



Principles & Practices of Real Estate

DELAWARE



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Thank you for your interest in the Coldwell Banker Residential Brokerage School of Real Estate and our Principles and Practices of Real Estate licensing course. At the CBRB School of Real Estate, we are committed to giving you the best education possible to help you start your career. We have helped launch the careers of many highly successful agents who now earn well into six figures. Remember, every person in this business starts out in the same place – taking principles and practices of real estate. The foundation that you build at the CBRB School of Real Estate will help you to become a successful REALTOR®.

This course meets all of the educational requirements for obtaining a real estate license in Delaware . Our course and instructors help our students experience a high pass rate for the State Exam. The enclosed information package contains a calendar of our upcoming classes, a registration form, and directions to our education centers. In addition to the basic class, we also offer additional support services to help ensure your success.

As you look over the enclosed materials, please feel free to call us at 1-800-992-4794 to ask questions or to register for a class. We are happy to discuss our classes or any aspect of the real estate business with you.

We look forward to seeing you in class.

CLASS SCHEDULE

Location	Type	Days of Week	Start-End Time	Starting Date	Ending Date	# of Sessions	Register
Bethany Beach	Day— Entire Session	M-F	9:00AM—4:00PM	1/22/2018	2/16/2018	30	Click here to register
Bethany Beach	Day— Law Portion	M-F	9:00AM—4:00PM	1/22/2018	2/16/2018	10	Click here to register
Bethany Beach	Day— Entire Session	M-F	9:00AM—4:00PM	3/19/2018	4/13/2018	30	Click here to register
Bethany Beach	Day— Law Portion	M-F	9:00AM—4:00PM	3/19/2018	4/13/2018	10	Click here to register
Bethany Beach	Day— Entire Session	M-F	9:00AM—4:00PM	5/21/2018	6/15/2018	30	Click here to register
Bethany Beach	Day— Entire Session	M-F	9:00AM—4:00PM	7/16/2018	8/10/2018	30	Click here to register
Bethany Beach No Class 11/22-23	Day— Entire Session	M-F	9:00AM—4:00PM	11/19/2018	12/19/2018	30	Click here to register

Payment for all registrations are due at the time of registration.

Registration deadline is five business days before the scheduled start date of the course. If you are trying to register later than the deadline date, please call us at 1-800-992-4794 or email us at CBRBSchool@CBMove.com to confirm space and availability.

*Schedule may be subject to change. Please check for changes on the bulletin board which can be viewed on www.cbrbschool.com

Classroom Location

Coldwell Banker Residential Brokerage
39682 Sunrise Court
Bethany Beach, DE 19930

Please Type or Clearly Print Requested Information

First Name & Middle Initial:			Last Name/Suffix:			
Street Address: (Billing)						
City/State/Zip:			Mobile Phone:			
Gender (or preference not to answer)			Race (or preference not to answer)			
Email Address:						
Class Start Date	Class End Date	Class Days of Week	Start/Ending Times	Hours Per Day	Weeks to Completion	Class Location
PROGRAM COST: TOTAL COST - 499.00 (Registration Fee - \$ 25.00 Tuition - 394.00* Books & Materials - \$ 80.00)						

The school does not accept personal checks or cash payments.

METHOD OF PAYMENT: Money Order or Cashier Check MasterCard VISA

Card Number: - - -

Expiration Date:	<input type="text"/>	Card Code:	<input type="text"/> (Last 3 Digits Back of Card)
Name on Card:	<input type="text"/>	Cardholder Signature:	<input type="text"/> Signature Authorizes Charge To Credit Card

In Delaware, students must provide documentation of a high school diploma or GED at the time of enrollment and be at least eighteen years of age. All classroom instruction must be completed prior to taking the final exam. A certificate of completion will be issued to the student upon successfully completing 99-hours of classroom instruction and passing the final exam. Course and final exam must be completed within 90 days from the last scheduled class date. If not completed within the 90-day timeframe, a student will be required to re-enroll, repay the total cost of the program and re-take the entire course. Children and guests are not permitted at any class nor on any school property. Tape recorders are not permitted. No credit is granted for prior training. Course attendance does not guarantee affiliation with Coldwell Banker Residential Brokerage and the student is not obligated to affiliate with Coldwell Banker Residential Brokerage. Transfer to another class may require a transfer fee. The required primary textbook for enrollment is the Modern Real Estate Practice, and the cost of the textbook is included in the total cost of the program. A student may, however, elect to purchase the textbook from another source and the total cost of the program will be adjusted accordingly. A full refund will be issued if a class is closed, canceled or discontinued by the school. All fees paid by the student will be refunded if a student elects not to enroll within a 7-day period after signing the enrollment. After the 7-day cancellation period, but before the first day of class, the registration fee of \$25 plus an administration fee of \$30* (amount of tuition includes administrative fee) will be forfeited by the student. If the student withdraws or is terminated after the first day of instruction, the registration fee and administration fee will be forfeited and the tuition refund will be based as follows (prorated on the tuition only). Refunds paid within 60 days from the date of withdrawal or termination. Less than 10%/90% refund; 10% to 19% /80% refund; 20% to 29%/60% refund; 30% to 39%/40% refund; 40% to 49%/20% refund; 50% or more/no refund. Cost of books, materials or supplies purchase by student are not refundable. Student should keep an exact copy of the Student Enrollment Card and all class records. To be binding, this agreement must be signed by all parties and may be modified or extended only with written consent of the student and the school. By signing below, I acknowledge that I have received, read and understand the Coldwell Banker Residential Brokerage School of Real Estate catalog and policies.

Student's Signature: Signature Acknowledges Receipt of School Catalog & Policies **Date:**

I learned about the school from:

School Representative Signature: **Date:**

HISTORY & MISSION STATEMENT: Coldwell Banker Residential Brokerage (CBRB) School of Real Estate is owned 100% by NRT, LLC, the largest residential brokerage company in the country. Duff Rubin is the President of the NRT, LLC operations in the Mid-Atlantic Region (Maryland, Virginia, District of Columbia, and the Delaware and Maryland Coast) known as Coldwell Banker Residential Brokerage. The mission of the School is to teach prospective real estate agents the theory and principles of real estate and prepare them for entry positions as real estate agents. The program consists of 99 clock hours of instruction in Real Estate Principles and Practices for Salespersons. Graduates of the program will be eligible to take the Delaware Real Estate Licensing Examination for Salespersons.

Staff

Jennifer Koller, Manager, Education

COURSE: The Coldwell Banker Residential Brokerage School of Real Estate (CBRB School of Real Estate) offers weekday, and evening classes. Please refer to the Class Schedule to determine which class is offered at a campus convenient for you. All classes are held at the school locations..

This course satisfies the minimum education requirements for eligibility to sit for the Delaware Real Estate Salesperson Examination. Students may expect to spend an average of six hours per week completing homework in addition to the classroom hours. The objectives of the course are to familiarize the student with the basic principles involved in the sale, purchase, ownership and transfer of real property interest and to satisfy the basic educational requirements of the Delaware Real Estate Commission for a license to sell real estate. A typical breakdown of the subject matter of the licensing class and the hours spent on each topic is at the end of this section. Ninety percent of the course will be presented as lecture and classroom discussion with quizzes and tests making up the remainder of class time. Adequate time will be allowed for questions. The course outline will include: Real Estate Orientation, Real Estate Sales, Real Estate Law, and Real Estate Mathematics. The Student:Instructor ratio will not exceed 40:1 in any CBRB classroom. The maximum number of students in a given class will not exceed the limit set by the Delaware Real Estate Commission for that particular classroom. All classrooms will be equipped with whiteboards, flipcharts and overhead projectors. Some classrooms will have coffee and soft drinks available for purchase.

ENROLLMENT: All students enrolling in the CBRB School of Real Estate must have a high school diploma or GED. No credit can be granted for previous training or experience. Evidence of high school completion or equivalency must be submitted with enrollment. Students may enroll Monday through Friday between 9:00 a.m. and 5:00 p.m. The required textbook for enrollment is the *Modern Real Estate Practice*, and the cost of textbooks is included in the total cost of the program. A student may, however, elect to purchase the textbook from another source and the total cost of the program will be adjusted accordingly.

CLASS & CANCELLATION: CBRB School of Real Estate classes are subject to change or cancellation due to lack of enrollment. Class start/end dates and times are subject to change and students will receive notification via email or phone call. In the event a class is canceled or the start/end dates and times changed, students who have completed the enrollment process will have the option of selecting another class based on the published class schedule or requesting a full refund.

WEATHER: The CBRB School of Real Estate weather policy is that school classes will be cancelled due to inclement weather if the Federal Government is closed in the county where the classroom is located. Additional information on cancellations will be available at 800-992-4794 by 7:30 a.m. the day of class. Classes cancelled due to inclement weather will be rescheduled by the school director.

SCHOOL HOLIDAYS: School holidays include New Year's Day, Martin Luther King, Jr., Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday after), Christmas Day, Rosh Hashanah and Yom Kippur.

PERFORMANCE & ATTENDANCE: State regulations require students to complete a minimum of 99 hours of classroom instruction. All missed hours of classroom instruction must be made up within three months (90 days) of the scheduled ending date of the class the student was originally enrolled. Missed classroom instruction hours may be made up by attending any of the classes in progress with approval of the CBRB School of Real Estate. Students requiring make-up hours are required to contact the administrative offices of the school for dates and locations. Tardiness and leaving class early is deemed as missed classroom instruction and will need to be made up.

A student who does not complete the 99 hours of classroom instruction, pass the mid-term exam with a minimum score of 75% and pass the final exam with a minimum score of 75% will not be eligible to receive a certificate of completion and, therefore, will not be eligible to register and sit for the state licensing exam. **A student may take a failed mid-term or final exam within two (2) weeks of the scheduled end date of the class the student is currently enrolled. Students who do not successfully complete the mid-term or final exams after two attempts will be terminated and be required to re-enroll at the student's expense.**

A student absent for more than 12 hours of classroom instruction, or three consecutive scheduled classes, will be placed on academic probation for the remainder of the course. Students missing more than 12 hours or three consecutive scheduled class and has not requested a make-up/re-take exam period request in writing after 12 hours of missed classes or three consecutive scheduled classes will be terminated.

A student may be granted a **one-time leave of absence** for a maximum of 180 days upon written notification to the CBRB School of Real Estate within seven days of the last day of class attended. An approved leave of absence entitles the student to resume instruction and the student will not incur additional charges as related to the official leave of absence. A student not returning for instruction at the end of the approved leave of absence shall be classified as withdrawn.

CONDUCT: Students are required to act in a manner to reflect credit to themselves, the real estate profession and the CBRB School of Real Estate. Students are expected to have the highest level of ethical standards and conduct themselves accordingly. Students are not permitted to have guests of any type or children on campus premises. Students are not permitted to tape record classroom instruction or copy any materials furnished by the CBRB School of Real Estate. The CBRB School of Real Estate reserves the right to dismiss any student who fails to adhere to and observe school policies and procedures, is involved in illegal or unethical practices or who does not meet the standards of the school's academic and attendance requirements. Students should be aware that any criminal convictions may affect the student's ability to be licensed by the state.

DRESS CODE: Attire is business casual, and all clothing should be neat and clean. Slacks, dresses, skirts, and jeans that are not worn or distressed are acceptable. No clothing should reveal underwear or buttocks. Tops should be neat and office appropriate. Headgear in the building is to be avoided unless it is a part of religious or cultural dress. No clothing shall contain derogatory, offensive or lewd messages either in words or pictures.

PROGRAM COST: The total cost of the entire program is **499.00:**

Registration Fee - \$ 25.00 Tuition - \$394.00* Books & Materials - \$ 80.00
*Amount of tuition includes \$30 administrative fee

Full payment is due at the time of registration. Money order, cashier check or credit card payments only, payable to CBRB School of Real Estate. Cash and personal checks are not accepted. Only pre-paid students are guaranteed a seat in the select class; once a class is full, enrollments will no longer be accepted for the class first selected.

REFUNDS: A student is eligible for a full refund if the student elects not to enroll in or formally withdraws from the school within seven days of signing the enrollment form. No refunds will be issued for books, materials, supplies purchased by the student at any time.

A request for refund must be made in writing and the student will be required to provide any and all requested information necessary to complete the refund process. Refunds shall be made within 60 days from receipt of the written request. Student should be aware that the refund is subject to the school's verification of original funds deposited have cleared and been credited to the school's banking institution.

A request for refund submitted after the seven day cancellation period but before the start date of the scheduled class the student enrolled in is subject to forfeiture of the registration fee plus an administrative fee of thirty dollars (\$30). The administration fee is included in the tuition amount.

A request for refund submitted after the date of the first scheduled class date the student originally enrolled in is subject to forfeiture of the registration fee plus the administrative fee and will be determined as follows:

% of Total Program Taught by Date Refund Request Received	Amount of Tuition Refundable	% of Total Program Taught by Date Refund Request Received	Amount of Tuition Refundable
Less than 10%	90%	30% to 39%	40%
10% to 19%	80%	40% to 50%	20%
20% TO 29%	60%	More than 50%	No Refund

STUDENT SERVICES: The CBRB School of Real Estate offers placement assistance to all students who successfully complete the program. However, the CBRB School of Real Estate does not guarantee a student affiliation with Coldwell Banker Residential Brokerage nor is a student obligated to affiliate with Coldwell Banker Residential Brokerage. For placement assistance, a student may contact the administrative office of the school or any branch manager of a Coldwell Banker Residential Brokerage sales office.

GRIEVANCES: Students are encouraged to discuss and concerns about the class or the CBRB School of Real Estate with the class instructor. If the student is not able to resolve any issue at the instructor level, the student may contact the CBRB School of Real Estate administrative office at 1-800-992-4794 or by writing to the Director at 6031 University Boulevard, Suite 140, Ellicott City, MD 21043. If the grievance is not resolved by the Director, the student may submit the grievance in writing to the Delaware Department of Education, Trade Schools, 401 Federal Street, Dover, DE 19901-3638, or call 302-739-4686.



cbrbschool.com
...your link to online education

Pre-Licensing/Exam Prep
Continuing Education/Post-Licensing requirements

It's here online.



800.992.4794

Coldwell Banker Residential Brokerage School of Real Estate
6031 University Boulevard, Suite 140 | Columbia, MD 21043

What you need. When you need it.

www.cbmove.com

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