



PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPEOPLE – WASHINGTON D.C.

This course is approved by the District of Columbia to fulfill the 60-hour classroom prerequisite for taking the real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate. The course material includes: textbook, exams and various handouts which have been designed to prepare the student for the state examination. The final exam will be administered upon the student's completion of all requirements. Course attendance does not require nor guarantee affiliation with Long & Foster Real Estate.

CLASSES: We offer Weekday, Evenings, Evenings/Saturday and Saturday/Sunday classes. Please see the schedule of classes below to determine which class works best for you and your schedule.

REGISTRATION: Full payment is required. Pay by charge card (Visa, MC, Discover) or money order only, payable to Long & Foster Institute. **We do not accept checks or cash.** Only pre-paid students are guaranteed a seat in the selected class. Seats are available to students as payments are received; once a class is full, enrollments will no longer be accepted for that particular class. A \$25.00 transfer fee will be assessed each time a student alters their chosen class.

INCLEMENT WEATHER: Long & Foster Institute CANCELLATIONS ARE DEPENDENT UPON UDC CLOSINGS. Day classes will be canceled when UDC is closed. However, if UDC has a delayed opening, Long & Foster Institute WILL OPEN ON TIME. For evening classes, if UDC closes, evening classes will be cancelled.

DISABLED STUDENTS: Students with disabilities requiring special accommodations, including the provision of auxiliary aids or services, should contact the training center. The advance notice of special needs will enable better accommodations.

ENROLLMENT POLICY: While there are no age requirements for entrance into the Long & Foster Institute of Real Estate, the District of Columbia requires a prospective licensee be at least 18 years of age to activate their real estate license. **This course must be completed within (2) two months from the first day of class attended.** If not completed within that time, the student must repay the tuition and retake the entire course to receive credit. The student should keep all documents regarding enrollment & financial obligations. Students who are late or leave early will not receive credit for that session. It is not necessary to begin on class #1, however, after class #4, you must enroll in the next available class and all classes must be completed prior to taking the final examination.

CLASS CANCELLATION POLICY: The Long & Foster Institute of Real Estate classes are subject to cancellation due to lack of enrollment. In the event that a class is cancelled, students who have registered for class will be notified by email or by phone. Students will receive a full refund or given the opportunity to enroll at another location. There is no refund on books that are picked up in advance, only tuition will be refunded.

SCHOOL HOLIDAYS: New Year's, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving, Christmas.

PROCEDURES FOR LICENSING: In the District of Columbia, a student is required by law to take a classroom course entitled "Principles & Practice of Real Estate." The tuition and length of this course will vary with the institution. This course is given by the Long & Foster Institute of Real Estate, Inc. and covers all the technical aspects of real estate math, law and theory. Various schedules are offered by the Long & Foster Institute of Real Estate for the Principles and Practice of Real Estate classes in an effort to accommodate the student's schedule and learning pace. This course covers all the material required by the District of Columbia, as well as all the information the student needs to study for the licensing examination. Our course is primarily for those planning to take the examination and become licensed real estate agents; however, many people take it simply for their own information and use. Once a student passes the Principles course and the DC examination, they must affiliate with a real estate firm in order to have their license activated. For further questions, please call our coordinator at 1-866-967-5563 or any of our branch sale offices and ask to speak with a manager.

PEARSONVUE TEST CENTER-DISTRICT OF COLUMBIA: 1000 Vermont Avenue NW, Suite 820 Washington, DC 20011
The District of Columbia licensing exam is held 6 days a week by appointment only. Please call PearsonVue at 1-800-274-2602 at least three (3) business days in advance. The examination fee is \$61.50.

Directions to our DC Regional Training Center: Beltway to River Road exit towards Washington, River Road will dead-end at Wisconsin Ave. Turn right onto Wisconsin Ave. Continue South on Wisconsin Ave., pass St. Anne's and the Fire Department and the Washington Psychiatric center. Just past the Psychiatric center on the right is 4200 Wisconsin Ave. Long & Foster Training center is located in the Greenberg Theater building on the second level.

Parking Information for our DC Regional Training Center: The entrance to the garage is located on Van Ness Street next to Johnson's Florist & Garden Center. Valet parking is available. More parking information can be found at <http://www.asgpark.com/parking-locator/?ps=4200+wisconsin+ave+nw>

*****STUDENTS ARE RESPONSIBLE TO CONFIRM ALL DATES FOR MAKE-UP CLASSES*****

DC Fees:

Tuition	\$126.55	(\$49.00 Registration Fee included)
Tuition Only	\$126.55	(\$49 Registration Fee included)
Books	\$ 72.45	
Total Cost DC	\$199.00	Effective July 1, 2011

Optional Items:
Study Guide (for Textbook) - \$26.25
Math Book - \$31.50
State Exam Review - \$25.00
Transfer Fee - \$25.00

TUITION REFUND POLICY

CANCELLATION PERIOD: All fees paid by a student will be refunded if the student chooses not to enroll in, or withdraw from school within 7 calendar days after having signed the contract or registering on-line. All refunds must be in writing. After 7-day cancellation period, but before the first day of class, the registration fee of \$49.00 will be forfeited. No refund will be issued on books, materials or supplies purchased by the student at any time. There will be no refund after 90 days if a student does not attend classes. If a student withdraws after the first day of instruction, the tuition refund will be as follows:

PORTION OF PROGRAM TAKEN	TUITION REFUND
Up to 9%	90%
10% to 19%	80%
20% to 29%	60%
30% to 39%	40%
40% to 49%	20%
50% or more	No Refund

Any refund due a student shall be paid within 30 days from receipt of request. **There will be no refund for books, materials or supplies purchased by the student.** If Long & Foster Institute cancels a program, the student will receive a full refund of monies due the student. **Students must satisfy all obligations, attend all classes, and pass the program final exam before the one month period is over to receive a certificate of completion.** Please be aware that Long & Foster Real Estate Inc. may contact you concerning opportunities in the real estate field using the information provided on your application or from your phone call.



LONG & FOSTER INSTITUTE OF REAL ESTATE
 14501 George Carter Way
 Chantilly, VA 20151
 1-866-967-5563
 Fax: 240-379-6103
 Website: www.thefire.com
 E-mail: LFIRE@LNF.COM

LONG & FOSTER INSTITUTE OF REAL ESTATE PRINCIPLES AND PRACTICES

NAME: _____
 Last First MI

ADDRESS: _____
 Street City State Zip Code

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PLEASE CHECK ONE:

SELECTED CLASS DATE: DAY__ EVENING ____ EVENING/SAT. ____ WEEKEND _____

Students must attend all classes before taking the final exam and must pass the final exam to obtain a certificate; the entire 60 hour course must be completed within two (2) months from the start of your scheduled class date. Course attendance does not require nor guarantee affiliation with a real estate company.

FEES: DC - 60 hours Tuition	\$126.55	Tuition only for DC: \$126.55
Books	\$ 72.45	
Total	\$199.00	

Full payment is required at the time of registration. Only pre-paid students are guaranteed a seat in the selected class. Pay with money order, Visa, Master Card or Discover. **Checks and cash not accepted.** Once a class is full, enrollments will no longer be accepted for that particular class. **A \$25.00 transfer fee will be charged each time a student alters their chosen class.**

If the 60 hour course is not completed within two (2) months, student must repay tuition and retake entire course (no credit for prior classes) to receive credit. Student should keep all documents regarding enrollment & financial obligations. Students who are late or leave early will not receive credit for that session. No children are permitted at the training center while you are attending classes. TAPE RECORDERS ARE NOT PERMITTED. **NOTE: A conformation e-mail will be sent to you once you register on-line at www.thefire.com. You will also be notified if the class is not full or has been rescheduled.**

<u>Portion of program taken</u>	<u>Refund</u>
Less than 10%	90%
10% to 19%	80%
20% to 29%	60%
30% to 39%	40%
40% to 49%	20%
50% or more	No Refund

REFUNDS: A full refund will be issued if a course or program is closed, canceled or discontinued by Long & Foster Institute of Real Estate. If a student chooses not to enroll, all fees minus the \$49.00 admin fee will be refunded. All refund requests must be in writing. No refunds will be issued on books, materials or supplies purchased by the student at any time. No refund after 90 days.

I enclose Money Order # _____ for \$ _____ for registration.

By signing below I give Long and Foster Institute permission to charge the full \$ _____ to my ___ Visa ___ MC Card ___ Discover card

_____ - _____ - _____ Expires ____ / ____ CVV# _____

Signature: _____ Date: _____

I will accept this charge and fully understand that I am responsible to pay my credit card company.

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. I have read and understand the above. I understand that I will receive a school catalog on the first day of class. To be binding, this agreement must be signed by all parties and may be modified or extended only with written consent of student & school.

Please circle one: I would like to be contacted by Long & Foster Real Estate, Inc. about a future association. Yes or No
I would like to be contacted by Long & Foster's referral company, Metro Referrals. Yes or No
If neither response is indicated, Long & Foster may contact you.

Applicant's Signature: _____ Date: _____

PRINCIPLES AND PRACTICES CLASS SCHEDULES:

4200 Wisconsin Ave NW location

DC Regional Training Center	1/3/17-1/28/17	T/TH & SAT	6p-10p & 9a-5p
DC Regional Training Center	1/4/17-1/23/17	M/W/F	9a-5p
DC Regional Training Center	2/1/17-2/17/17	M/W/F	9a-5p
DC Regional Training Center	2/6/17-3/14/17	M/T/TH	6p-10p
DC Regional Training Center	3/1/17-3/17/17	M/W/F	9a-5p
DC Regional Training Center	3/18/17-4/9/17	SAT/SUN	9a-5p
DC Regional Training Center	4/3/17-4/19/17	M/W/F	9a-5p
DC Regional Training Center	4/17/17-5/22/17	M/T/TH	6p-10p
DC Regional Training Center	5/1/17-5/17/17	M/W/F	9a-5p
DC Regional Training Center	5/30/17-6/24/17	T/TH & SAT	6p-10p & 9a-5p
DC Regional Training Center	6/5/17-6/21/17	M/W/F	9a-5p
DC Regional Training Center	7/5/17-7/21/17	M/W/F	9a-5p
DC Regional Training Center	7/6/17-8/10/17	M/T/TH	6p-10p
DC Regional Training Center	8/5/17-8/27/17	SAT/SUN	9a-5p
DC Regional Training Center	8/7/17-8/23/17	M/W/F	9a-5p

PRINCIPLES AND PRACTICES CLASS SCHEDULES:

1680 Wisconsin Ave NW location

DC Georgetown	1/24/17-2/3/17	Tues-Fri	9a-5p
DC Georgetown	2/21/17-3/3/17	Tues-Fri	9a-5p
DC Georgetown	3/21/17-3/31/17	Tues-Fri	9a-5p
DC Georgetown	4/18/17-4/28/17	Tues-Fri	9a-5p
DC Georgetown	5/23/17-6/2/17	Tues-Fri	9a-5p
DC Georgetown	7/25/17-8/4/17	Tues-Fri	9a-5p

You can register for an upcoming prelicensing class online and I have left some helpful navigation below. **If this event is listed as closed that means we have reached our max capacity for this event. You may place yourself on a waitlist by proceeding to register. You will not get a registration confirmation email unless we have spots open up and you are added to the registration. We recommend that you register for another class/location in case a space does not become available in the closed class. **

1) Go to: www.TheLfire.com

2) Select "Get Your License" on the left

3) Under Instructor Led/Live Classroom click on the link "Click here to see our calendar of upcoming classes"