

**Pre-Licensing Student Enrollment Agreement
For Distance Education Real Estate Courses**

ERA Northwest School of Real Estate
2100 Lancaster Dr. NE Suite 1-A
Salem, OR 97305

Student Name: _____ Phone: _____

Address _____

E-Mail: _____ Cell Phone _____

Terms of Agreement: I understand that upon signing this agreement I am enrolling in the courses indicated:

Law	24 Scored Unit Quizzes & 1 Final Exam	Advance Practices
Finance	20 Scored Unit Quizzes & 1 Final Exam	Property Management
Practices	15 Scored Unit Quizzes & 1 Final Exam	BASS
Contracts	7 Scored Unit Quizzes & 1 Final Exam	
Agency	7 Scored Unit Quizzes & 1 Final Exam	
Prop Mgmt	9 Scored Unit Quizzes & 1 Final Exam	
Brokerage	13 Scored Unit Quizzes & 1 Final Exam	

I also understand;

- Courses are conducted on an independent study basis and I am responsible for completing the required hours within the designated period.
- Should I wish to continue the course or program, I may be required to purchase updated materials and pay additional course and/or material costs.
- I must complete the contracted hours within six months of enrolling in the program
- If completion is not accomplished within the designated time and I have failed to notify the school in writing that I am withdrawing, I shall be charged for the total number of contracted lessons.
- My enrollment may be terminated from the program for failing to respect the rights, privileges and property of others, or for interfering with the school operation, or endangering the health, safety, and/or welfare of others.
- For refund calculation purposes, I must provide evidence of the number of lessons completed. The definition for “completed lesson” as it is used in the cancellation and refund policy means completion of a scored unit quiz.

	Broker Pre-License	Advanced Practices	Property Management	BASS
Application/Registration*:	\$ 30.75	\$37.50	\$21.00	\$ 37.50
Tuition	\$231.75	\$112.50	\$154.00	\$137.50
Materials**:	\$62.50	\$25.00	\$100.00	\$100.00
Total				
Tuition Cost	\$325.00	\$175.00	\$295.00	\$275.00

* The registration fee is non-refundable **after** five business days of the date of enrollment and prior to the commencement of lessons. Such fee shall not exceed 15% of the tuition, or \$150, whichever is less.

** The material fee is non-refundable upon receipt by the student.

The Schedule: Courses are conducted on an independent study basis. Each course is a set number of hours in duration and students must complete the entire program including quizzes and exams, to be given credit for the required training.

Program start date _____ Program end date _____

Effective Date: The effective date of this agreement is the date it is signed by the student and authorized representative of ERA Northwest School of Real Estate.

**Cancellation and Refund Policies
Resident Instruction**

ERA Northwest School of Real Estate

1. A student may cancel enrollment by giving written notice to the school, if notice occurs:
 - (a) Within five business days of the date of enrollment, or prior to the delivery to the student of any lesson materials, whichever occurs later. If cancellation occurs during that five-day period, all monies paid to the school by the student shall be refunded
2. When an enrollment application has been accepted by the school and not canceled under the provisions of section (1) of this rule, the following schedules of maximum charges may be assessed by the school:
 - (a) If termination occurs in the period between the delivery of lesson materials and receipt by the school of the first completed lesson materials, the school may charge an amount equal to 15 percent of the total tuition cost, or \$150, whichever is less; that being established as its registration fee;
 - (b) If termination occurs after receipt by the school of the first completed lesson materials and up to 50 percent of the completed lesson assignments, the student shall be entitled to a pro rata refund of the total tuition cost of the distance learning portion of the program. The school may retain the established registration fee plus the materials fee;
 - (c) If termination occurs after receipt by the school of 50 percent or more of the completed lesson assignments, the school may retain 100 percent of the total tuition costs plus the established registration fee; and
 - (d) Calculation of the pro rata refund under subsections (2))a)-© of this rule is determined by dividing the total number of lessons comprising the period of enrollment for which the student has been charged into the total number of such lessons not submitted by the student.
 - (e) After 10 business days of the date of enrollment, the school will retain the registration fee plus the materials charge.

Any inquiry a student may have regarding this contract may be made in writing to ERA Northwest School of Real Estate, 2100 Lancaster Dr NE Suite 1-A, Salem OR 97305 or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem OR 97310-0203 or by calling 503-378-3600 ext. 2671.

I have read and received a copy of this enrollment agreement as required in 581-045-0018(1) (a-d). I have also read and received a copy of the following: ERA Northwest School of Real Estate Current Catalog.

My signature indicated that I have received these documents and agree to any stipulations listed in them.

Student Signature OR Parent/Guardian Signature

Date

ERA Northwest School of Real Estate Representative Signature

Date

ERA Northwest School of Real Estate

- (1) Schools must furnish each prospective student, and have evidence of receipt acknowledged by student signature, with the following:
 - (a) A copy of the school's most recent catalog/bulletin, with any supplements and/or correction sheets with volume or date indicated, prior to or in conjunction with the applicant signing an enrollment agreement;
 - (b) A copy of the student's signed enrollment agreement;
 - (c) Upon request of the student, completion and placement data for students enrolled in the program for the last two years; and
 - (d) Upon request of the student, a copy of the Oregon Revised Statutes and Oregon Administrative Rules that govern Private Career Schools.