



Terms & Conditions Pre-Licensing Courses

Completion Policy

The course(s) must be completed within one year of payment or tuition is forfeited. If the Student is unable to attend class as scheduled, tuition may be applied to another traditional classroom format core course for up to one year from the payment date.

Attendance Rules and Requirements to Receive Credit for the Course

To receive credit for the course, the Student must attend all hours of scheduled instruction and fulfill all financial obligations to Purvis Real Estate Training Institute (PRETI). Before credit for a course may be granted, Texas Real Estate Commission (TREC) Rules require the Student to attend 30 classroom hours of instruction, score at least 70% on the final exam, and satisfy all financial obligations to PRETI. In addition, the Student is required to initial daily roll sheets after class begins in the morning and before class ends for the day. Should the Student score below 70% on the final exam, the exam may be taken a second time. Additional study assignments must be completed and a seven-day waiting period must be passed before the exam may be taken again. A course may be audited within 180 days of the original enrollment date for a \$50 fee.

Absence from Class & Make-Up of Time

TREC Rules provide for the make-up of missed class time when the Student attends at least 20 classroom hours of instruction. The Student is required to make-up instruction during the exact time periods of a subsequent course. Make-up time must be completed and the final exam must be passed within 90 days of the enrollment date. A \$50 fee is charged to make-up time and the final exam. If the Student does not make-up time and the final exam within 90 days of the enrollment date, he/she may repeat the entire course for \$50 within 180 days of the enrollment date. The final exam may not be taken until all make up time has been completed.

Dropped Registration

When a Student attends less than 20 hours of instruction, TREC Rules require that the Student be dropped from the course. When a Student enrolls and registers for a course that was previously dropped, TREC Rules prohibit transfer of credit for the hours attended during the original course. A Student who is dropped from a course may enroll in the same course for \$50 within 180 days of the original enrollment date.

Returned Check Policy

When a check is returned, cash reimbursement must be made to PRETI for the full amount of the check plus a \$40 service fee. Once a check has been returned, the Student forfeits the advantage of package price savings and payment for all subsequent courses must be made by cash or money order at the individual course price.

Tuition Refund Policy

1. A refund request must be submitted in writing to PRETI within 30 days of the payment date.
2. Only the party who paid the tuition is authorized to receive a refund.
3. Tuition is not transferable to another Student and only the Student whose name is on the tuition receipt is allowed to attend the class(es) for which tuition is paid.
4. Class(es) for which tuition has been paid must be attended within one year from the date the payment was received (unless a refund is pending) or tuition is forfeited.
5. Before a refund is paid, a \$50 administration fee is deducted, additional charges or fees for course materials and/or prorated tuition is deducted, as well as a \$50 fee for any enrolled course that was not attended.

6. Texas Real Estate Commission (TREC) policy requires each Student to be present at the beginning of a course and attend a minimum of 20 hours in classroom instruction or the Student's name will be dropped from the TREC course roster. When the Student fails to meet TREC minimum attendance requirements, the following amounts will be deducted from any refund: \$25 materials fee, \$3 for each hour of class attended, \$50 non-refundable administration fee and any other applicable fees.

Example: Student paid \$149 for tuition and attended class for 5 hours.

$$\begin{aligned} & \$149 \text{ price for one core course} \\ & - \$ 25 \text{ materials fee} \\ & - \$ 50 \text{ administration fee} \\ & - \underline{\$ 15 \text{ prorated tuition (5 hours} \times \$3 \text{ per hour} = \$15 \text{ prorated tuition)}} \\ & = \$ 59 \text{ refund amount} \end{aligned}$$

7. A refund for multi-course tuition packages are calculated using the following method: The price for tuition is adjusted to reflect the price for the number of completed courses. Additional deductions are made for any course(s) that Student does not complete or that PRETI drops from a course roster. The price is subtracted from the tuition paid and the \$50 administration fee is deducted. The balance represents the amount to be refunded, unless no other applicable charges or fees have been incurred.

Example: Student paid \$899 for 7-course package and requested a refund after completing 2 courses

$$\begin{aligned} & \$899 \text{ package price for seven core courses} \\ & - \$298 \text{ price for 2 core courses } (\$149 \text{ price for 1 course} \times 2) \\ & - \underline{\$ 50 \text{ administration fee}} \\ & = \$551 \text{ refund amount} \end{aligned}$$