



3922 Electric Road SW – Ste. 3
Roanoke, Virginia 24018
540-772-6985

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 several times throughout the year.

Because seating is limited in our classrooms, we accept applications on a first come, first served basis. To reserve your seat, you will need to send your payment with your completed application to the address printed at the top of the application. 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 personal checks or cash please.**

This course is approved by the State of Virginia to fulfill the 60-hour 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. If you are interested in a career in real estate sales, please contact 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 call me at 540-772-6985 or email me at karen.price@lnf.com.

Sincerely,

Karen

Karen Price
Career Development & Training
Richmond, Charlottesville, Hampton Roads & Southwest VA

APPLICATION – LONG & FOSTER INSTITUTE OF REAL ESTATE

MAIL TO:
University of Long & Foster
8411 Patterson Avenue
Richmond, VA 23229

OR
email to
karen.price@Inf.com
Or register online
(instructions below)

FEES:
Tuition, books & sales tax = **\$199.00**
(tuition-\$126.55; books & tax-\$72.45)

PLEASE PRINT:

_____	_____	_____	_____
Last Name	First	M.I.	Home Phone #
_____			_____
Street Address			Work Phone #
_____	_____	_____	_____
City	State	Zip	VA Drivers Lic #
Email: _____			

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

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

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

Books will be handed out at the first class

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

<p><u>Evening Class - 2015</u> 6 – 9:30 pm – Mon & Wed</p> <p>() January 23 – March 29, 2017 () May 15 – July 19, 2017 () September 11 – November 13, 2017</p>
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NO PERSONAL CHECKS PLEASE

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

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.)

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 – SWVA - Roanoke; 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 540-772-6985 & I will be happy to help walk you through the online registration process.

Thank you!



LONG & FOSTER INSTITUTE OF REAL ESTATE
3922 Electric Rd. SW – Suite 3
Roanoke, VA 24018
Telephone: 540-772-6985 - Fax: 804-740-1567

PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPEOPLE

EVENING CLASSES: Classes are held on Monday and Wednesday evenings, 6:00 p.m. – 9:30 p.m. Please check your syllabus for exact dates.

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 to complete the course.

TUITION AND BOOKS: The total cost of the class is \$199.00 for tuition and books payable to Long & Foster Institute of Real Estate. Or you may split up the payment into Tuition (\$126.55) and then the text books (\$72.45, including tax.) If you have a current edition of the text books, you may opt to pay for the tuition only. Current editions of the text books are required to be used during the class. If you do not have the current edition, you will be required to purchase them. **Books will be handed out during the first class – book may not be picked up in advance.** We accept **cashier's check, money order or credit card.** Payment and registration **must** 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 the 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.

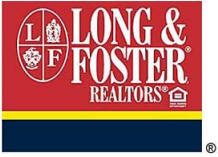
CANCELLATION: The school reserves the right to cancel enrollment of any student for failure to meet the requirements of the course or for other reasons deemed in the interest of the school. The school also reserves the right to cancel a class because of insufficient enrollment.

INCLEMENT WEATHER: If we experience inclement weather during your class dates, a decision to close the **evening class** will be made by 3 p.m. Call the School office at 540-772-6985 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. **Dress code is business casual.**

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 needs will enable us to better accommodate you. Thank you for your cooperation.

FINGERPRINTING: Effective July 1, 2009, fingerprinting will be mandatory. Before submitting an application for a Virginia real estate license, each applicant must submit a set of fingerprints. This can only be done at state PSI locations once you complete the requisite 60 hours. Fingerprinting results can take up to 2 weeks once submitted.



What's It Like To Be In Real Estate?

Please contact one of our highly trained, professional Sales Managers to inquire about a career in real estate sales.

<p><u>BLACKSBURG/CHRISTIANSBURG</u> Beth Dalton (540) 552-1010 3601 Holiday Lane Blacksburg, VA 24060 Beth.dalton@longandfoster.com</p>	<p><u>ROANOKE</u> Bitsy Davis (540) 989-0863 3906 Electric Road, SW Roanoke, VA 24018 bitsy.davis@longandfoster.com</p>
<p><u>LYNCHBURG</u> Bobbie Holman (434) 316-6100 1019 Vista Park Drive, Suite C Forest, VA 24551 Bobbie.Holman@longandfoster.com</p>	<p><u>SMITH MOUNTAIN LAKE</u> Donna Greer (540) 297-4111 16869 Moneta Road Moneta, VA 24121 donna.greer@longandfoster.com</p>
<p><u>LONG & FOSTER INSTITUTE</u> Karen Price (540) 772-6985 3922 Electric Road SW – Suite 3 Roanoke, VA 24018 karen.price@longandfoster.com</p>	<p><u>BOTETOURT</u> Bitsy Davis (540) 966-5700 1591 Roanoke Road, Suite C Daleville, VA 24083 bitsy.davis@longandfoster.com</p>

Interviews with Sales Managers do not require or guarantee attendance to the L&F Institute of Real Estate or affiliation with Long & Foster, REALTORS®.

*The next 10 minutes could change your life forever!
Click on the RealSTAR link below and follow the simple directions
for your FREE profile.*

<http://tinyurl.com/lfr-roanoke>