

NORTHWEST IOWA REGIONAL BOARD OF REALTORS SCHOOL POLICY

Payment Policy

Full payment is due at registration. The Northwest Iowa Regional Board of REALTORS (NWIA) accepts cash, checks, MasterCard, Visa, or Discover. Fees include tuition and applicable course materials. Registration will be available on line, by mail, by phone or in person.

Pre-registration is required. Pre-registration is NWIA receiving registration and payment in full 48 hours before class begins, unless otherwise advertised. Walk-ins are welcome to attend, if there is adequate seating. They will pay the cost of the course (\$10 per credit hour) as well as a \$10 late registration fee will be charged.

Cancellation Policy

NWIA reserves the right to cancel any class for any reason; including but not limited to insufficient enrollment, instructor illness, and closings due to severe weather. In the event of cancellation, registered participants will have the option of a full refund, full credit, or a reserved seat in the next available class at no additional cost.

CANCELLATION by a student, if requested no later than 24 hours before scheduled course time, will qualify for a full refund, if less than 24 hours, the refund will be less a \$10.00 administration charge.

Students may RESCHEDULE at no additional cost to attend any future class that is conducted within 90 days of original course date. Requests must be made no later than 72 hours before originally scheduled course time. **NO SHOWS** will be charged the full amount of the course. If they choose to reschedule they must pay the full price of the course again.

LATE ARRIVALS: In accordance with the Real Estate Commission's Administrative rules, successful completion of continuing education requires full-time attendance throughout the program, course or activity. A student who arrives late, leaves during class or leaves early shall not receive a certificate and such circumstance will be treated as a no-show.

Completion Certificates

All class certificates will be available by email or paper certificate within five (5) business days of completing class.