



AUDIT POLICY – State/National Exam

Policy: It shall be the policy of The Academy of Real Estate to allow students who fail the National and/or State exam to retake the Pre-licensing courses, once, for 50% of the standard fee, within 6 months of the initial Pre-licensing courses completion.

Purpose: To provide support for student success

Scope:

1. All students who have successfully completed Pre-Licensing courses in accordance with section 54-2063, passed both Module 1 and Module 2 exams and failed the National and State exam.
2. All students who have completed Pre-Licensing courses in accordance with Section 54-2063 (h)(i), Idaho code and failed the required test for credit.
3. **Audit arrangements will be made with the Director of the school based on test results and student need. If students are working with the instructor, it is the student's responsibility to keep the Director of the school updated.**

Responsibilities: Students are responsible for scheduling their re-take courses with the Director of the school and are subject to available space in the course. Students are responsible for purchasing any materials needed, regardless of the reason they need those materials.

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AUDIT POLICY – Module Tests

Policy: It shall be the policy of The Academy of Real Estate to allow students who fail the Module test to retake that Pre-licensing course at no charge, one time, within 6 months of the initial Pre-licensing course completion.

Purpose: To provide support for student success.

Scope:

1. All students who have successfully attended the entire Module course.
2. **Audit arrangements will be made with the Director of the school based on available space.**

Responsibilities: Students are responsible for re-taking the Module test and the class scheduling is subject to available space. Students are responsible for purchasing any materials needed, regardless of the reason they need those materials.

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