



January – December, 2018

Dear Applicant:

Thank you for requesting information on our School of Real Estate. Our School offers the Principles of Real Estate course throughout the year, with classes scheduled to meet the needs of busy adults.

To reserve your seat you will need to send your payment with your completed application to the address printed at the top. Your application can also be emailed to my attention at **karen.price@lnf.com**. We accept Visa, MasterCard, Discover, Money Orders, and Cashier Checks. **Cash or personal checks will not be accepted.**

This course is approved by the State of Virginia to fulfill the 60-hour classroom 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.

If I can answer any questions about the classes, please give me a call at 757-460-3900 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:

Long & Foster Institute of Real Estate  
8411 Patterson Avenue  
Richmond, VA 23229  
757-460-3900

## FEES:

Tuition 126.55  
(2) Books (inc. tax) 72.45  
**TOTAL 199.00**

karen.price@lnf.com

**PLEASE PRINT:**

\_\_\_\_\_  
Last Name First M.I. Cell/Home Phone #

\_\_\_\_\_  
Street Address Work Phone #

\_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

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

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

**\*\*BOOKS WILL BE GIVEN OUT AT THE FIRST CLASS\*\***

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

<b><u>VIRGINIA BEACH DAY</u></b>	<b><u>VIRGINIA BEACH EVE</u></b>
963 Providence Square Shopping Center Virginia Beach, VA 23464 <b>M, T &amp; THR</b> <b>9:00a – 12:30p</b>	963 Providence Square Shopping Center Virginia Beach, VA 23464 <b>M, T &amp; THR</b> <b>6:00p – 9:30p</b>
<input type="checkbox"/> July 9 – August 16, 2018	<input type="checkbox"/> July 9 – August 16, 2018
<input type="checkbox"/> September 24 – November 1, 2018	<input type="checkbox"/> September 24 – November 1, 2018
<b><u>YORKTOWN EVE</u></b>	<b><u>WILLIAMSBURG EVE</u></b>
5007 E Victory Blvd Yorktown, VA 23693 <b>M, T &amp; THR</b> <b>6:00p – 9:30p</b>	5234 Monticello Avenue Williamsburg, VA 23188 <b>T, W &amp; THR</b> <b>6:00p – 9:30p</b>
<input type="checkbox"/> July 9 – August 16, 2018	<input type="checkbox"/> May 22 – June 28, 2018
<input type="checkbox"/> September 24 – November 1, 2018	<input type="checkbox"/> July 17 – August 23, 2018
	<input type="checkbox"/> October 2 – November 8, 2018

**NO PERSONAL**

**CHECKS OR CASH WILL BE ACCEPTED**

**\*\*\* 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 \_\_\_\_\_

Which paper? \_\_\_\_\_

Radio/TV \_\_\_\_\_

Yellow Pages \_\_\_\_\_

Other \_\_\_\_\_

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***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](http://www.thefire.com)
- Step 2: **Click** on the “Get Your License” tab on the left
- Step 3: **Click** on the “**Click here to see our calendar of upcoming classes**” 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 “Licensing State Programs”; scroll down and click Virginia; you can further narrow your search using the “zip code” or “classtype” drop down options.
- 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 757-460-3900.

Thank you!



## PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPEOPLE

**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 from the start of class to complete the course.

**EVENING CLASSES:** This class consist of three evenings a week (Mon, Tue & Thur) or (Tue, Wed & Thur) – depending on location; meeting from 6:00PM – 9:30PM for six weeks.

**WEEKDAY CLASSES:** This class consist of three days a week (Mon, Tue & Thur) meeting from 9:00AM – 12:30PM for six weeks.

**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 for the class total. If you do not have them, 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 or 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 1<sup>st</sup> day of instruction, a \$49 registration fee will be forfeited and the remaining tuition refund will be as follow:

<u>Portion of Course Taught</u>	<u>Tuition Refunded</u>	
Up to 10%	90%	Refunds are prorated on <b>tuition</b> only. Books are not refundable or returnable. Requests for refunds <b>must</b> 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.

**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.



## *Talk to the Leaders in Real Estate*

Please contact Long & Foster's Career Development Office or one of our highly trained, professional Sales Managers to inquire about a career in real estate sales. Interviews with Sales Managers and/or Career Development Office do not require or guarantee attendance to the L&F Institute of Real Estate or affiliation with Long & Foster, REALTORS®.

<p><b>CHESAPEAKE — (757) 547-4555</b>  <b>Jo Cross</b>          644 Grassfield Parkway, Suite 28          Chesapeake, VA 23322</p>	<p><b>OCEAN FRONT — (757) 428-4600</b>  <b>Tina Holt</b>          800 Laskins Road          Virginia Beach, VA 23451</p>
<p><b>ELIZABETH CITY — (252) 335-8600</b>  <b>Phyllis Bosomworth</b>          1100 W. Ehringhaus Street          Elizabeth City, NC 27909</p>	<p><b>SUFFOLK/SMITHFIELD —          (757) 483-5606</b>  <b>Liz Kilby</b>          3575 Bridge Road, Suite 6B          Suffolk, VA 23435</p>
<p><b>SHORE DR/COASTAL — (757) 481-1919</b>  <b>Tina Holt</b>          3181 Shore Drive          Virginia Beach, VA 23451</p>	<p><b>YORK/PENINSULA — (757) 886-1900</b>  <b>Kelly Corbett</b>          5007 E. Victory Boulevard          Yorktown, VA 23693</p>
<p><b>KEMPSVILLE — (757) 467-0200</b>  <b>Candy Dennis</b>          962 Providence Square Shopping Center, 118B          Virginia Beach, VA 23464</p>	<p><b>WILLIAMSBURG — (757) 229-4400</b>  <b>Ron Miscavige</b>          5234 Monticello Avenue, Suite 110          Williamsburg, VA 23188</p>
<p><b>NORFOLK — (757) 623-2500</b>  <b>Scott Anton</b>          201 West 21<sup>st</sup> Street, Suite #1          Norfolk, VA 23517</p>	<p><b>CHINCOTEAGUE - (757) 336-5100</b>  <b>Tina Holt</b>          6426 Maddox Boulevard          Chincoteague, VA 23336</p>
<p><b>ONANCOCK - (757) 787-1877</b>  <b>Tina Holt</b>          123 Market Street          Onancock, VA 23417</p>	<p><b>CAPE CHARLES - (757) 481-1919</b>  <b>Tina Holt</b>          109 Mason Avenue          Cape Charles, VA 23310</p>