



**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.TheLFIRE.com

INCLEMENT WEATHER: Classes will be cancelled when the Community College is closed. However, when the college has a delayed opening, Long & Foster Institute WILL OPEN ON TIME. Instructor will advise regarding Saturday and/or 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, and 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	Dottie Wells	302-539-9040	1-800-228-8833	Dottie.Wells@lfi.com
Rehoboth	Carol Materniak	302-227-2541	1-800-462-3224	Carol.Materniak@lfi.com
Lewes	Carol Materniak	302-645-6100	1-800-244-2501	Carol.Materniak@lfi.com
New Castle	Maggie Colman	302-416-3905		Maggie@lfi.com

TUITION REFUND/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:

PORTION OF COURSE TAUGHT	TUITION REFUND
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		TUITION ONLY		LAW PORTION ONLY	
Registration Fee	\$49.00	Registration Fee	\$49.00	Registration Fee	\$49.00
Tuition	\$288.50	Tuition	\$288.50	Tuition	\$226.00
Books	\$137.50				
TOTAL	\$475.00	TOTAL	\$337.50	TOTAL	\$275.00
<i>Pay by Visa, MasterCard, Discover or money order only, payable to L&F Institute. No checks or cash please.</i>					



STUDENT ENROLLMENT AGREEMENT

NAME: (Legal – First,																	
ADDRESS: (No PO Box																	
CITY:																	
STATE:												ZIP:					
HOME PHONE:																	
WORK/CELL PHONE:																	
EMAIL:																	
SOCIAL SECURITY NUMBER:												DELAWARE RESIDENT: <input type="checkbox"/> Yes <input type="checkbox"/> No					

TRAINING CENTER LOCATION:	<input type="checkbox"/> BETHANY BEACH	<input type="checkbox"/> REHOBOTH	<input type="checkbox"/> LEWES	<input type="checkbox"/> NEW CASTLE COUNTY OFFICES
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Books	\$137.50				
TOTAL	\$475.00	TOTAL	\$337.50	TOTAL	\$275.00

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 # _____ in the amount of \$ _____ for registration fee, tuition and/or books.

Please charge \$ _____ to my Visa MC Card DISCOVER

-	-	-	Exp Date	/	CVV #
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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 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

LEWES

117 Savannah Rd
Lewes, DE 19958
302-645-6100 or 1-800-244-2501

NEW CASTLE COUNTY LOCATIONS:

BEAR

1271 Quintillio Drive
Bear, DE 19701
302-834-3431

GREENVILLE

3711 Kennett Pike, Suite 202,
Greenville, DE 19807
302-416-3905

WILMINGTON

2710 Centerville Rd, Suite 200
Wilmington, DE 19808
302-416-3905

**FOR ONLINE
REGISTRATION:**

Go to: "www.thelfire.com

Click on: "Get Your License"

Click on: "Instructor Led/Live Classroom"