



8440 Old Leonardtown Road

Hughesville, MD 20637

301-274-4406 (Office) • 240-254-2107 (Fax)

www.somdrealtors.com • education@somdrealtors.com

PRINCIPLES & PRACTICES OF REAL ESTATE 2026 Winter Session Enrollment Agreement

BEGINNING DATE: February 4, 2026

LENGTH OF PROGRAM: 60 clock hours

REGISTRATION DEADLINE: January 26, 2026

ENDING DATE: March 26, 2025

HOURS OF INSTRUCTION PER DAY: 3 hrs. for evening classes (15-minute break provided); 6 hrs. for Saturday classes (one hour for lunch provided; one 15-minute break in morning; one 15-minute break in afternoon).

DAYS REQUIRED EACH WEEK: Class meets 2 days each week on Tuesday and Thursday evenings from 6:30 -9:30 p.m. *plus* 3 Saturdays – February 8, March 1, March 15 from 9:00 a.m. - 4:00 p.m. The final exam will be taken on Thursday, March 27, 2024.

TOTAL HOURS REQUIRED EACH WEEK: 6 hrs.; 12 hrs. required on weeks in which Saturday classes are held.

WEEKS REQUIRED TO COMPLETE THE PROGRAM: 6 weeks.

LOCATION: The REALTOR® Center, 8440 Leonardtown Road, Hughesville, MD 20637

TEXTBOOK REQUIREMENTS: “Modern Real Estate Practice, 21st Edition”; “Maryland Real Estate: Practice & Law, 17th Edition.”

ATTENDANCE REQUIREMENT: Students must attend sixty (60) clock hours to successfully complete the requirements for a Certificate of Completion. A minimum of 85% overall attendance rate must be maintained throughout the program.

GRADUATION REQUIREMENTS/CERTIFICATE OF COMPLETION: Upon successful completion of the program a student will receive a certificate. Completions are also electronically reported to PSI Exams Online. Successful completion requires that the student achieve a grade of at least a 70% on the midterm and final exam; complete 60 hours of training; and meet all financial obligations to the Southern Maryland Association of REALTORS® Real Estate Academy.

ACADEMIC TRANSCRIPT AND RECORD OF ATTENDANCE: Permanent records of a student's attendance and performance are maintained by the Southern Maryland Association of REALTORS® Real Estate Academy, and a copy is available upon request.

NONDISCRIMINATORY POLICY: The Southern Maryland Association of REALTORS® Real Estate Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

COST OF COURSE: \$275.00 – This includes a \$25 Registration Fee, \$180 for tuition, and \$70 for books. If you have the current editions of the textbooks, you do not need to purchase the books. If you have older versions of the textbooks, you must pay for the current books prior to the start of the course.

PAYMENT AGREEMENT: Books are included in the tuition price and become the property of the student. Tuition must be paid prior to the first class. If for any reason the course is canceled, a full refund will be granted.

REFUND POLICY: The school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all money paid by the student for tuition and all money for which the student is liable for tuition.

1. All fees paid by the student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after signing the enrollment agreement. If the student opts not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
2. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course of the program and shall include all fees except the registration, application or enrollment fee and any charges for materials, supplies or books which have been purchased by and are the property of the student. The minimum refund the school shall pay a student who withdraws or is terminated after the cancellation period has expired and after instruction has begun, is as follows:

<u>Proportion of Total Program Taught by Date of Withdrawal*</u>	<u>Tuition Refund</u>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

3. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all money paid by the student for tuition and all money for which the student is liable for tuition.
4. Students should notify the Director in writing if they are withdrawing from the school.
5. Refunds are based on the date of withdrawal or termination and paid within 60 days from that date. The date of withdrawal or termination is the last date of attendance by the student.
6. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
7. Books bought through the SMAR Academy are the student's property and are non-refundable.

Applicant Statement
PRINCIPLES & PRACTICES OF REAL ESTATE
2026 Winter Session Enrollment Agreement

- I have read, understand, and agree to all terms of this Enrollment Agreement and received and read a copy of the school’s current catalog.
- I understand that the Southern Maryland Association of REALTORS® Real Estate Academy has the right to cancel my contract at any time if all the school’s policies and procedures are not strictly adhered to.
- I understand that I must meet all attendance, academic and financial obligations to the Southern Maryland Association of REALTORS® Real Estate Academy in order to receive a Certificate of Completion or any other information verifying attendance.
- The current editions of the textbooks are required and can be purchased through the school or in the open market.
- I have been informed that the Southern Maryland Association of REALTORS® Real Estate Academy cannot guarantee employment, salary, or association with any real estate company within its jurisdiction.
- I have been advised to safeguard all documents regarding enrollment and financial obligations.
- I have been advised that, for the enrollment contract to be binding, the contract must be signed by the applicant and the school official. A copy of the signed contract, along with a confirmation letter, will be sent to all students prior to the start of the course.
- I understand that the enrollment agreement may be extended or modified only with the written consent of both the student and the school.
- I have been informed that the above criteria must be met before I can be considered for acceptance into the Principles & Practices of Real Estate Course.
- I am at least 18 years of age and have attached a copy of documentation of a high school/college diploma or GED. **It is required that applicants be a high school graduate OR possess a GED.**

Student Signature		Signature Of Course Representative		
Date		Date		
First Name	MI	Last Name	Date of Birth	
Mailing Address		City	State	ZIP
Home Phone		Work Phone		Cell Phone
Email Address		Social Security #: (Required for Electronic Reporting)		

Mail OR drop-off enrollment agreement with payment and a copy of documentation of a high school/college diploma or GED to:

*Southern Maryland Association of REALTORS® Real Estate Academy
8440 Old Leonardtown Road, Suite 211
Hughesville, MD 20637*

Method Of Payment:

_____ Visa/MC/AMEX/Discover _____ Check (Payable to SMAR)

Name On Card: _____

Account #: _____

Expiration Date: _____

CVV Code: _____

Billing Address: _____

Amount To Be Charged To My Credit Card: \$ _____

Signature: _____

Please attach a copy of documentation of a high school/college diploma or GED to your submission.

*****THIS PORTION IS FOR OFFICE USE ONLY*****

Date Payment Received: _____

Payment Method: _____

Amount Received: \$ _____