



60 HOUR CLASSROOM-PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE - MARYLAND

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

CLASSES: We offer Weekday, Evening & Saturday, Weekend and Evening only classes. Please see the Schedule of Classes to determine which classes are offered at the training center you choose to attend.

REGISTRATION: Full payment is required. Pay by charge card or money order only, payable to L&F Institute. **No checks or cash please.** 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 transfer fee will be assessed each time a student alters their chosen class. Please visit our convenient online registration site at www.theLfire.com; click on *Get Your License*, then select *Instructor Led/Live Classroom* for a schedule of upcoming classes.

CLASS CANCELLATION POLICY: Long & Foster Institute classes are subject to cancellation due to lack of enrollment. In the event 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.

INCLEMENT WEATHER: LONG & FOSTER INSTITUTE CANCELLATIONS ARE DEPENDENT UPON COLLEGE CLOSINGS. A day class will be canceled when the colleges in that county are closed. However, when colleges have a delayed opening, Long & Foster Institute WILL OPEN ON TIME. For evening classes, if colleges in that county are closed, evening classes will be cancelled.

DISABLED STUDENTS: Please contact the Training Center in the event you have a disability which requires special accommodation. The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.

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 to activate their real estate license. In MD, prospective students who do not have a high school education or GED must take the Wonderlic Admissions Test. There will be no credit for previous training or experience.

****Program/ Exams must be completed within (1) month** from the last scheduled class date. If not completed within that time, student must repay tuition and retake entire program to receive credit. **The maximum number of hours a student can miss and make-up is 12 hours. Should a student exceed 12 hours s/he must immediately be dismissed from the class.** After that you must re-pay and re-take the entire program before a certificate can be issued. **You will be given two opportunities to pass the class final exam.** Student should keep all documents regarding enrollment & financial obligations. **Students who are late or leave early will not receive credit for that session.**

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

PROCEDURES FOR LICENSING

In Maryland, you are required by law to take a classroom program entitled "Principles & Practice of Real Estate." The tuition and length of this program will vary with the institution. The program is given by the Long & Foster Institute of Real Estate, Inc. and by many degree-granting institutions and some community colleges. This program covers all the technical aspects of real estate-math, law and theory.

Long & Foster Institute of Real Estate offers the required Principles and Practice of Real Estate program in various time periods to suit your schedule and learning pace. The program covers all the material required by the State of Maryland, as well as all the information you need to study for the licensing examination. Our program is principally 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.

Upon completion of the required course, consider taking our State Exam Review. Whereas the licensing course gives an excellent overview and covers all subjects mandated by the state, the State Exam Review focuses on the facts and topics that the state tests. In addition to helping you maximize your study time by focusing on the information that is tested, we also provide you with sample examination questions and proven examination strategies as well as memory techniques to help you succeed. We have helped many pass their real estate examination on the first try. Whether you are taking the full examination or only the jurisdictional law, the State Exam Review gives you an edge.

Once you pass the Principles Program and the MD examination, you must affiliate with a real estate firm in order to have your license activated. Should you choose to affiliate with Long & Foster Real Estate Inc., you will join our post-license training program, Launch®, which will teach you the practical aspects of actually listing and selling properties. Following the classroom and field training, you will be fully prepared to Launch® into a successful real estate career.

If you have further questions, please call our registrar at 1-866-967-5563, or any of Long & Foster Real Inc. branch managers.

LONG & FOSTER TRAINING

LONG & FOSTER CAREER DEVELOPMENT: Long & Foster's School of Career Development program includes a vast array of in-depth training programs for both new and established sales associates. Launch® is a series of classes designed to teach the newly licensed associate the basics of their new career. Before you choose a broker, take a look at the Long & Foster Career Development training program.

PSI TEST CENTERS-MARYLAND

Baltimore Center: Mount Washington Area 6115 Falls Road Suite 100 Baltimore, MD 21209	College Park Center The Sterling Building 4920 Niagara Road Suite 211 College Park, MD 20740	Crofton Center Morauer III Building 2137 Espey Court Suite 3 Crofton, MD 21114	Hagerstown Center: 140 West Franklin St. Suite A Hagerstown, MD 21740	Lanham Center 5900 Princess Garden Pkwy Suite 501 Lanham, MD 20706	Salisbury Center: 1323 Mt. Hermon Road Beaglin Park Plaza, Suite 2A Salisbury, MD 21804
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MD: State testing is administered by Psychological Services, Inc. (PSI) of Nevada. Call PSI at 1-800-733-9267 or visit www.psiexams.com for more information. The examination fee is \$61.00.

Maryland Fees:

Tuition	\$126.55 (\$49.00 Registration Fee included)	Tuition Only	\$126.55 (\$49 Registration Fee included)
Books	<u>\$ 72.45</u>		
Total Cost MD	\$199.00 Effective July 1, 2011		

Optional:

Study Guide (for Textbook)	\$26.25
Guide to Passing the PSI	\$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. No refund will be issued on books, materials or supplies purchased by the student at any time. All refund requests must be in writing. After 7-day cancellation period, but before the first day of class, the registration fee of \$49 will be forfeited. If the 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.

DIRECTIONS TO ONLINE REGISTRATION VIA INTERNET

- 1) Go to: www.TheLfire.com
- 2) Select **"Get Your License"** on the left
- 3) Select your desired state under **"Instructor Led/Live Classroom"**
- 4) Use the drop down menus to narrow your search



Administrative Office
 3901 National Drive
 Burtonsville, MD 20866
 1-866-967-5563 Fax: 301-622-0392

STUDENT ENROLLMENT RECORD CARD

TRAINING CENTER: _____ START DATE: _____ END DATE: _____ DAY _____ EVE _____ EVE/SAT _____ WKEND _____

NAME: _____
 Last First MI

ADDRESS: _____
 Street City State Zip Code

PHONE NUMBER: _____ SOCIAL SECURITY NUMBER: XXX-XX- _____ Last 4 numbers

E-MAIL: _____

In Md., students who do not have a high school diploma or GED, must take the Wonderlic Admissions Test. Students must attend all classes before taking the final exam and must pass the final exam to obtain a certificate. Students who come late or leave early will not receive credit for that session. Books are available for purchase through us or locally. No other supplies or equipment are required. Course attendance does not require nor guarantee affiliation with a real estate company.

THERE IS NO CREDIT GRANTED FOR PRIOR TRAINING.

FEES: MD - 60 hours Tuition \$126.55 Tuition only for MD: \$126.55
 Books \$ 72.45 (includes MD Sales Tax)
 Total \$199.00

Full payment is required. Only pre-paid students are guaranteed a seat in the program. Pay with money order, Visa, Master Card or Discover. No checks or cash please. Seats are available to students as payments are received. Once a class is full, enrollments will no longer be accepted for that program. A transfer fee will be assessed each time a student alters their chosen class.

REFUNDS: A full refund will be issued if the program is closed, canceled or discontinued by Long & Foster Institute of Real Estate. All fees paid by a student will be refunded if a student chooses not to enroll within 7-day period after signing the contract. After 7-day cancellation period, but before the first day of class, the admin fee will be forfeited. If the student withdraws after the first day of instruction, the administrative fee will be forfeited and the tuition refund will be as follows:

<u>Portion of program taken</u>	<u>Refund</u>	
Less than 10%	90%	Refunds are prorated on the tuition only.
10% to 19%	80%	
20% to 29%	60%	There will be NO refund for books, materials or supplies purchased by the student.
30% to 39%	40%	<u>Refunds will be paid within 30 days.</u>
40% to 49%	20%	
50% or more	No Refund	NOTE: No confirmation will be sent to you. You will be notified ONLY if the program is rescheduled.

Program/ Exam must be completed within (1) month from the last scheduled class date. If not completed within that time, student must repay tuition and retake entire program 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 program.

I understand that all printed material provided during the program of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the program instruction. **TAPE RECORDERS ARE NOT PERMITTED.**

I have read and understand the above and will receive a copy of this agreement and the current school catalog at the 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 & school.

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

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: _____

REFERRING MANAGER _____ OFFICE _____