



## DAAR's Real Estate School Policies

**REGISTRATION:** Students should register prior to class to ensure they receive an email with course materials to view/download. **DAAR will send students a 1-week reminder with link to course materials and a 2-day reminder.**

**CANCELLATION AND REFUND POLICY:** Cancellation requests (written or phoned) will be accepted through 5pm 3 business days preceding each class. All paid tuition other than the \$20 non-refundable, non-transferable to another person (GRI/Broker Pre-Licensing \$100) deposit will be refunded. No refunds will be given for cancellations made after the close of business on that day. (Requests for refund consideration due to extenuating circumstances must be received by DAAR in writing within 15 days after class start date).

**CANCELLATION/POSTPONEMENT OF CLASS BY DAAR:** Students registration will be transferred to new date of class if postponed. Students can use registration as a credit toward another class or receive full refund.

**CLASSROOM RESTRICTIONS:** Recording for the purposes of personal branding/marketing during classes must be approved in advance' (instructor/DAAR). All phones need to be put on vibrate or silent. Laptops/iPads are encouraged to view class materials. Children (under high school age) are not allowed to accompany students to class. Children shall not be left in the common areas unattended.

**ATTENDANCE POLICY:** Class will begin promptly at the time noted. Students may not miss more than 5 minutes per credited hour. Students missing more than allotted time for class will be automatically disqualified from receiving class CE/PLE credit. Those students who have paid but have missed more than the allotted minutes are welcome to sit in but will not receive CE/PLE credit for the class. Moreover, if a student is disqualified because he/she is late or misses more than allotted time, no refund will be granted.

**PAYMENT POLICY:** Payments must be made at the time the reservation is made. DAAR accepts American Express, MasterCard and VISA credit cards, checks can be made payable to DAAR. If the payment is not made at that time, the student is subject to losing the reservation if the course should sell out. Any registration received without full payment is not guaranteed a seat until payment is made in full. DAAR members receive FREE CE, any registered member that does not attend and does not notify DAAR within 48 hours of the class, will receive a no-show fee of \$20 to their account. Walk ins will be charged a \$5 fee.

**CE/PL POSTING:** DAAR will make every attempt to forward CE/PL credits within three days following each class. You should receive an email confirmation when credits have been sent forward. However, VREB may take a

little longer to get those credits posted. If you are facing an impending license expiration (i.e. this month) it is not recommended that you rely on these credits for renewal purposes. DAAR will not refund class registrations based on delays in CE/PL reporting. We recommend that you keep diligent records for yourself on all CE/PL classes you take. We further recommend that you become familiar with the process for checking your credits online at <http://www.dpor.virginia.gov/>.

**SNOW / INCLEMENT WEATHER POLICY:** If Loudoun County Schools cancel classes DAAR will cancel its scheduled classes. If Loudoun County Schools delay its classes, DAAR will cancel the morning class. If Loudoun County Schools close early, DAAR will cancel the afternoon classes. Please watch the morning news programs to learn about any cancellations or delays. DAAR will make all reasonable attempts to contact those students who are registered for a class to notify them of any cancellations in advance. Please be certain that DAAR has your correct **e-mail address** and daytime and evening phone numbers when you register. DAAR will make every attempt to post on the website about any cancellations. An email will be sent to students before 7 a.m. notifying of class cancellation or delay.

**DISABILITIES:** In our commitment to the Americans with Disabilities Act, we would like to know if you have any disabilities which require special accommodations, including the provision of auxiliary aids and services. If so, please contact DAAR as soon as possible to expedite any special arrangements.

**STANDBY POLICY:** Once classroom space for any course of the REALTOR® Institute Program has been filled, registrations for the course will be accepted on a standby basis only. Policy pertaining to the processing of standby registrations is as follows:

1. As standby registrations are received, the registrant is assigned a standby number on a first-received, first-served basis. This number indicates the registrant's position in line for any openings that may occur in the course.
2. Any standby registrant not contacted prior to the session is to assume that class openings are not available. All tuition payments will be promptly returned at the end of the module.

If on the day of the module, there are registrants who do not show up for the course, standby registrants who are present will be admitted in order according to their position on the standby list.

## **REALTOR® RECHARGE CONFERENCE & EXPO POLICIES**

**ATTENDANCE POLICY:** Classes will begin promptly at the time noted. Students may not miss more than 5 minutes per credited hour. Students missing more than 5 minutes of class will be automatically disqualified from receiving class CE/PL credit.

## **ONLINE COURSES:**

**CE Shop- Continuing Education/Post License Education** Refund information can be obtained by following the link below then click on the statement "What is the course refund policy"  
<http://daar.theceishop.com/content.html?cepage=faq#143>

To cancel a course and to request a refund contact The CE Shop: Telephone: Toll Free at 1-888-827-0777 Fax: 701-293-7875 OR toll free 888-708-8212 U.S. Mail: P.O. Box 9335, Fargo, ND 58106-9335  
Email: [support@theceishop.com](mailto:support@theceishop.com)

**RE Campus- Continuing Education** Cancellations must be made prior to starting any course in order to receive a full refund. Once starting a course, no refund will be issued after completion of 10% or more of the course.

To cancel a course and request a refund contact Teresa Kirkhart at the Dulles Area Real Estate School at 703-777-2468 or 571-291-9085 or e-mail [tkirkhart@dullesarea.com](mailto:tkirkhart@dullesarea.com)

No registrations for any classes will be accepted without payment in full.