

EDUCATION POLICIES
St. Paul Area Association of REALTORS®

REGISTRATION POLICY

Pre-payment is required with registration. Registrations are accepted with payment in cash, check, money order, or charge. No C.O.D.'s are accepted. Walk-ins will be accepted with payment or charge if there is room in the class.

CANCELLATION & REFUND POLICY

Effective March 13, 2006, a participant may cancel a course for a full refund or reschedule by 4:00 p.m. the day prior to the class. If a participant cancels after 4:00 p.m. the day prior to the course, arrives more than 10 minutes late for the course or does not show up for the course, course fee is nonrefundable and nontransferable. This policy will appear on all future brochures, fliers, notices, and credit cards. Staff will remind people when they call in a registration.

COURSE RETAKE POLICY

Participants are welcome to retake any course already taken and paid for once within one calendar year pending space availability in the course. We cannot guarantee a seat for auditors. Call the day before or the morning of to check availability and simply show up and wait for the start time to be seated. Course auditors will not be permitted into the class 10 minutes after the start of the course.

MEMBERSHIP TRANSFERS

Members who have transferred to the St. Paul Association from another Board or Association are encouraged to attend the Orientation session.

COURSE CANCELLATION POLICY

Courses may be cancelled if the number registered will not equal the cost of the event. Staff will make a decision and notify participants and instructors by 5:00 p.m. the day prior to the class. Participants will have the option to reschedule, receive account credit for a future class of the same value or a refund.

CLASS ATTENDANCE POLICY

Participants must attend the course from start to finish in order to receive continuing education credits. Attendees who arrive more than 10 minutes late will not be permitted to enter the class and will not receive credit. Participants who leave early will not receive credit. Participants who are absent from class for more than 10 minutes outside of the pre-scheduled breaks will be asked to leave and will not receive credit. See refund policy.

Continued...

CLASS ETIQUETTE POLICY

Use of beepers, pagers, cell phones, house phones, computers, Blackberries, PDA and other electronic devices should be turned off and only used during break(s). Breaks are usually scheduled at least 1.5 hours apart. Please give your full attention to the instructor; do not engage in other activities during the class as failure to do so may result in the loss of continuing education credits.

DISPUTE POLICY

Participants wishing to contest any of the rules written above may write one petition to the Board of Directors requesting a special exception to a rule. By bringing a dispute to the Board of Directors, participants agree that the Board of Directors will make the final decision in the matter.