

REAL ESTATE SUCCESS INSTITUTE, INC.

306 Kings Highway South, Cherry Hill, NJ 08034
856.428.1013 Office 856.428.1393 Fax Lclark@nexusaor.com E-mail

Student Enrollment Agreement

In consideration of the Real Estate Success Institute, Inc., (the "School") accepting me as a student for the instruction specified in its: _____ course,

I, _____, (the "Student") agree to pay the school tuition in the amount of \$ _____, which shall be paid prior to the first classroom session.

The student agrees to acquire all books, tools and supplies required for the course, according to course requirements. For Pre-Licensing courses only, a textbook valued at \$35.00 is included in the course tuition. There will be no refund on any separate textbook sales.

The student agrees to abide by all rules of the school and the rules of all state regulatory authorities in connection with the course.

The student understands and agrees that the school does not guarantee or provide any assurance the student will:

- (1) Pass or successfully complete the course
- (2) Be able to obtain their real estate license from the state
- (3) Obtain employment as a real estate broker or salesperson.

The student agrees to indemnify, protect, and hold harmless the school, its officers, board members, supervisors, agents, servants, and employees from any claim or liability whatsoever, including, but not limited, to personal injury, property damage, court costs, attorneys' fees and interest, however caused, as a result of the student's enrollment and participation in the school. The student agrees to release, acquit and forever discharge the school, its officers, board members, supervisors, agents, servants, and employees from any and all claim or liability whatsoever, which the student, or any person or entity claiming by or through the student may have on account of, or arising out of, any condition, act, omission, event or circumstance of any kind relating to the student's enrollment and participation in the School.

The school reserves the right to cancel the agreement, at any time, if the student:

- (1) violates a rule or regulation established by the school in connection with the course,
- (2) Fails to advance satisfactorily in the course, or
- (3) Refuses to take the instruction offered,

In each such case, the school shall not have obligation to refund any fees paid by the student.

In the event the student withdraws from the school prior to the first day of the course in which the student is enrolled, the school will provide a refund of all fees paid by the student pursuant to this Agreement. **The school shall not be obligated to refund any fees paid by the student if he or she voluntarily withdraws after the start of the first day of the course.** See School Policy Below.

The student agrees and understands that the school may have to cancel classes due to low enrollment or unforeseen circumstances, in this event, all fees paid by the student will be refunded.

The school is registered with the New Jersey Real Estate Commission, telephone number 609-292-8300.

The school has the right to substitute any study or other work in connection with the course when changing regulatory or market conditions in the field of study require such substitution in the school's judgment.

The school shall not be bound by any agreement or representation other than those specified in this contract and current outlines and materials.

Screening Questions

1. With the exception of motor vehicle violations, have you ever been convicted of a crime, misdemeanor, or Disorderly person's offense in the state of New Jersey, any other state or by the federal government, or are you presently on probation or parole?
2. Is there a criminal complaint, disorderly persons' charge, a criminal accusation, or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the federal government, or are you presently enrolled in the NJ Pre-Trial Intervention (PTI) program or any similar State or Federal program involving the deferral of the disposition or sentencing in a criminal matter?
3. Have you ever had a real estate, or another professional license, certification or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state?
4. Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months, or are you the subject of a child support related warrant, or during the past six (6) months have you failed to provide any court ordered health care coverage, or have you failed to respond to a subpoena relating to a paternity or child support proceeding?
5. Are you UNDER the age of 18 at the time of taking this examination?
6. Do you now hold, or have you ever held, ANY license issued by the NJ Real Estate commission?
7. Are you a high school graduate or the holder of a G.E.D?
8. Do you currently hold a real estate license issued by another state?

Any Student who, after reading the screening questions, believes that a license may not be issued to them due to their answer to any of those questions may request a refund no later than the end of the first day of class. See School Policy Below

If you have any questions or doubts about how you should answer one or more of the screening questions, you can call the New Jersey Real Estate Commission for guidance at 609-292-8300 ext. 50147 between the hours of 8:30 a.m. and 4:30 p.m.

School Policies

PRE-REQUISITES TO ENROLL: Students must be at least 18 years of age and have a high school diploma or GED in New Jersey to take the salesperson's licensing exam. Those seeking to become a broker must be a licensed salesperson for a minimum of three years.

ATTENDANCE: Class hours and attendance are mandated by state statute. Students are required to sign the attendance sheet EVERY class or they will be recorded absent. If Students fail to meet the minimum attendance standard, no transcript will be issued until you make up the required hours, missed classes may be made up by attending another class covering the same material that you missed. These classes may be taught by a different instructor if the same material is covered.

ELECTRONIC EQUIPMENT: The use of cell phones, pagers, tape recorders, cameras, PDA's, etc. is not permitted in class. If you MUST receive a call, place your phone or pager on silent or vibrate.

CLASSROOM CONDUCT: All Students are expected to be on time. Students arriving late may be denied access to the class. Class discussions are limited to the material being covered. Misconduct will result in dismissal from class.

COURSE GRADE: A school transcript will be issued to those maintaining a 70% or better on the final examination or re-examinations.

SMOKING: No smoking is permitted inside the school.

REGISTRATION and TUITION FEES: Full payment of tuition must be received and confirmed prior to the first classroom session of the course. Withdrawals received late or after the class starts will NOT be honored.

WITHDRAWALS AND REFUND OF TUITION: The NJREC requires that all students read and agree to our school tuition refund policy before entrance into a course.

1. Any Student who, after reading the screening questions, believes that a license may not be issued to them due to their answer to any of those questions may request a refund.
2. If a student withdraws, the school will make every effort to re-schedule the student for another class with similar content in a manner that accommodates the student's needs. If this is not possible, the student may request a refund.
3. All requests for a refund must be made no later than the end of the day of the first class and forwarded in writing to the School mailing address or by e-mail to: Lclark@nexusaor.com **No tuition will be refunded for requests made after the first day of the class.** A refund (by check) will be mailed to the address the student provided when requesting the refund (or, the address the school has on record for the Student). The refund check will be forwarded within 7 days of the receipt of the request for the refund.
4. If a class is filled or cancelled, tuition will be refunded in full automatically, unless the student has rescheduled the class.
5. There will be no refund for books, materials, or supplies purchased by the student.

REPEATING A CLASS: Any Student wishing to repeat a course to obtain a transcript, may re-register only once within six months of their original course completion date. There is a NON-REFUNDABLE \$50.00 charge for repeat registrations.

TRANSCRIPTS: Upon successful completion of the required hours, paying all charges and passing examinations, students will receive an official school transcript; If the transcript is lost or stolen, and the student must request a replacement in writing, a fee of \$25.00 will be charged to re-issue a transcript.

RE-EXAMINATION: Students are permitted to re-take a failed final examination three (3) times. Any student failing the final a maximum of four (4) times will be required to retake the entire class, meet attendance requirements and pay the full tuition. If registration in the re-take class is within six (6) months, the tuition will be reduced by 25%; otherwise, it will be the full tuition. Student must use the same textbook or pay for a new one at current textbook rates to receive the reduced fee.

RETURNED CHECKS: Any returned check will result in a \$30.00 additional charge to the student.

IN WITNESS WHEREOF, the School and the Student, intending to be legally bound hereby have executed this agreement as of the date of the student' expressed acceptance of this agreement and all school policies.

[Student Signature] _____ **[Date]** _____

[School Director Signature] _____ **[Date]** _____

REAL ESTATE SUCCESS INSTITUTE

Name of Your Instructor

By signing this document I am certifying that I have been informed by the school/instructor indicated above the importance of immediately completing the steps required for licensure. I have been encouraged to test early and schedule the fingerprint process.

I am aware that I must complete the following steps before my eligibility expiration date or within **1 YEAR OF COURSE COMPLETION DATE:**

- ✓ Pass the state examination
- ✓ Submit to the fingerprint process
- ✓ Meet with my employing broker (if applicable)
- ✓ Make application to the Real Estate Commission

I have been informed that I may have difficulty in scheduling the fingerprint process, especially during peak times of the year, and have been advised that no consideration will be offered because of my inability to complete the fingerprint process within the required timeframe.

If I do not make an application for licensure by my eligibility expiration date I will be required to retake the entire course and follow the initial procedure for licensure. I am aware that there will be no exceptions.

It has been emphasized that I must **“REMEMBER THAT A YEAR IS A YEAR, IS A YEAR!”**

I have been duly informed of the importance of this situation and hereby so certify.

Print name of student

Signature of student

Date

REAL ESTATE SUCCESS INSTITUTE, INC.

306 Kings Highway South, Cherry Hill, NJ 08034

Office: 856.428.1013

Fax: 856.428.1393

Email: Lclark@nexusaor.com

I acknowledge receiving the following notices having been provided by the Real Estate Success Institute at time of course enrollment, prior to the beginning of the first day of class.

- ✓ Notice of Eligibility Expiration Date
- ✓ Notice to Persons Seeking a New Jersey Real Estate License
- ✓ Screening Questions
- ✓ Requirements for Licensure as a NJ Real Estate Salesperson Or Broker
- ✓ Notice to Graduates of Real Estate Pre-Licensure Courses
- ✓ Real Estate License Candidate Fingerprinting
- ✓ Notice of Solicitation of Salesperson License Candidates

Student's Name _____

Student's Signature _____

Date _____

Contact Information
Real Estate Success Institute

Legal Name: _____
(include middle name and suffix if applicable)

Mailing Address: _____

Best Contact Number: _____

Birthdate: _____

Email Address: _____

Indicate if you prefer to be contacted via phone (home/office/cell), email, text in case of school closing.
(i.e. snow emergency).



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Notice to Persons Seeking a New Jersey Real Estate License

If you have questions, contact the New Jersey Real Estate Commission at **609-292-7272** between the hours of 8:30 a.m. and 4:30 p.m.

BE AWARE OF THE FOLLOWING BEFORE MAKING APPLICATION FOR A REAL ESTATE LICENSE, AS THEY MAY DISQUALIFY YOU FROM LICENSURE.

All applicants for licensure as a real estate professional are required by law to possess good character, trustworthiness, honesty and integrity. See N.J.S.A. 45:15-9. Consequently, all applicants for licensure must submit to a criminal history record check. In addition, when taking the state examination (after successfully completing the real estate licensure course), the applicant will be required to answer screening questions about their qualifications to receive a real estate license. For example, a licensee must be over the age of 18 and must have a high school diploma or its equivalent on the date of the examination.

However, the screening questions also make inquiry into criminal histories. N.J.S.A. 45:15-12.1 specifically prohibits licensure to anyone that has been convicted of forgery, burglary, robbery, any theft offense other than shoplifting, criminal conspiracy to defraud or other like offenses within the 5 (five) years preceding the application for licensure.

Convictions for shoplifting or other offenses or convictions for those offenses stated in the preceding paragraph which occurred **more than five (5) years ago** or the loss of a real estate or other professional license for cause, may constitute grounds for the denial of a license under N.J.S.A. 45:15-9. The Commission considers the date and nature of all convictions and other indicia of the applicant's character, honesty, trustworthiness and integrity when evaluating an applicant's qualifications for licensure.

After successfully passing the real estate licensure examination, you will be required to sign a form on which you certify that your screening question answers are accurate and truthful. That form is part of your application for licensure. **Providing false information in response to your screening questions is grounds for the denial of your application and for the suspension or revocation of any license issued to you, as well as the imposition of a substantial fine.** See N.J.S.A. 45:15-17(n).

If answers to screening questions raise concerns with the Commission about the qualifications of an applicant, the candidate will be given the opportunity to submit a full, written explanation of their response.

*****THEREFORE, IT IS BETTER TO ERR ON THE SIDE OF DISCLOSURE THAN TO ANSWER IN A WAY THAT MAY RAISE CONCERNS ABOUT WHETHER YOUR ANSWERS WERE HONEST AND TRUTHFUL.*****



OPRA is a state law that was enacted to give the public greater access to government records maintained by public agencies in New Jersey.



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New Jersey Department of Banking and Insurance



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Notice to Graduates of Real Estate Pre-Licensure Courses

RE: License Examinations Procedures

Congratulations on passing your New Jersey pre-licensure education course.

The next step in acquiring a license is to make a reservation to take the State examination for the license you are seeking (salesperson or broker). Instructions on how to make a reservation are contained in the Candidate Guide handbook provided to you by your course instructor. The Candidate Guide can also be accessed by using the link to the website of Assessment Systems, Inc., located in the Real Estate Schools and License Exam Information Section of this web site.

At the time you take the examination you will be asked to provide responses to certain "screening questions." The questions relate to the qualifications to receive a real estate license prescribed by New Jersey's real estate licensing law, N.J.S.A. 45:15-1 et seq. Among these qualifications are the candidate being over the age of 18 and having a high school diploma or its equivalent on the date of the examination. They also include the candidate's general good character, honesty, trustworthiness and integrity including, **but not limited to**, not having been convicted of forgery, robbery, any theft offense other than shoplifting, criminal conspiracy to defraud, or other like offenses within the five years preceding the application for licensure. See N.J.S.A. 45:15-12.1. **HOWEVER**, convictions for shoplifting or other offenses, or convictions for the offenses mentioned above which occurred more than five years ago, or the loss of a real estate or other professional license for cause **may** constitute grounds for the denial of an application under N.J.S.A. 45:15-9. Consequently, the Commission considers the date and nature of **all convictions** and other indicia of the applicant's character, honesty, trustworthiness and integrity when evaluating an applicant's qualifications for licensure.

The purpose of this Notice is to urge you to carefully read the screening questions and thoroughly consider your responses before you answer the questions.

Should you pass the exam you will be required to sign a form on which your answers to the screening questions will appear. By signing that form you will certify to the Commission that those answers are truthful and accurate. **THAT FORM IS PART OF YOUR APPLICATION FOR A LICENSE.** Providing false information in response to a screening question is grounds for the denial of your application and for the suspension or revocation of any license issued to you, and the imposition of substantial fines. See N.J.S.A. 45:15-17(n).

If you have any questions or doubts about how you should answer one or more of the screening questions, you can call the Commission for guidance at **609-292-7272** between the hours of 8:30 a.m. and 4:30 p.m. Such calls should be made before you take the exam. In general, it is always better to err on the side of disclosure than to answer a question in a way that may raise concerns his or her whether your answers were honest and truthful. In all cases where a passing candidate's response to a screening question does raise a concern about his or her qualifications for licensure, the candidate is given the opportunity to submit a full written explanation of the response.

It cannot be emphasized too strongly that it is in your own best interest to truthfully respond to the license application screening questions. The Commission staff is available to assist you in resolving any uncertainty you may have on how to do so.



**OPRA | Open
Public Records Act**

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Requirements for Licensure as a NJ Real Estate Salesperson or Broker

Set forth below is a general description of the requirements for licensure as a New Jersey real estate salesperson or broker.

To qualify for a real estate salesperson's license an applicant must be 18 years of age or older, have a high school education or equivalency, complete a 75-hour prelicensure course at a licensed school and pass the license examination. After successfully completing the course and passing the examination the applicant must apply for a license through a sponsoring real estate broker. In addition the Commission must be satisfied as to the applicant's honesty, trustworthiness, character and integrity.

To qualify for a broker's license an applicant must have a high school education or equivalency and must successfully complete 150 hours of prelicensure education. Applicants must first complete a 90-hour general real estate course, and then two 30-hour courses on Agency/Ethics and Office Management and related topics. In addition, applicants must have been continually licensed and employed on a full-time basis as a New Jersey real estate salesperson for the three years immediately preceding application. After completion of all three courses applicants must submit to the Education Qualification Section of the Commission their completed school certificate and a completed Experience Report For Broker Applicant form. Following review and approval, the applicant will be mailed a Certificate of Examination Eligibility, which may be used to make a reservation to take the Broker license examination. An applicant must pass the broker license examination and apply for and request the issuance of a license as a broker or broker-salesperson not later than one year after their successful completion of the broker prelicensure education requirements.

If an applicant has ever been convicted of a crime, or is currently on parole or probation their application for a real estate license may be denied. See N.J.S.A. 45:15-9, 45:1512.1 and 2A:168A-1 et seq.

If you are a disabled United States Veteran and a citizen of New Jersey, it may be possible to secure waivers of the education and experience requirements for licensure. Please contact the Commission's Education Waiver Section at **609-292-7272** for details.

New Jersey does not have reciprocity with any state.

If you have any questions regarding the above please do not hesitate to contact the Commission at **609-292-7272**.



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New Jersey Department of Banking and Insurance

TO: All Salesperson

FROM: New Jersey Estate Commission

**RE: Solicitation of Salesperson License
Candidate at Prelicensure Schools**

REAL ESTATE COMMISSION 11:5-2.2

NOTICE TO: ALL SALESPERSON/REFERRAL AGENT COURSE STUDENTS FROM: NEW JERSEY REAL ESTATE COMMISSION RE: SOLICITATION OF SALESPERSON OR REFERRAL AGENT LICENSE CANDIDATES AT PRELICENSURE SCHOOLS

It is the policy of the New Jersey Real Estate Commission that there be a complete and total separation between the instruction you receive in your prelicensure education course and any efforts by brokers to recruit you to join their firm and/or to secure listings or offers on listed properties from you. This policy is reflected in Commission rule N.J.A.C. 11:5-2.2(x), which is reproduced in its entirety below.

If you are subjected to any recruitment efforts or are solicited for listings or offers during class time you should immediately notify your instructor, the Director of your school, and the New Jersey Real Estate Commission by writing to:

New Jersey Real Estate Commission 20 West State Street PO Box 328 Trenton, New Jersey 08625-0328 Attn: Director, Real Estate Education

You are free to negotiate the terms of your employment with any broker. It is in your own best interest to talk to several prospective employing brokers before deciding which offers the best compensation plan, including post-termination payment provisions, and support package for you. You should also consider a prospective employer's professionalism and reputation for honesty and integrity when deciding which broker to work for.