



Enrollment Agreement Between Student and RETT Licensing School
Qualifying Education Courses

Welcome to RETT Licensing School offering Live Classroom and ZOOM bases in Plano, Texas! These courses are approved by TREC to obtain a Texas Real Estate License. The student must attend six, 30 hour courses, for a total of 180 pre-license hours. Attendance and classroom conduct are very important for the completion of a course. We want your experience and participation in each course to be fun, educational and motivational!

- Classes are held on the weekdays Sat. Sun, Sat each class starting promptly at 8:00 am and ending at 7:00 pm or 8:00 am and ending at 5:30 pm if shorter break schedule are adhered to.
- Consistent tardiness in the morning, at breaks and lunch, showing disregard to the class schedule, will result in dismissal, on that day, from the class. The student will be required to make up the day dismissed at another time. If this occurs, there will be no refunds.
- Phones must be turned off or set on silent, and used for class related purposes only. Use of phones for texting, social media and email, during class instruction, is a cause for dismissal from class. During each hour, 10 minute breaks are given and at 12 noon, 1 hour is given for lunch. Or two 5 min breaks are given in the morning and two 5 min breaks in the afternoon and a 45 min lunch. If adhered too, will allow the class to end at 5:30 each day. Class discussion & related to the course material are very much encouraged! Small group conversations are disruptive and need to be kept at a minimum. Each day consists of 10 hours of instruction.
- Sleeping or the perception of sleeping "resting eyes" is not allowed. You may get some coffee or stand up and stretch.

If you paid for the package deal \$869 (180 hours) or \$169 for a 30 class and never show up you can attend any time up to 6 months from the start of the first class you were scheduled to attend. After 6 months there will be no refund. If you decide not to attend within 6 months you will receive a refund less a \$35 cancellation fee. If you paid for the package and attend some of the classes you will be refunded the balance of the classes not attended less \$35 cancellation fee provided the school is notified within one month from the date of the final class attended.

If you have a criminal history, before you apply for a license you can request the Commission determine whether your Fitness character meets qualifications for honesty, trustworthiness, and integrity. If you have any criminal offense(s), unpaid judgments, had discipline taken against a professional or occupational license, or have performed unlicensed activities you should consider requesting a Fitness Determination (FD) before applying for the license. While optional, requesting a FD as your first step in the licensing process means you can find out whether you're eligible to become licensed before you take qualifying education courses, pay for an application, and take the exam. For more information see TREC's website at <https://www.trec.texas.gov/forms/fitness-determination>.

Any class time must be made up at another class offering.

Inclement weather policy follows same announcement reported by schools or call or text Dan Robertson 972-948-2860. Always use good judgement relative to road conditions i.e. roads might be bad at your location, but good in Plano.

Final exams are closed book/no notes and are proctored by RETT faculty or staff member.

Proctoring Guidelines:

Live Classroom: Copy of test is given to each student at specific time. The instructor monitors the student while taking the test. Students must have a passing grade of 70%. If not the student will be required take a similar test within 90 days. If student fails an additional 2 two times, credit will not be given and the class will be retaken.

ZOOM Classroom: Tests are taken via a software product called Canvas. The area and student must be visible the entire class and test taking time and observed on the screen by the instructor. Upon completion of the test, the test is available for access and review by the instructor. Student must have a passing grade of 70%. If not the student will be required to take a similar test within 90 days. If student fails an additional 2 two times, credit will not be given and class will be taken over.

Summary of Class Attendance Rules:

Student must be registered and PAID 3 days before any 30 hour class starts in order to be fully setup in RETT school's registration system and receive important study material and other information.

Student must be on time for the beginning of each class and return from breaks and lunch.

ZOOM students must be clearly visible on screen during the entire class time while in session. Very short emergency breaks are permitted; however, your screen must be left on.

Students must stay in one location for any 10 hour class session. Attending a class while driving is not allowed.

Disregard for these ruled may result in not getting registered for a 30 hour class or repeat on another day the 10 hour class for which the rule was broken.

Course Name

Student

Signature

Date

Cell _____ Email _____

Tuition Paid: YES____ NO____

RETT Instructor _____
