

BLY SCHOOL OF REAL ESTATE POLICY

Accreditation. All C. E. classes offered by Bly School of Real Estate are accredited by the Hawaii Real Estate Commission.

Registration. Only those who have registered and prepaid are guaranteed entrance to class. Walk-ins are welcome, however, be aware that entrance to class will be on a seat available basis.

Refunds. The deadline for tuition refunds will be three days prior to the scheduled class date.

"No Shows". If a student who prepaid the tuition cannot attend a scheduled class, Bly School of Real Estate must be notified two days prior to the start of class. Otherwise, the tuition will be forfeited. Transferring the tuition to another class will be allowed if a request is made two days prior to the start of the prepaid scheduled class.

Attendance. Students must attend the entire scheduled class time in order to receive a certificate of course completion.

Issuance of Certificates. If possible, a certificate of completion will be issued at the end of the course, otherwise, it will be mailed to each licensee. All certificates issued are listed in a report submitted to the Hawaii Real Estate Commission. A record of class participants & certificates issued are also kept on file at Bly School of Real Estate.

Re-issuance of Certificates. Lost certificates may be replaced only within four years of the date of the original certificate. Bly School of Real Estate will not be responsible for providing replacement certificates beyond four years past the date of the original certificate. A fee of \$20.00 will be charged for each re-issued certificate.

Class Cancellation. If for any reason Bly School of Real Estate must cancel a class, a notification shall be given within 24 hours of the class date. A full refund will be provided should the student decide not reschedule to a later class date.

Note: If you do not want us to email you with information about classes which we feel may be of interest to you, please contact us at blyschoolofrealestate@gmail.com

I hereby acknowledge acceptance of Bly School of Real Estate's School Policy:

_____ Student Signature

_____ Date

Choose Payment: Total Amt _____

VISA:

Exp. Date

mm/yy

Cash: \$ _____

(from pg. 1)

Master Card:

Sec. Code

nnn

Check: \$ _____

(c/o: Bly School of Real Estate)

Credit Card: \$ _____

Credit Card No.:

(payment includes tax)

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