



**LONG & FOSTER INSTITUTE OF REAL ESTATE
PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE-DELAWARE**

This course is approved by the State of Delaware to fulfill the 99-hour classroom prerequisite for taking the Pearson VUE real estate examination for salespersons. It has been designed specifically for individuals planning a career in real estate. The course materials include: text book, math book, mid-term exam, final exam, and various handouts, which have been designed to prepare you for the state examination. The course 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.

CLASS SCHEDULES: Contact specific location for dates and times. See schedule of classes below.

PRE-REGISTRATION: Full payment is required. Pay by Visa, MasterCard, Discover or money order only, payable to L&F Institute. No checks or cash please. For online Registrations go to: www.thefire.com

INCLEMENT WEATHER: Class will be cancelled when the Community College is closed. If the college has a delayed opening the Long & Foster Institute WILL OPEN ON TIME. Your instructor will advise you regarding the inclement weather policy for Saturday and evening classes.

DISABLED STUDENTS: Please contact the Training Center in the event you have a disability, which 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.

PROCEDURES FOR LICENSING

In Delaware, you are required by law to take a 99-hour classroom course entitled "Principles of Real Estate." The tuition and length of this course will vary with the institution. This course is given by Long & Foster Institute of Real Estate and some community colleges. This course covers all the technical aspects of real estate-math, theory, and law.

COMPLAINT PROCEDURE

Should you have a complaint regarding the class please contact nick.dambrosia@longandfoster.com or, if you choose, you may contact the Delaware Department of Education directly at (302) 735-4000.

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

The Principles course offered by Long & Foster Institute covers all material required by the State of Delaware, as well as providing all the information needed to study for the licensing examination. Our course is principally for those planning to take the state exam and become licensed real estate agents. Many people, however, take it simply for their own information and use.

The instructor will give you the state exam application after you have successfully completed the course.

Once you pass the Principles course and the Delaware Licensing Exam, you must affiliate with a real estate brokerage firm in order to have your license activated. Students must, within a year of completing the pre-licensing course, apply for a license with the Commission. If not, the student must retake the pre-licensing course and the licensing exam. Students who fail the state licensing exam three times must retake the entire course before sitting for the state exam again.

SCHEDULE OF CLASSES

To find out when the next class is scheduled in your area call or e-mail the managers below:

Bethany Beach: please call Dottie Wells at 302-539-9040 or 1-800-228-8833 or e-mail dottie.wells@longandfoster.com

Rehoboth: please call Carol Materniak at 302-227-2541 or e-mail carol.materniak@longandfoster.com

New Castle County Offices: please call Maggie Coleman at 302-351-5090 or e-mail Maggie@lnf.com

TUITION REFUND POLICY

Cancellation Policy: The cancellation period is three (3) days. All fees paid by a student will be refunded (except registration fee) if the student cancels registration. The registration fee is \$49.00 if the student withdraws after the first day of instruction, the registration fee will be forfeited and the tuition will be refunded as follows:

<u>PORTION OF COURSE TAUGHT</u>	<u>TUITION REFUND</u>
1% to 4.9%	80%
5% to 9.9%	70%
10% to 14.9%	60%
15% to 24.9%	55%
25% to 49.9%	30%
50%	No Refund

Any refund due a student shall be paid within 30 days from the receipt of a written request. There will be no refund for the registration fee, books, materials or supplies purchased by the student. If Long & Foster Institute cancels a course, the student will receive a full refund. Students must satisfy all obligations, attend all classes, and pass the course final exam before the certificate of completion can be issued. This certificate is needed in order to take the state exam.

Pearson VUE Testing

Pearson VUE, under the direction of the Delaware Real Estate Board, administers the Delaware Real Estate Licensing Examinations (Broker and Salesperson). The examinations are given in Salisbury and Dover. Your instructor will give you details as to location, price, and procedure.

PACKAGE FEES (no personal checks or cash) LAW PORTION ONLY

Registration Fee	\$ 49.00	Registration Fee	\$ 49.00
Tuition	263.50	Tuition	<u>\$201.00</u>
Books	<u>137.50</u>	Total	\$250.00
Total	\$450.00		



Administrative Office:
 14501 George Carter Way
 Chantilly, VA 20151

PLEASE PRINT

 Last Name First Name Initial Home Phone Number

 Street Address Work Phone Number

 City State Zip Social Security Number

Training Center Location Bethany Beach New Castle County Offices Rehoboth

E-Mail Address: _____

CLASS DATES: Begins: _____ Ends: _____

Fees: Registration Fee	\$49.00	Law Only: Registration Fee	\$ 49.00	Tuition Only: Registration Fee	\$ 49.00
Tuition	\$263.50	Tuition & Law Book	<u>\$201.00</u>	Tuition	<u>\$263.50</u>
Books	<u>\$137.50</u>	Total	\$250.00	Total	\$312.50
Total	\$450.00				

Payment in full is due with application. Pay with Visa, Master Card or Discover or a money order.

Only pre-registration (pre-paid) guarantees a seat in your selected class. **No personal checks or cash will be accepted.**

Note: No confirmation will be sent to you. You will be notified **ONLY** if your class is full or rescheduled.

Refunds are prorated on the tuition only. There will be no refund for registration fee, books, materials or supplies purchased by the student.

Refunds will be paid within 30 days of written request. A registration fee will apply to all students who withdraw from class.

I enclose Money Order # _____ for \$ _____ for registration fee, tuition and/or books.

Please charge \$ _____ to my Visa MC Card Discover card

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

By signing below I accept this charge and fully understand that I am responsible to pay my credit card company for the charges listed above.

Active student records will be maintained for three (3) months from the date of first class attended. If not completed within that time, student must repay tuition and retake entire course to receive credit.

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.** No Children are allowed to be present at the training center while you are attending classes.

I have read and understand the above and have received a copy of this agreement and the school catalog at my first class. To be binding this agreement must be signed by all parties and may be modified or extended only with written consent of student and school. If you do not wish to be contacted regarding opportunities in the real estate field, please state so at the bottom of this form.

Applicant's Signature: _____ Date: _____

School Official's Signature: _____ Date: _____

Referring Manager: _____ Date: _____

LONG AND FOSTER INSTITUTE OF REAL ESTATE
CLASSROOM LOCATIONS

BETHANY BEACH

33298 Coastal Highway
Bethany Beach, DE 19930
302-539-9040 or 1-800-228-8833

REHOBOTH

37156 Rehoboth Ave. Extended, Unit 5
Rehoboth Beach, Delaware 19971
302-227-2541 or 1-800-462-3224

NEW CASTLE COUNTY LOCATIONS:

PIKE CREEK

5301 Limestone Road Suite 225
Wilmington, DE 19808
302-351-5090

GREENVILLE

3711 Kennett Pike, Suite 202,
Greenville, DE 19807
302-351-5000

WILMINGTON

2710 Centerville Rd, Suite 200
Wilmington, DE 19808
302-351-5090

**FOR ONLINE
REGISTRATION:**

Go to: "www.thefire.com

Click on: "Get Your License"

Click on: "Instructor Led/Live Classroom"