

# KEY REALTY SCHOOL

## Withdrawal Form

NOTE: This form must have a school signature to be effective. If this form is being completed by fax, the form is not effective until the student receives the withdrawal form back with the school signature and date. Forms returned via fax should be sent to 702 933 0567

<p style="text-align: center;"><b><u>PRINT CLEARLY</u></b></p> <p><b>Last Name:</b> _____ <b>First Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>ST:</b> _____ <b>ZIP:</b> _____</p>	<p><b>Contact Phone:</b> _____ - _____ - _____</p> <p><b>Email:</b> _____</p> <p><b><u>Students must keep a school signed copy of the withdrawal form for their records.</u></b></p>
<p>Any remaining tuitions will be refunded through the same method as the original payment unless the original payment was made via cash, in which case any remaining refund will be sent via check. Checks are NOT mailed from the Nevada office nor can checks be obtained at the Nevada Office.</p>	<p>Key Realty School complies with the minimum standards of NRS 394.449 regarding tuition refunds. Course withdrawals are processed the first and third Friday of every month. Any tuition refund sent via check traditionally arrives 5 business days after the aforementioned processing date.</p>

**Refund Policy:** Refund requests must be made in writing to the school. Refunds can only be obtained during the first 60% of the course taken. Refunds will be prorated based on the start date noted above on this enrollment form. Due to the availability of correspondence courses, classroom attendance is not an indicator of attendance. The course will be prorated based upon the start date noted on the enrollment form. If the course material cannot be returned the prices of the materials will be subtracted from the course cost. There will be no refund given after 60% of the class has been completed. A nonrefundable enrollment fee of 10% is always assessed to any refund. Though this highlights the refund policy, the full description is located in the catalog. Job placement is provided but not guaranteed. Key Realty School is approved by the Nevada Real Estate Commission and licensed by the Nevada Commission on Post Secondary Education. By signing I acknowledge this enrollment agreement and I understand the contract. I have also received my course catalog (policies and procedures) effective the calendar year of registration. (This policies and procedures manual is in all printed material as well as online at [www.KeyRealtySchool.com](http://www.KeyRealtySchool.com). The policies and procedures contain this refund policy and examples) This is the refund policy for all courses instructed by Key Realty School, by signing below I acknowledge that this policy will be enforced on any tuition previously paid.

**Students Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Students Stop Here, Office Use Only beyond this point:**

**School Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

RE Princ. & Law	90hr	Legal Update	3hr	Inspection CE 301	20hr
RE Princ. & Law HS	90hr	Agency Disclosure	3hr	USPAP	7hr
RE Law	45hr	Eviction	3hr	Highest & Best Use	15hr
RE Law HS	45hr	Prac Bus Brkg	3hr	Report Writing	15hr
RE NV Law	18hr	NV Mortgage Law	3hr	Cost Approach	15hr
RE NV Law HS	18hr	Elements of a Brkg	3hr	Real Estate Investment	3crd
Property Management	24hr	Ethics in Business	3hr	Property Management	3crd
Business Brokerage	24hr	NV Purchase Contr	3hr	Broker Management	3crd
Time Share	14hr	Fair Housing	3hr	Appraisal Fundamental	3crd
Structural Inspection	60hr	Purchase Agreement	3hr	Real Estate Finance	3crd
On Site Inspection	78hr	Landlord & Tenant	3hr	California Principles	9crd
Appraisal Pr Intern	75hr	Term of Agency	3hr	California Broker Set	15scr
App. Principles	30hr	Broker Operations	3hr	CA Specific:	
App. Procedures	30hr	The Lease	3hr	RE CD ROM / PSI Txt	
USPAP	15hr	Federal Fin Law	3hr	Audio: St Nat	
NV Appraisal Law	3hr	Listing Contract	3hr	Streaming Video	
Mortgage Agent	30hr	Profit and Loss	3hr	Misc:	
C. A. Management	60hr	RE Post Licensing	30hr		

Courses withdrawn from are checked "X"

**Accounting Note / Course Materials Returned:** \_\_\_\_\_

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**Processed by Nevada Office: 3650 E. Flamingo LV NV 89121**

**Phone 800 472-3893 Fax: 702-933-0567**

**CHECKS ARE NOT SENT BY THIS LOCATION, NOR MAY ANY CHECK BE RECEIVED AT THIS LOCATION.**