



Refund & Cancellation Policy

Tuition refunds are available if cancellation of class registration is made 7 days or more before the start of a course. There is a \$50 cancellation fee. If you must reschedule a class due to a change in your schedule and you do so more than 7 days in advance of the start of a course, there will be no additional charge. No refunds will be made for course materials provided prior to the start of any class. Course withdrawal requests must be made in writing. Non-attendance does not constitute withdrawal from the course. No refunds will be made after the start date of any course.

Confidentiality and Security of End-of-Course Exams and Answer Key

End-of-Course exams and answer keys will be kept in a locked filing cabinet in a locked office. We foresee this office being the brokers office of our brokerage which will be offsite from where we teach the classes.

During classes, if the answer key or exam is in the classroom being used, it will be hidden from view and not disclosed to students that it is there.

Monitoring and Ensuring 100% Attendance per IREC Attendance Policy

For each session of each course, morning and afternoon, we will provide a sign in sheet for students. They will be required to sign in prior to the start of class each day as well as after lunch. At the initial sign in on the first day of each course, students will show identification verifying that they are the person signed up for the course.