



HOLD OVER POLICY

Policy: It shall be the policy of **The Academy of Real Estate** to hold over registrations for students who do not qualify for refunds, or are unable to attend the initial course, for a period of **6 months** from initial payment.

Purpose: To allow students to maximize registration when unable to attend initial course.

Scope: All students unable to attend pre-paid Pre-Licensing, Continuing Education and Broker Licensing courses

Responsibilities:

1. Students are responsible for notifying the Director of The Academy of Real Estate by phone or email, prior to the start of course of their inability to attend their course.
2. Students are responsible for rescheduling their course
3. The Academy of Real Estate will honor the registration for **6 months** from initial receipt of funds.
4. **The Academy of Real Estate** is not responsible for notification of the expiration of hold over date.

www.acadofrealestate.com

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