

Elmira-Corning Regional Association of REALTORS[®], Inc.

EDUCATION POLICY

REGISTRATION

- Registration forms are available at the ECBOR office or online at www.elmira-corningrealtors.com
- ALL registration forms must be mailed, faxed or delivered in person. Phone reservations will NOT be accepted.
- Required tuition must accompany registration form. Payments returned for insufficient funds will be subject to bank fees and a \$25 processing fee.
- Incomplete registration forms will be returned unprocessed.
- Walk-in registrations will only be accepted if space and course material are available. Walk-ins must pay tuition plus a \$25 surcharge prior to the start of the class.
- Confirmations will be emailed upon receipt of completed registration form/payment; and again 1 week prior to the course.

CANCELLATIONS

- ECBOR reserves the right to cancel any class due to insufficient enrollment or circumstances occurring beyond our control. Full tuition will be refunded. Notification will be made by email or phone.

WEATHER CANCELLATIONS

- In the case of severe weather, the decision to hold class or cancel will be made the day of class-DO NOT CALL IN ADVANCE. Students will be notified by phone.

REFUNDS

- To receive a refund for courses (other than Salesperson or Broker's Qualifying Course-see below) we must receive a request IN WRITING at least 7 days prior to the course and a full refund will be granted. If the cancellation is received less than 7 days prior to the course a tuition refund will be issued less a \$25 service charge. No refunds will be issued for "No Shows" or cancellations made the day of the class.

SALESPERSON AND BROKER QUALIFYING COURSES

- Deposits are non-refundable. If written cancellation is made 7 days prior to the start of the course the deposit may be applied to the next available qualifying course (one time only). The student is responsible for submitting a new registration form for the next course. No refunds will be issued upon commencement of the course. Student is responsible for verifying eligibility for State Licensure.

FREE COURSES/ORIENTATION

- ECBOR reserves the right to charge a \$15 NO CALL/NO SHOW fee for any free class or New Member Orientation. *(Reserving a seat for a class and then not attending prevents other students from participating.)*

STUDENT CONDUCT

- The instructor reserves the right to dismiss a student for disruptive or inappropriate behavior. No refund will be issued.

CERTIFICATES

- Normally certificates are given upon completion of each class to all attendees who have registered 7 days in advance. If certificates are not received at the end of class, the certificates will be mailed. There is a \$10 charge for replacement certificates.

EVALUATIONS

- ECBOR requires that instructor/course evaluations are to be distributed to all classes and these evaluations are to be retained by ECBOR.

PRIVACY POLICY

- Credit information that you and credit authorizers provide when you make a payment by credit card or electronic check for products, dues or other services will only be used to process the transactions you requested and the information will be destroyed after completion of the transaction.
- Personal information is used for ECBOR use only for course confirmation/communication and is not given to third parties.