



8411 Patterson Avenue
Richmond, VA 23229

January – December, 2017

Dear Applicant:

Thank you for requesting information on our School of Real Estate. Our School offers the Principles of Real Estate course throughout the year, with classes scheduled to meet the needs of busy adults.

To reserve your seat you will need to send your payment with your completed application to the address printed at the top. Your application can also be emailed to my attention at karen.price@lnf.com. We accept Visa, MasterCard, Discover, Money Orders, and Cashier Checks. **No cash, no personal checks please and we do not accept American Express.**

This course is approved by the State of Virginia to fulfill the 60-hour classroom prerequisite for taking the Psychological Services, Inc, (P.S.I.), real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate.

Students are now required to supply a passport quality photo (2" x 2" color photo, white background, full-face view, directly facing the camera with neutral facial expression) of themselves when they attend their first class. This photo will be submitted to P.S.I. at the time the student completes and passes the class. The photo will not be returned to the student.

Our instructors are licensed Real Estate professionals who are certified by the Virginia Real Estate Board. They bring both knowledge and experience to the classroom to enhance our sessions with “real life” examples to illustrate the practical applications of real estate law and regulations. The course also includes instruction and practice on test-taking techniques to prepare the student for the Virginia examination.

I have enclosed an application for our classes. We look forward to them and hope you can join us. I have also enclosed the School Policy Statement and directions to our schools.

If you are interested in a career in real estate sales, please contact Long & Foster’s Career Development Office or one of our Sales Managers on the enclosed list. They would be delighted to discuss a career with you and answer any of your questions.

If I can answer any questions about the classes, please give me a call at (804) 822-3208.

Sincerely,

Karen

Karen Price
Career Development & Training Coordinator

APPLICATION – LONG & FOSTER INSTITUTE OF REAL ESTATE

MAIL TO:

Long & Foster Institute of Real Estate
 8411 Patterson Avenue
 Richmond, VA 23229
 804-822-3200

FEES:

Tuition	126.55
(2) Books (inc. tax)	<u>72.45</u>
TOTAL	199.00

PLEASE PRINT:

Last Name	First	M.I.	Home Phone #
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Part of your name (or nickname) you prefer to be called _____

Street Address	Work Phone #
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City	State	Zip
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Email: _____

****STUDENTS NEED TO BE PRE-REGISTERED****

****DATES ARE SUBJECT TO CHANGE AND DEPEND ON ENROLLMENT****

****CALL THE OFFICE TO VERIFY DATE****

***** ALL STUDENTS MUST SUPPLY A PASSPORT QUALITY PHOTO OF THEMSELVES AT THE FIRST CLASS *****

PLEASE ENROLL ME IN THE FOLLOWING CLASS: (Check your choice)

<u>CHARLOTTESVILLE DAY</u>
350 Old Ivy Way, Suite 200 Charlottesville, VA 22903
9 – 5 p.m. M, W, F
() March 22 – April 10, 2017
() September 13 – October 2, 2017

NO PERSONAL CHECKS PLEASE

METHOD OF PAYMENT:

Cashier's Check or Money Order # _____ amount _____

Name on Card: _____ Circle one: Visa MC Discover

CC # _____ exp: _____ Amount _____

How did you hear about our course?

Broker _____

Career Ad _____

Career Counselor _____

Career Seminar _____

Former Student _____

Internet _____

Newspaper _____

Radio/TV _____

Yellow Pages _____

Other _____

PLEASE READ CAREFULLY:

I understand that all printed material provided during the course of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the course instruction. **TAPE RECORDERS ARE NOT PERMITTED.** I also understand that course attendance does not require nor guarantee affiliation with Long & Foster Realtors.

APPLICANT'S SIGNATURE _____

(Your signature indicates that you have read and understand the School Policies enclosed.)

OFFICE USE ONLY: Student picked up books _____
Date

Step by Step Instructions for Enrolling on-line for the Pre-Licensing Course

- Step 1: www.thefire.com
- Step 2: **Click** on the “Get Your License” tab on the left
- Step 3: **Click** on the “Virginia” link under the “Instructor Led/Live Classes” section
- Step 4: You should now be at the Real Estate Licensing Course page, **click** the arrow button for the Training center location ONLY; scroll down and click the location you want; VA-Richmond- West End or Village of Midlothian; change the month; click go.
- Step 5: **Click** the class link you want information on or to register for
- Step 6: You should now be @ the Long & Foster Real Estate Licensing course information page. To view information just **click** the bolded heading in the yellow bar area.
- Step 7: If you would like to register online; **click** the “Register” button to begin the registration process.

****NOTE****

If you need assistance when registering online or you do not see the class you want, please call 804-346-2222.

Thank you!



LONG & FOSTER INSTITUTE OF REAL ESTATE
8411 Patterson Avenue
Richmond, VA 23229
(804) 346-2208
(804) 740-1567 FAX

PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPeOPLE

EVENING CLASSES: Eighteen sessions meeting 6:00 – 9:30PM either two nights per week (Tuesdays & Thursdays) or three nights per week (Tuesday, Wednesday & Thursday.)

WEEKDAY CLASSES: Day classes are 9 sessions beginning at 9:00a.m. and ending no later than 5:00 p.m. Classes are generally held on Mondays, Wednesdays, and Fridays. Please check your syllabus for exact dates and times.

ATTENDANCE: Students are required to attend all classes. Missed classes will need to be made up in order to receive a certificate of completion. Students have three (3) months from the original start date to complete the course.

TUITION AND BOOKS: Tuition is \$126.55, payable to Long & Foster Institute of Real Estate. Books are sold separately and the required books for the class total \$72.45, including tax. We accept **cashier's check, money order or credit card. Cash and personal checks are not accepted.** Payment and registration should be done in advance to insure space allocation. Applications are accepted on a first come, first serve basis.

ENROLLMENT POLICY: While there are no age requirements for entrance into the Long & Foster Institute of Real Estate, the state requires a prospective licensee be at least 18 years of age and must have a high school education or GED to activate their real estate license. There will be no credit for previous training or experience.

CANCELLATION & REFUNDS: If a student cancels before class begins, the student will receive a full refund. If the student withdraws after the 1st day of instruction, a \$49 registration fee will be forfeited and the remaining tuition refund will be as follow:

<u>Portion of Course Taught</u>	<u>Tuition Refunded</u>	
Up to 10%	90%	Refunds are prorated on tuition only. Books are not refundable or returnable. Requests for refunds must be submitted in writing to the Registrar.
11% - 20%	80%	
21% - 30%	70%	
31% - 40%	60%	
41% - 50%	50%	
After 50%	no refund	

Refunds are based on when the request is received by the registrar (written notification may be mailed, faxed or emailed), not on the last day of class attendance.

REPEAT ENROLLMENT: Effective January 1, 2003 students are no longer allowed to repeat a class at no charge. If a student fails they will be allowed to retake the final exam one time within three months (3) of their class ending date. If they are still unsuccessful in passing the class they must re-enroll, pay the tuition fee and retake the course. If the books were to change editions, they would be responsible for purchasing new books.

TRANSFER POLICY: Although we do not think it is in the student's best interest to transfer between classes, sometimes emergency situations arise. Each transfer request is decided on an individual basis and all transfer requests must be submitted in writing to the Registrar of the School. A \$25 transfer fee will be charged.

CANCELLATION: The school reserves the right to cancel enrollment of any student for failure to meet the requirements of the course or for other reasons deemed in the interest of the school. The school also reserves the right to cancel a class because of insufficient enrollment.

INCLEMENT WEATHER: If we experience inclement weather during your class dates, a decision to close will be made by 4 p.m. Call **(804) 822-3208** to hear a recorded message regarding your class.

CLASS RULES: All printed materials provided during the course of instruction are copyrighted and cannot be copied or used other than for personal use in connection with the course of instruction. **Recording devices of any kind are NOT permitted.** Smoking is not permitted in the classroom or in the building. We do allow eating and drinking in the classroom and ask that you clean up, as the room is used by others. The classroom climate varies so **PLEASE** wear layered attire to ensure your personal comfort.

DISABLED STUDENTS: Please contact the Registrar's Office in the event you have a disability that requires special accommodation, including the provision of auxiliary aids or services. The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.