

School Policy

Registration:

In order to be admitted to any class (s) North Star Real Estate School offers, you must call our administrative office during administration hours, with your full name, phone number, address, what class you are registering for and form of payment. Payment for class is due, five business days from date that class is to start. Once the School has received full tuition from a student, an enrollment confirmation will be sent via email or mail. There is a maximum of 30 students per class.

Forms of Payment Accepted:

We accept cash, personal or business checks, and all major credit cards.

Attendance: Students attending any course are required to attend the entire scheduled hours required in order to receive a Certificate of Completion. Students must sign in and out on the attendance roster to get clock hour credit. If a student is absent from a scheduled class that student must complete the missed clock hours within one year from the date of the original first day of class, to receive a Certificate of Completion.

Tardiness: Student may not be any later than 10 minutes tardy to get credit for that clock hour.

Make up: Students must attend 2/3 of the course to be eligible for make up hours. A student can either set-up a make up class with an instructor and pay \$10.00 per clock hour missed or attend the missed class when the missed curriculum is taught. Student has one year to make up any missed clock hours in order to receive a Certificate of Completion

Cancellations: Should the School cancel a course due to bad weather or for any other reason a student may attend the rescheduled class or receive a full refund. Class will be canceled for bad weather in accordance with local school district closures. Classes requiring more than one day which already commenced will be rescheduled immediately for completion and no refunds will be given.

Dismissal/Termination: North star Real estate School reserves the right to deny further class attendance to any student whose behavior contributes to a disruptive learning environment. It is up to North Star Real Estate School Administration and Staff to determine if the disruptive student will be dismissed for the duration of that class period class, or if they are dismissed from the rest of the registered class. The following are grounds for termination with no refund.

- Nonpayment
- Failure to complete course within 12 months.
- Failure to abide by schools conduct policies.
- Use of illicit drugs.
- Use of alcoholic beverages.
- Disruptive behavior.
- Excessive tardiness.
- Insufficient progress as evidence by failure to complete assigned work..

Refund: A Student is entitled to a full refund as long as they withdrawal from class at least 48 hours before the start of the first scheduled class. A \$35.00 per course registration fee is nonrefundable.

If a student is dismissed/terminated from class at anytime during the course, the student is not entitled to a refund.

Requirements for Course Credit and Completion Certification

- Pay Tuition
- Attend all clock hours required
- Participate in Class Activities
- Pass the final Examination 75% or higher. If Student fails final examination, student can retake Examination after a one day waiting period.

Grading System:

Students are graded by the percentage of answers they answered correctly. The basic formula to find students percentage is the following:

Number of Question correct , / (divided by), total number of questions= (equals) %(percentage). A student must get a 75% or higher to pass.

Grade	Percentage
A	90-100%%
B	80-89%
C	70%-79%
D	60%-69%
f	0-59%

Personal Items:

Please turn off all cell phones and pagers before entering the classroom. Please lock your car and out any valuables in your trunk,. Any theft of your car is not the responsibility of North Star Real Estate School.

Certificates: Please keep all original Certificates. There will be a \$10.00 charge for each certificate duplicated.

“This school is approved under chapter 18.85 RCW; inquires regarding this or any other real estate school may be made to:

Washington State Department of Licensing:

P.O. Box 9015

Olympia, WA 98507