

## Course and school requirements:

There are no pre-enrollment qualifications, except that a student must be at least 18 years of age. Students must complete one open-book final exam for every course in which they have enrolled.

### School policy regarding time limits:

Students have one year from the first day of enrollment to complete the course. One extension of 90 days will be granted on payment of a fee of \$30. The course may not be completed in less than two and one-half weeks. Key dates are defined as follows:

DATE REGISTERED:	The date the course fee is received by the school.
DATE STARTED:	The date the course materials are received. (If materials are shipped, they are considered received five calendar days from the date of shipment.)
DATE COMPLETED:	The date the student successfully takes the final exam. It must be at least 2-½ weeks, but not more than 1 year from the date started. (This is the date that the final exam is taken, not necessarily the date that the exam is scored by the school.) No more than two courses may be completed in a five-week period.

### School policy regarding exam requirements and procedures:

CHAPTER QUIZZES: The quizzes at the end of each chapter are **optional**, but recommended. The questions are similar to the ones which will appear on the final exam. Use the answer keys in the book to score your own quizzes.

FINAL EXAM: A 100-question multiple choice final exam is required for each course. It is a pass/fail, supervised, open-book exam. You may bring a copy of the textbook for the course and consult it throughout the exam. You may not consult any other printed or written materials, including notes or dictionaries of any kind.

### School policy regarding grading:

CHAPTER QUIZZES: Again, the chapter quizzes are optional, but recommended. Use the answer keys in the book to score them.

FINAL EXAM: The score on the final exam determines the course grade. The minimum passing score is 60%. Grades will be assigned as follows:

PASS	=	60%-100%
FAIL	=	0% to 59% (The final exam must be repeated)
INC	=	INCOMPLETE (The course must be repeated; upon successful completion, the "INC" will be replaced with a new grade.)

If you fail the final exam, you will receive no credit for the course and must repeat the course. There is no fee to re-register, but you will need to wait for the 18-day minimum time limit to pass before taking the final exam.

If you do not complete the course within the time allowed, you will receive a grade of "INC" (incomplete). The course must then be repeated.

After you pass the final exam, Television Education, Inc., will mail you an approved **Statutory Course Completion Certificate**. If the you have already passed the State exam, this certificate must be submitted to the DRE with form RE 221. Remember, you must complete two approved courses within 18 months of the issuance of your conditional license.

If you have not yet taken the State Salesperson Exam, you can send your completion certificates (for Real Estate Principles and two other approved courses) with your examination application.

### School policy regarding refunds of student fees:

Refunds must be requested within 30 days of receiving course materials. All course materials must be returned in their original condition. Refunds will not be made if course materials have been written in (including erasures). A registration fee of \$10 is not refundable, and no refunds will be made after the exam administrator has been nominated. Course fees are not transferable.