



Course policies

TREC credit requirements

To ensure your attendance is documented, please be seated when the class begins each day at 8:30 a.m. and return on time from lunch and any breaks extended by the instructor. You also must sign in each morning and afternoon. You will not be permitted to enter the class if you are late in the morning or returning from lunch or any breaks. You will be asked to return to class the following day; no exceptions.

This course provides 30 hours of SAE or 10 hours of CE credit. To receive credit you must attend all class hours and pass your exam with a 70% score or higher. No partial CE credit will be issued. A rush exam processing request will be honored if you attach a \$25 rush fee to your exam (please make checks payable to Texas Association of REALTORS®). To receive course credit, send a copy of your exam results notice to TREC at least 10 days in advance of your license renewal date.

Makeup provisions

Students who miss part of a course for any reason may not take the exam until they have completed the course makeup work. 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, to pay the makeup fees, and to make final arrangements with the Texas Association of REALTORS®. The local association and the Texas Association of REALTORS® must approve all makeup procedures.

All course and exam makeup sessions must be completed within 90 days of the completion of the original course, or the student will be dropped. Once the makeup work and exam are completed, the student is responsible for submitting their exam results to TREC.

The Texas Association of REALTORS® charges a \$50 fee to make up any missed coursework and the exam. The local association charges a \$50 fee to make up any missed coursework and the exam. Space may be limited when scheduling a course makeup session.

The Texas Association of REALTORS® and the local association each charge a \$25 fee to retake a failed exam. A student who fails the exam a second time must retake the course at full price as set by the local association.

Incomplete coursework

Students who missed part of the course, who did not take the final exam, or who fail the course exam will be issued an incomplete and will be permitted to make up the course and the exam. Students with an incomplete who later complete the course and exam makeup can receive credit by submitting their exam results to TREC.

Students who attend less than two-thirds of a class, who voluntarily terminate their enrollment, or whose enrollment is terminated for cause by an association/board will be dropped. Students who were issued an incomplete but do not subsequently complete the course and exam makeup work within the allotted timeframe also will be dropped.

Online course evaluations

A student may complete an instructor evaluation online at TREC's Web site at the following address: <http://www.trec.texas.gov/education/InstructorEval/>. The student may complete this form anonymously if they choose.

I have read and understand the above policies.

Signature _____

Printed name _____

Date _____