

---

THE REALINVESTORS® ACADEMY, LLC



# 60-Hour Maryland Real Estate Sales Person Pre-Licensing Class (In-class | onsite) Class Catalog

Realinvestors, LLC t/a  
The Realinvestors Academy, LLC  
16000 Trade Zone Avenue, Suite 105  
Upper Marlboro, MD 20774

Contact:  
Lisa Wicks, Director of Student Services  
Phone: (301) 218-4333 (o) | (301) 218-4337 (f)

---

---

The Realinvestors® Academy  
16000 Trade Zone Avenue, Suite 105  
Upper Marlboro, MD 20774  
(301) 218-4333  
(301) 218-4337 Facsimile  
website:  
[www.RealinvestorsAcademy.com](http://www.RealinvestorsAcademy.com)

email should be directed to:  
[support@Realinvestors.com](mailto:support@Realinvestors.com)

### **Mission**

The school's mission is to prepare students to pass the Maryland State Real Estate Salesperson Licensure Examination.

### **Ownership**

The school is owned by Realinvestors, LLC t/a The Realinvestors® Academy, LLC  
(a wholly owned subsidiary of Tradewinds International Holdings, LTD)

The officers are:  
Sherman L. Ragland, II  
President/CEO/Dean

Director of Student Support  
Lisa Wicks

Director of Technical Support  
Darius Moore

Fred Jones - Primary Instructor  
Sherman Ragland - Substitute and (Alternate) Primary Instructor

---

---

## **School Facility**

All pre-licensure exam preparation is held at the school facility located in Suite 105 at 16000 Trade Zone Avenue, Upper Marlboro, MD 20774 in the Offices of Realinvestors, LLC  
(Note: The location is at the Southern End of Bowie, MD in the Trade Zone Office park)

**The school has 13 reserved and 7 unreserved free parking spaces during business hours (M-F 9:00 AM till 6:00 PM). Free parking for students is also available for EVENING CLASSES**  
**Note: Several of the reserved parking spaces for day class attendees are located at the rear of the building (Marked: “RESERVED SUITE 105”). Please see receptionist for a parking pass upon arrival if taking a day class.**

The school official business hours are: Monday - Saturday from 10:00 a.m. - 7:00 p.m.  
In addition to the Instructor(s), there is a staff member present during evening hours  
(6:00 PM - 8:00 PM) for all evening classes

Schedule Options: Two schedule options are offered.

The 60-Hour Principals of Real Estate (DAY) Class is Offered  
During the Day Monday and Friday from 10:00 AM till 6:00 PM with 1 hour for lunch.

The 60-Hour Principals of Real Estate (EVENING) Class is Offered  
Two Days Per Week in the Evening from 6:00 PM till 9:00 PM  
And Saturday (Required) From 10:00 AM till 2:00 PM

## **Statement of Non-Discrimination**

The Realinvestors® Academy, LLC  
does not discriminate in its enrollment against any applicants with  
regard to sex, race, color, national origin, religion, sexual orientation, or physical disability.

## **School Calendar:**

(See online calendar for dates when classes are offered and enrollment options, or  
Please call the office at (301) 218-4333 during normal hours of 10:00 AM till 7:00 PM

---

---

## **Inclement Weather:**

The school's policy regarding the cancellation of classes due to inclement weather follows that of the Prince George's County public school system (K-12).

Students may also call the school to verify if classes will be held.

## **Holidays:**

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day after

Christmas Eve through New Year's Eve

## **Entrance Requirements**

All applicants must provide evidence of being at least 18 years of age, and possessing a high school diploma, or G.E.D. prior to enrolling in the program.

{Note: For security reasons, you will be required to present either your academy issued student ID, or a valid driver's license prior to being admitted past the reception area.

***There are no exceptions to this policy.***

**NOTE: criminal convictions may affect a student's ability to be licensed.**

**If this is an issue, please speak with the Director of Student Services,**

**Ms. Lisa Wicks at (301) 218-4333 x221 prior to enrollment.**

## **Enrollment Procedures**

Students may request an enrollment agreement/contract by calling or visiting the school by appointment during business hours. To complete enrollment, students must meet with school staff to review and sign the enrollment agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available offering of the program.

The school does not accept credit for any previous training from any other school, or program.

---

---

## **Attendance Policy**

The Maryland Real Estate Commission requires successful completion of 60 actual clock hours to be eligible for taking the real estate salesperson pre-licensure exam. Therefore, students must attempt to attend every session. Missing more than 10 minutes of a scheduled class shall constitute an hour of absence from the class. (E.g. Arriving late, or leaving early and missing 15 minutes of class shall be counted as missing one hour of classroom instruction; Arriving late, or leaving early and missing one hour and 15 minutes of instruction shall count as missing 2 hours of classroom instruction.)

Please take this policy into consideration prior to enrollment.

A student must achieve at least an 80% attendance rate in order to successfully complete the program. A student's attendance will be evaluated and reported in writing to students at the end of each week. If a student's cumulative attendance rate is below 80% at the end of any week, the student will be counseled by school staff. When a student misses more than 12 hours of the program, the student will be dismissed from the program. Due to the nature of this class, there is no leave of absence.

## **Make up Policy**

Hours missed cannot exceed 12 hours. Any student missing more than 12 hours of instruction will be dismissed from the program. Any hours (up to 12 hours) missed must be made up before the scheduled end date of the program as indicated in the enrollment contract. Students must contact school staff to arrange for make up of missed time and academic assessments up to a maximum of 12 hours. Make up hours can be scheduled M-F from 11:00 AM till 6:00 PM with the Director of Student Support, and coordination with the Instructor.

## **Students will be graded as follows:**

- At the conclusion of each module students will be given a Quiz
- At the conclusion of 30 hours of classroom instruction, students will be given a Midterm  
*Quiz grades and Mid-term Exam grades will allow students to measure progress through the course, however, they will not count towards the course required grade of 75% on the Final Exam*
- At the conclusion of 60 hours of classroom instruction, students will be given a Final Exam

To successfully complete the program, a student must have attended 60 hours (including any "make up hours") of classroom instruction, and receive a minimum score of 75% on the Final examination.

Grade records and daily attendance will be maintained on the student's permanent record card.

---

---

Students who score below 75% on a quiz, or Midterm exam may retake the quiz or midterm exam up to a maximum of two times. Students scoring below 75% may retake the Final Exam one (1) time. Any retaking of quizzes or exams will be scheduled outside of the scheduled class times and must be taken before the scheduled end date of the program. Any retake of a Final Exam must be scheduled within one week of the prior taking of the Final Exam.

### **Satisfactory Academic Progress**

Students' academic progress (including attendance record and quiz grades) will be evaluated at the end of each week and reported in writing to students weekly.

### **Graduation/Completion Requirements**

Complete all 60 clock hours of training with no more than 12 hours missed and made up by the scheduled end date of the program.

Achieve an average minimum score of 75% on both the mid-term and final examinations.

Financial obligations to school satisfied.

A certificate of completion will be awarded upon successful completion of the program.

### **Re-Admission Policy**

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school's program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into the program. No credit will be granted for any previous training, however.

### **Program Costs**

Non-Refundable (After the 7-Day Cancellation period) Registration Fee  
\$20.00

Tuition (Which DOES NOT include the cost of required text books.

Note: textbooks may be purchased from the school or from Amazon, or in the open market)  
\$149.97

Textbooks will be made available by the school at cost of \$115.00, or may be purchased from Amazon.

### **Total Cost to Participate**

\$284.97

---

---

## Course Offered

### Real Estate Principles and Practices for Maryland Salesperson Licensure Exam Preparation

## Program Objective

Successful completion of this exam preparation program satisfies the minimum educational requirements for eligibility to take the Maryland Real Estate Salesperson Licensure Examination. The program objectives are to satisfy the requirements of the Maryland Real Estate Commission for a license to sell real estate.

Program Subjects (Primarily Lecture) 60 Hours

(Note: The Student-to-Instructor ratio will not exceed 14:1)

## Program Description

Program Offerings for Principles and Practices of Real Estate for Salespersons (60 Clock-hours)

***Class material taught in sequence. Day material is taught varies based on Day -or- Evening Student.***

1. **Introduction to the Real Estate Business.** This includes an introduction to the many facets of the business of real estate, including types of real property, definition of the real estate market, understanding the difference between an appraisal and a broker's price opinion, learning the role of the professional home inspector, professional ethics and home ownership.

***Number of Clock-hours: 2***

2. **Real Property and the Law.** This will describe and educate the student concerning the characteristics of real estate; the ownership of real property, laws affecting real estate; land, real estate and real property, the differences between real property and personal property, subsurface, air, and water rights, learn MARIA.

***Number of Clock-hours: 3***

3. **Fair Housing.** Students learn of Equal Opportunity in Housing; the Fair Housing Act; Fair Housing Practices and the implications for Brokers and Salespeople. Additionally, students will be introduced to professional ethics, learn the process of conciliation, learn the Housing for Older Persons Act (HOPA), the Coverage of the Americans with Disabilities Act (ADA), learn the web site for recent cases involving violations of fair housing laws

***Number of Clock-hours: 3***

---

---

4. **Interests in Real Estate.** This class will include the limitations on the rights of ownership; government powers; encumbrances, Discussion of Governmental Powers, lis pendens, clarification of estates in land, explanation of covenants, conditions and restrictions (CC&Rs).

***Number of Clock-hours: 2***

5. **Forms of Real Estate Ownership.** Class introduces the student to home ownership, housing afford ability, homeowner's insurance, the Federal Flood Insurance Program, the Uniform Partnership Act, and the explanation of tenancy in common.

***Number of Clock-hours: 3***

6. **Land Description.** The class will include describing land, methods of describing real estate, land units and measurements, preparing surveys and the use of a geometric information system (GIS) and the Torrens system of land title registration.

***Number of Clock-hours: 2***

7. **Transfer of Title.** Class will describe what a Title is including what voluntary alienation, involuntary alienation and transfer of a deceased person's property involves, learning the difference between a special power of attorney and a general power of attorney, and discussion of the probate process. The requirements to establish property ownership by adverse possession have been clarified. Understanding of the use of "or" and "ee" will be covered.

***Number of Clock-hours: 3***

8. **Title Records.** Students will learn of public records, proof of ownership and the Uniform Commercial Code while discussing general updates and using In Practice examples.

***Number of Clock-hours: 2***

9. **Real Estate Brokerage.** This class will include the history of brokerage, real estate license laws, and real estate brokerage and anti-trust laws. The role of broker, managing broker, sales associate and real estate assistants are explained as reflected in state licensing laws. Definition of a "qualified real estate agent" will be explained and students will understand the concept of fee-for-service business practices. The multiple listing service (MLS) is introduced and discussed along with Technology in Real Estate Practice which will cover the use of social media. New federal laws will

---



---

be discussed in regards to the Telephone Consumer Protection Act (TCPA), Junk fax Prevention Act, the CAN-SPAM Act and the Children's Online Privacy Protection Act (COPPA).

***Number of Clock-hours: 3***

10. **Agency.** The class will be introduced to the law of agency and the various types of agency relationships. The concept of agency as it relates to the role of the sales associate and the broker to the client and customer are discussed. Disclosures required in an agency relationship will be provided and explained.

***Number of Clock-hours: 3***

11. **Client Representation Agreements.** Class will discuss the history of brokerage agency relationships while making distinctions between single agency and dual agency. Students will understand the different forms of agency and non-agency relationships while learning how buyer representation may be terminated. Megan's Law will be introduced and explained.

***Number of Clock-hours: 3***

12. **Real Estate Contracts.** The student will be introduced to contract law and the contracts used in the real estate business. Earnest money deposits will be explained with In Practice examples. The class will discuss different types of owner financing.

***Number of Clock-hours: 3***

***\*\*MID TERM WILL BE GIVEN\*\****

13. **Real Estate Taxes and Other Liens.** The class will cover liens, real estate tax liens and other liens on real property. The property tax "freeze" available to low-income seniors and the foreclosure of a junior lien are explained.

***Number of Clock-hours: 2***

14. **Real Estate Financing.** The student will discuss housing affordability using current statistics. Credit reports and scores are explained along with the concept of equity. Class will identify types of loans available and interest rates. Real estate owned by a lender (REO) and short sales will be explained. Student will learn about consumer protections created by the Dodd-Frank Act and homeowner's and flood insurance programs.

***Number of Clock-hours: 3***

---

---

15. **Government Involvement in Real Estate Financing.** The class will understand Federal Reserve, types of lenders and government-sponsored financing options. Farmer Mac (Federal Agricultural Mortgage Corporation ) is discussed. HUD homes sales information and URLs for information on HUD property sales programs are provided.

***Number of Clock-hours: 3***

16. **Real Estate Appraisal.** Students are introduced to appraising and the appraisal process with current USPAP and appraiser licensing and certification requirements and a list of appraisers and URLs are provided. Class will discuss market value and a competitive market analysis (CMA).

***Number of Clock-hours: 3***

17. **Closing the Real Estate Transaction.** The class will include pre-closing procedures, RESPA requirements, preparation of closing statements and perorations. Learn the affiliated business arrangements (ABA), learn the new Loan Estimate form and Closing Disclosure form. Also URL's for current examples.

***Number of Clock-hours: 2***

18. **Leases.** Students will be taught what leasing is in real estate, the types of Leases and Fair Housing and Civil Rights Laws, Statistics on home ownership rates, discussion of the effect of a change of property ownership on tenants.

***Number of Clock-hours: 2***

19. **Property Management.** The class introduces the Property Manager as a Real Estate Professional. List Professional Associates, management functions, Risk Management and URL's

***Number of Clock-hours: 2***

20. **Land.** Use Controls and Property Development The class includes land-use controls, zoning, building codes and Certificates of Occupancy as well as regulations of land sales, statistics on public/private land ownership, reference to the International Building Code, Effect of Dodd-Frank Act on the Interstate Land Sales Full Disclosure Act.

***Number of Clock-hours: 2***

---

---

21. **Environmental Issues and the Real Estate Transaction.** Students discuss environment issues. Identify the basic environmental hazards the real estate professional should be aware of for the protection of their client interests, as well as the personal risk of liability for non-disclosure, define groundwater and water table, provisions of the Safe Drinking Water Act, list various federal laws which protect the public from uncontrolled hazardous waste. Issues with underground storage tanks and legal requirements facing the property owner.

***Number of Clock-hours: 2***

22. **Maryland Real Estate Practice and Law.** Class will be made aware of the real estate laws and regulations specific to the State of Maryland under the jurisdiction of the Maryland Real Estate Commission.

***Number of Clock Hours: 7***

**\*\*FINAL EXAM WILL BE GIVEN\*\***

**Total Number of Clock-hours of Instruction: 60 Clock-Hours**

**The following textbooks are REQUIRED.**

**The school will make books available for an additional fee.**

**Textbooks may be purchased from Amazon, etc.**

*Modern Real Estate Practice; 19th Edition (Pub: Dearborn) \$75.00*

*Maryland Real Estate Practice & Law; 14th Edition (Pub: Dearborn) \$40.00*

STUDENTS MAY PURCHASE BOOKS FROM SOURCES OTHER THAN THE SCHOOL.

THE ACADEMY WILL PROVIDE TEXTBOOKS (FOR AN ADDITIONAL FEE) TO STUDENTS ON THE FIRST DAY OF CLASS.

---

---

## **Refund policy for in-class instruction at the Academy**

All fees paid by a student shall be refunded if the student chooses not to enroll, or to withdraw from the school within 7 calendar days after having signed a contract. This includes all fees paid to the school by the student or on behalf of the student.

If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the registration fee.

If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

Students are requested, but not required, to notify the Director of Student Support, Ms. Lisa Wicks if they are withdrawing from the Academy.

The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.

All refunds due will be paid within 60 days of the student's last date of attendance. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The student's last date of attendance is the date of withdrawal or termination.

Any textbooks purchased from the Academy may be returned for a full refund within the 7-day cancellation period, provided they are returned free of any marks, or damaged pages.

Note: refunds shall be in the same manner as payment was made. e.g. credit card payments shall be refunded to the credit card from which payment was made. Checks payments shall be refunded by check, and made payable to the same person(s)/entity from which payment was made.

---

---

## **Student Services, Rights, Privileges and Responsibilities**

Student transcripts will be provided upon written request.

Guidance on careers in the real estate industry and placement with real estate brokerage firms is available by appointment for those who complete the training.

Free parking is available to all students who are enrolled and for the duration of their class. Students shall have the right to attend class, free of distractions and of fear of intimidation. Any student who is deemed disruptive to the class atmosphere, or interferes with another student's ability to learn shall be given a warning, or dismissed from the program should they fail to adhere to school policies.

### **Transcripts:**

Students wishing to obtain a transcript must make a request in writing to the school. The cost for an official transcript is \$5.00.

### **Placement:**

While the school cannot guarantee job placement, school staff will be available by appointment to advise students who desire employment guidance and assistance.

### **Student Conduct Policy**

Students are requested to dress and act in an ethical and professional manner. Cheating of any kind is grounds for dismissal from the program with no refund, at any time.

Behavior, or dress that is disruptive to the learning environment will not be allowed. In essence, we look to each student to use their common sense in how they should dress for class. If in doubt, don't wear it. Instructors will address behavior issues, should they arise, as well as manners of dress. Certain items are specifically prohibited in the classroom, such as electronic devices that interfere with the learning environment. Any item that distracts attention or causes fellow students to be unable to learn from the instructor. Any person's who threaten, berate, or use abusive language towards a fellow student or staff member will be dismissed from the class, and possibly the program.

The school has the right to dismiss any student who fails to adhere to school policies.

---

---

## **Student Grievance Procedure**

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance should be addressed to the Director of Student Services, Ms. Lisa Wicks within 48 business hours of the matter occurring. If still unsatisfied, the student may submit a written complaint to the Dean of the School, Mr. Sherman Ragland at: [support@realinvestors.com](mailto:support@realinvestors.com). Any complaints sent to the Dean will be addressed within 72 Business Hours, and if necessary, a face to face meeting will be scheduled within this time frame to discuss resolutions to the matter. If still unsatisfied, the student may submit a written complaint to the Maryland Real Estate Commission, 500 North Calvert Street, 3rd Floor, Baltimore, Maryland 21202-3651, 410-230-6230, fax: 410-333-0023, e-mail: [mrec@dllr.state.md.us](mailto:mrec@dllr.state.md.us); the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201.

## **Program Performance**

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, [mhec.maryland.gov](http://mhec.maryland.gov). This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.

---

---

## Enrollment Agreement

Realinvestors, LLC t/a The Realinvestors® Academy, LLC  
16000 Trade Zone Avenue, Suite 105  
Upper Marlboro, MD 20774  
301-218-4333 (main phone) • 301-218-4337 (facsimile)

Name of Student:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone Number ( ) \_\_\_\_\_ SSN: \_\_\_\_\_

Optional Information (for state reporting purposes) Please place an "X" next to those which apply:

Gender:      M\_\_\_ F\_\_\_

Ethnicity:    African Descent \_\_\_      Asian Descent \_\_\_      European \_\_\_

                  Hispanic Descent \_\_\_      Native American Descent\_\_\_

I am enrolling at the The Realinvestors® Academy, LLC for the Principles and Practices of Real Estate for Salespersons Program for 60 clock-hours.

Program Start Date: \_\_\_\_\_

Program End Date: \_\_\_\_\_

Schedule of Classes (Check Applicable):

\_\_Day Class from 10:00 AM till 4:00 PM (6 clock-hours/day).

This equates to 30 clock-hours per week for a total of 2 weeks to complete the program.

\_\_Evening Class (2 Days/Week) from 6PM to 9:30PM (3 clock hours per day), Sat. from 8AM till 12 PM (4 clock hours per day) This equates to 10 clock hours per week for a total of 6 weeks to complete the program.

---

---

A certificate of completion will (only) be awarded upon successfully completing 60 hours of classroom instruction and scoring 75% on the Final Exam.

Please Note: In order to be graduated from The Realinvestors Academy, LLC, Principles and Practices of Real Estate for Salespersons Program, the student must:

- ✓ Complete all 60 clock hours of training with no more that 12 clock hours of missed (which must be made up), the equivalent of attending at a 80% attendance rate.
- ✓ Achieve a minimum grade of 75% on all weekly quizzes, the midterm examination and on the final examination and therefore a minimum cumulative grade of 75%.

Upon successful completion of the program, I will receive a certificate of completion and a copy of my academic transcript and record of attendance.

**The student agrees that the Realinvestors Academy, LLC, acknowledges that job placement and job salaries cannot be guaranteed.**

The cost of the program is:

Tuition: \$149.97

Books (Note: Books may be purchased from the Academy on the 1st day of class, or via Amazon, or open market resellers, etc):

Modern Real Estate Practice by Galaty, Kyle & Allawah - \$ 75.00

MD Real Estate Practice & Law by Crawford & White - \$ 40.00

All financial obligations must be paid in full by the first day of class. After you have graduated from The Realinvestors Academy, LLC, and register to take the MD Salesperson PSI Exam, there is a \$61 examination fee for the test that will be due upon registering with PSI. This fee is paid to PSI, not the school.

An optional Study Guide (Study Guide for Modern Real Estate Practice) can be purchased for \$23.00 from the Academy office. This Book is NOT Required by the school or the State of Maryland.

---



---

## **Refund Policy:**

All fees paid by a student shall be refunded if the student chooses not to enroll, or to withdraw from the school within 7 calendar days after having signed a contract. This includes all fees paid to the school by the student or on behalf of the student.

If the student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school may retain the registration fee.

If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

Students are requested, but not required, to notify the Director of Student Support, Ms. Lisa Wicks if they are withdrawing from the Academy.

The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.

All refunds due will be paid within 60 days of the student's last date of attendance. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The student's last date of attendance is the date of withdrawal or termination.

Any textbooks purchased from the Academy may be returned for a full refund within the 7-day cancellation period, provided they are returned free of any marks, or damaged pages.

Note: refunds shall be in the same manner as payment was made. e.g. credit card payments shall be refunded to the credit card from which payment was made. Checks payments shall be refunded by check, and made payable to the same person(s)/entity from which payment was made.

---

---

I have received an exact copy of this enrollment contract as well as a copy of the The Realinvestors Academy, LLC, current catalog, and I have been advised to keep this document as well as copies of all financial documents.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

In order to be binding, this contract must be signed by the Applicant, and the School Official  
The enrollment contract may be extended or modified only with the written consent of both the student  
and the school

---

## Sample Transcript

Realinvestors, LLC t/a The Realinvestors® Academy, LLC • (301) 218-4333

Name of Class/Program \_\_\_\_\_ Total Clock-Hours Required: \_\_\_\_\_  
 Student name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 email: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Academic Record:	Dates:	Grade
Mid Term Exam		
Final Exam		

Attendance Record:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Date																							
Hours Attended																							

Total Clock-Hours: \_\_\_\_\_ Clock Hours Missed: \_\_\_\_\_  
*(Actual Copies of Sign In Sheets Attached)*

Training Outcome	Y/N	Date/Notes/Reason:
Successfully Graduated		
Withdrew from program		
Completed training, but ineligible to graduate		
Any additional notes:	n.a.	

Signature of School Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Sample Certificate of Completion



---

## Official Student Account Card 60 Hour Real Estate Agent Pre-Licensing Class

Realinvestors, LLC t/a The Realinvestors® Academy, LLC • (301) 218-4333

Student name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

email: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Item	Charge	Payment	Method of Payment	Date	Balance
Registration Fee					
Tuition					
Books					
Supplies					
Other					
Payment					
Payment					
Payment					

### Refund Calculation:

1. Total Program Hours Through Last Date of Attendance:
2. Total Hours in Program:
3. Percent of Program Completed by date of last attendance (divide #1 by #2) %
4. Percentage School May Retain (per Refund Policy Schedule): %
5. Total Amount For Which Student Contracted: \$
6. Total Nonrefundable Items (per Refund Policy): \$
7. Portion Subject to Refund (subtract #6 from #5): \$
8. Total Received on Account From/For Student: \$
9. Percent Amount That School May Retain (multiply #7 with #4): \$
10. Subtract #9 from #8: \$

If line 10 is positive, this is what the School must refund the Student (or appropriate payer).

If line 10 is negative, this is what the Student owes the School.

Refund verification (if refund is owed): Date Refund Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Copy of cancelled check (both sides) attached \_\_\_\_\_

Check Made Payable to: \_\_\_\_\_

---