



REGISTRATION PACKET

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Augusta School of Real Estate School Policy & Notice to Students

School Approval: Notice is given that Augusta School of Real Estate is approved by the Georgia Real Estate Commission to offer in-class Pre-License Real Estate Courses as well as independent study courses for salespersons. This approval is until December 31, 2022.

Prohibition Against Recording: No recruiting for employment opportunities for any real estate brokerage firm is allowed in the class or on school premises. Report promptly any effort to recruit on behalf of a brokerage firm by anyone including a fellow student to Tommy Stephenson (706-364-7653) or the Georgia Real Estate Commission, (404)656-3916.

Entrance Standards: Students who meet education and/or licensing standards and have proper tuition funds will be enrolled by Augusta School of Real Estate regardless of race, color, creed, sex, national origin, family status, or disability.

Instructors: All instructors of Augusta School of Real Estate are approved by the Georgia Real Estate Commission. Tommy Stephenson, Vicki Stephenson, Beth Williamson, and Carlene Basciano, and Tammy Kay, approved instructors will teach the course. Other approved instructors may be used at the schools discretion.

Grading: Salespersons Pre-License students must achieve a passing score of at least 75% correct on final examination to be certified as having successfully completed the course. Students failing the first examination are given the opportunity to take a second exam. A failure on this exam will require the student to repeat all in-class instructions.

Course Attendance: The student must be on time and present for all in-class hours in order to receive credit for the course. Students enrolled in pre-license can have two absences, provided all homework assignments are completed and have at least 75 hours in-class for sales. Independent Study students must complete all requirements within six months after enrollment.

Certification: Salesperson pre-license students who satisfactorily complete the course and receive a passing score on the final examination will be electronically registered with the state approved testing service, Applied Measurement Professionals (AMP). You will need to wait 48 hours before contacting them to schedule your state license examination. Online scheduling is available 24 hours a day, 7 days a week at: www.goAMP.com or you can call toll free at 1-800-345-6559. Continuing education students, upon satisfactory completion of a course will be registered online with the Georgia Real Estate Commission.

Refunds: Tuition is payable when students register for class. Materials will be distributed the first night of class. If a student withdraws after application but before class begins, 100% of the tuition will be refunded. No refunds will be made after classes begin.

Make-Up Policy: Under extenuating circumstances, the school director may elect to offer a special make-up session for the student. This will be determined on a case-by-case basis. In any event, the make-up must be completed within 90 days of the last class.

Upon completion of the course, the school DOES NOT guarantee employment.

Note: The school reserves the right to postpone any class with fewer than 10 qualified students. Affected students will be notified of alternate class time.

**AUGUSTA SCHOOL OF REAL ESTATE
COURSE APPLICATION**

Full Name (as it appears on your driver's license):

(First) (Middle) (Last)

Address: _____

SSN #: _____ Date of Birth: _____

Home Phone: _____ Business/Cell: _____

Email: _____

_____ I hereby apply for the 75 hrs. Salesperson Study Course at a cost of \$450

_____ I hereby apply for the 25 hrs. Real Estate Post License course at a cost of \$250

Return this application with your tuition.
Tuition is not refundable after classes begin.
Payments may be made by personal check, cash or money order.

“I acknowledge that I received a copy of the School Policy with this application and that I have read and understand it.”

_____ Application Signature _____ Application Date

How did you learn about our school? _____

Return Application and tuition to:
Augusta School of Real Estate
1030 Jimmie Dyess Pkwy. Ste. 7
Augusta, GA 30909
706-364-7653