Click on that link to obtain a copy of the Student Affidavit).

- CD-ROM Students: You **MUST** upload your course work upon completion of all course lessons. (Directions on how to upload your course are available on your course home page). If you do not have the ability to establish an internet connection, you must save your course work to a diskette and return that diskette to Dulles Area Real Estate School so that the school administrator can check it for course completion. (Online courses will be automatically marked as complete when you finish the last lesson). **Please note:** It is highly recommended that you upload your course work every time you exit your course, as this will save any work that may be lost if you experience computer problems.

IMPORTANT NOTES

If your inquiries about the course are of a Technical nature please contact Tech Support before calling the Dulles Area Association of Realtors. ALL CANCELATIONS MUST BE IN WRITING FOLLOWING THE ABOVE GUIDELINES.

HOURS OF OPERATION

The Dulles Area Real Estate School & Dulles Area Association of Realtors is Open Monday through Friday 8:30AM – 4:30 PM and will be closed on All Federal Holidays.

