

ABoR Academy Enrollment Agreement

This Enrollment Agreement is made effective this ____ day of 202__ by and between _____ ("Student") and the Austin Board of REALTORS® ("ABoR"). ABoR is a TREC Qualifying Education Provider offering Sales Agent Apprenticeship Education (SAE) Qualifying Courses. Student desires to take and complete one or more SAE Qualifying Courses offered by ABoR subject to the following terms and conditions:

Registration:

Students who have completed and accepted the terms of this Enrollment Agreement will register for SAE courses online through <http://www.abor.com/take-a-class> or by emailing education@abor.com.

Tuition:

We encourage you to register for a course at least 2 days prior to the class date so we can prepare for your participation. Our Qualifying Course rate for SAE classes is \$150 per class per student for ABoR members, and \$180 per class per student for non-ABoR members.

Course Access:

All courses are held in a live virtual classroom setting through our ABoR On-Air platform. Students will receive a confirmation email and reminder email including how to access the virtual course they registered for and the start time(s) of the course.

Course Completion:

Each of the courses offered are TREC approved 30-hour SAE elective courses. A PDF version of the course materials are included in the purchase price. Physical copies of the book are available for purchase through our REALTOR® store. You may be required to purchase updated books or materials if they have expired from the time you purchased the course.

A registrant may not repeat the same course within the same 2-year period - Every course you take has a 4-digit course number (Example: Real Estate Marketing is 0511). You cannot repeat a course with the same course number within a 2-year period. Please make sure that you check your TREC profile to verify the courses you would like to take for SAE to avoid duplicating a course.

SAE must be completed and submitted to TREC by the student at least 10 days prior to license renewal. It is recommended that students meet their SAE requirements 30 days prior to the license expiration date.

The final exam is to be completed during the end of the live class instruction on Day 4. The exam link will be provided and the exam proctored by ABoR staff at the end of class and free of charge. When you click on the link, you'll see a page labeled "ClassMarker" followed by the name of the exam. This page will open using your default browser.

1. Complete the four fields on the first page of the exam (name, email, and TREC license #).
2. Click the red "Start" button.
3. Follow the instructions from ClassMarker until you have completed the exam in its entirety. Exams are proctored by ABoR staff and are free of charge. You must complete the exam
4. Once you have completed the exam, return to your ABoR On-Air dashboard and click the "next module" button at the bottom of the screen to proceed to the final course evaluation.

You will have 2 attempts to pass the exam with a 70 and submit your completion certificate to TREC. You may do so via e-mail to documents@trec.texas.gov. If you do not pass you will have to retake the entire course the next time it is offered by ABoR or through another SAE provider and are subject to that

provider's fees. Once you complete and pass your exam you will receive a certificate of completion that you will need to submit to TREC for your SAE hours.

If you miss part of a course you have 90 days from the last class day to make up the missed portion and take the exam. A student who misses part of any course day must make up the entire day. It is the student's responsibility to find and schedule a makeup course.

Course Return/Refund/Cancellation Policies:

We encourage you to register for a course at least two (2) days prior to the class date so we can prepare for your participation.

We understand that schedules change, and you may need to cancel a registration. Classes and paid events can be canceled and refunded up to 48 hours before the class / event.

A member cannot transfer their registration to another member for classes or events. You may, however, transfer to a future date the course is being offered at no additional charge.

There are no refunds for no-shows.

If for any reason the class or event is canceled by ABoR, you may receive a full refund or transfer to a new date it is being offered.

Students who attend less than two-thirds of a class, who voluntarily terminate their enrollment, or whose enrollment is terminated for cause by ABoR will be dropped. Students who were issued an incomplete but do not subsequently complete the course within the allotted timeframe will also be dropped. Dropped students will result in students having to attend all 30 hours of the course and remit full payment.

ABoR reserves the right to void credit if students does not meet the attendance requirements, which include arriving after the official start of class, being disruptive or distracting during the course, or not returning in a timely manner from breaks.

ABoR follows the AISD inclement weather policy. Students should reference Abor.com for inclement weather notices. Virtual courses may continue to be held during inclement weather. You will receive a notice from ABoR if your class will be held or canceled.

Austin Board of REALTORS® Abides by Rules and Regulations Implemented by TREC

The Texas Real Estate Commission (TREC) is the regulating body for all licensed Real Estate professionals in the State of Texas. All courses of the Austin Board of REALTORS® are approved by TREC, and ABoR adheres to all educational standards, attendance and hourly completion requirements and all rules passed down from TREC.

TREC requires all licensed salespersons to complete 8 Hours of Legal Update credit with every renewal. This rule applies whether you are completing SAE for your first license renewal or CE credit for any subsequent renewal. As a result, the required 90-hours of SAE has been increased to 98-hours and the CE requirement has been increased to 18-hours. A broker or designated broker of a business entity who sponsor one or more sales agents during their current license period or a sales agent who is a delegated supervisor of one or more license holders during the supervisor's current license period must also complete the six-hour Broker Responsibility Course as part of the 18-hour CE requirement.

A criminal history may make a potential applicant ineligible for the license they seek. They may request a criminal history evaluation prior to enrolling in courses or applying for a real estate, inspector, or appraiser license. Criminal history eligibility guidelines can be found in the Texas Occupations Code 53.025 and TREC Rule 541.1. Applicants may request a criminal history evaluation by submitting a completed Fitness Determination Form to TREC prior to applying for a license. For additional information concerning this topic, please visit the TREC website at <https://www.trec.texas.gov/forms/fitness-determination>.

I acknowledge that I have read the foregoing terms and notices, and I agree to the terms of this Enrollment Agreement as set forth above.

Date: _____ ABoR Representative:

Lauren Johnson, BPD Supervisor