

# INLAND REAL ESTATE SCHOOL, INC. REGISTRATION POLICIES

**ADMISSION REQUIREMENTS** - There are no specific requirements for admission.

**REQUIREMENTS FOR LICENSURE**

- 21 years of age • Completion of high school or the equivalency
- Complete the required education
  - Salespersons license - 45 hours of education
  - Brokers license - 120 hours of education (45 hours of which are the salespersons course)
- Pass the school final exam(s) with a minimum score of 75%
- Pass the state exam with a minimum score of 75% on the national and the state specific portion

**TAKING THE STATE EXAMINATION**

The state exam can be scheduled by calling AMP at (800) 345-6559 or visiting their website at [www.goamp.com](http://www.goamp.com). Candidates must bring an original Uniform Real Estate Transcript issued by the educational provider bearing an embossed seal to the test center on the day of their examination.

**REGISTRATION**

Student may reserve a seat in any classroom presentation upon submission of a completed registration form and a \$100 registration fee. Remaining tuition due prior to the presentation of the first class session. Tuition includes all lesson materials.. **The School cannot accept cash. FULL TUITION IS DUE FOR ALL HOME STUDY OR ON-LINE COURSES AT TIME OF REGISTRATION.** Students will receive an email confirmation of registration within 24 hours following receipt of registration information. In addition students shall receive an email reminder 3 business days prior to the start of the program. The information provided on the registration form shall be used to prepare Uniform Real Estate Transcript. Disclosure of social security number and license number is mandatory pursuant to Illinois state's child support enforcement program (42 U.S.C. 666(a)(13); 5 ILCS 100/10-65 (c and, Section 1455.430 of Illinois License Law, CE Reporting, a) 1) A) Illinois Administrative Code.

**CANCELLATION / REFUND**

Written cancellation notices received by the school office at least 7 days prior to the start of class will result in a refund of tuition paid less a 25% cancellation fee. Notice of cancellation received by the school office less than 7 days prior to the start of the first class shall result in forfeiture of the \$100 registration fee. **No refund shall be granted following the presentation of the first class session.**

No refunds shall be granted on:

- The purchase of study aids, books, audio visual cassettes, CD's, or software unless products are defective;
- Internet, on-line or home study courses

The School reserves the right to cancel any course or individual class session at any time for any reason. The cancellation of any course by the School shall result in a full refund of all fees paid by student(s). The school will make every effort to notify students of a cancellation in advance of the program start date. The School reserves the right to substitute an instructor at any time.

**PRE-LICENSE COURSE REPEAT OPTION**

If a student fails to successfully pass the salesperson or broker pre-license class final examination with a minimum score of 75%, **the student may retake a final exam once within 30 days following the administration of the original examination.** Should the student again fail to achieve a passing score on the second attempt, the student may retake the course without charge within the 6 month period following the date of the initial class final examination. Student may not retake the course unless they have attempted the final examination twice. Should the student fail to take the final exam on the date originally scheduled, student forfeits the repeat option herein described.

**CHECK-IN**

Classroom facilities will open 20 minutes prior to the start of each class. Due to the security feature of some facilities, students arriving late may be unable to gain access to the location. It is the student's responsibility to be on time for the presentation of each class session. Students must be in attendance for all full class sessions to receive credit. Attendance is mandatory.

# INLAND REAL ESTATE SCHOOL, INC. REGISTRATION FORM

Name											
Mailing Address											
City						St		Zip			
Soc Sec #			-				Phone				
Real Estate License #							Cell				
E-Mail Address											
Payment	<input type="checkbox"/> VISA	<input type="checkbox"/> Master Card	<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX							
Credit Card #							Expiration				
Billing Address							Security Code				
City						St		Zip			
Signature											

Course Name (Identify each course separately)	Format	Start Date	Tuition
	<input type="checkbox"/> Classroom <input type="checkbox"/> Home Study		
	<input type="checkbox"/> Classroom <input type="checkbox"/> Home Study		
	<input type="checkbox"/> Classroom <input type="checkbox"/> Home Study		
	<input type="checkbox"/> Classroom <input type="checkbox"/> Home Study		
	<input type="checkbox"/> Classroom <input type="checkbox"/> Home Study		

Make checks payable to:  
**Inland Real Estate School, Inc.**  
2901 Butterfield Road  
Oak Brook, IL 60523

Shipping/Handling (Home Study Only)	<b>8.50</b>
Total Due	
Less Registration Fee	
Tuition Due	

**ACKNOWLEDGEMENT**  
The student must initial here to acknowledge having read the above policies of the School.