



Education Policies

Any individual registering for a class conducted through the Vermont REALTORS® (VR) is required to read and agree to the VR® Education Policy.

REGISTRATIONS

Registrations with full payment will be accepted on a first come, first serve basis up to 2 days prior to a course offering. VR reserves the right to cancel the class up to three weeks before the start date due to low registration numbers. Registrations will be cancelled with a pending payment status. Any registration within 2 days of course offering will be assessed a 10% late registration fee. ***Pre-registration closes 2 days prior to a course offering. Late fees will be assessed after the pre-registration closes. The late fees are as follows: \$25 for classes \$100-\$149, \$50 for classes above \$150. No exceptions.***

WALK-INS

Walk-ins will be admitted to the class. As a cost-savings measure, VR® will prepare material only for those who are pre-registered; VR® will not prepare extra course materials in anticipation of walk-ins that may or may not come. Due to space limitations, seats will first be provided to those who have pre-registered. A walk-in will be assessed a 10% late registration fee.

CANCELLATIONS/NO SHOWS

VR® will happily provide a full refund or transfer for cancellation or transfer requests received up to 12 days prior to a course offering. Because VR® reserved a seat in anticipation of your attendance; a fee in the amount of 15% of the original cost will be assessed for all cancellation or transfer requests received within 11 – 2 days of the course offering. No shows, i.e. individuals who did not sign in or out, who arrived late or left early or who did not show up at all – for any reason – are ineligible for any refund or transfer.

SIGN IN/SIGN OUT

VR® is required by the Vermont Real Estate Commission to maintain attendance records for each course offering. It is the responsibility of each attendee to sign

in upon arrival and sign out upon departure. Should an attendee fail to sign in or sign out, VR® cannot issue or re-issue a certificate of continuing education credit (see “Certificates” for more detail) and will not issue a refund (see “Cancellations/No Shows”.)

LATE ARRIVAL/EARLY DEPARTURE

The Vermont Real Estate Commission requires that attendees be present for the entire course offering to receive certification of course completion. Therefore, VR® will not issue a certificate, for any reason, to anyone who arrives late or leaves early. Those who arrive late and/or depart early are also ineligible for any refund (see “Cancellation/No Shows”.)

CERTIFICATES

VR® will issue certificates of continuing education at the end of each course within 48 hours of course completion via the Membership Portal. Certificates will not be issued to those who did not sign in and sign out. Attendance is verified by the sign-in sheets and evaluations.

REGIONAL EDUCATION COOPERATIVE AGREEMENT

In support of local boards, VR® will assist in bringing educational courses to members at the local level. The local board will promote the course via their website and member email marketing. VR® will promote the courses via its website and education newsletter. There is a separate Co-Sponsorship Agreement between the local boards and VR®.

RECAMPUS REFUND POLICY

VR® will happily issue a full refund or transfer for cancellation or transfer requests received up to 12 days after signing up for the on-line salesperson pre-licensing course, provided that the same person enrolls in the next available classroom pre-licensing course offering. No refunds will be given simply because a person doesn't like the material or how the course is structured on-line.

REAL ESTATE COMMISSION CE SUBMISSION

In an effort to streamline continuing education credits submitted to the Real Estate Commission, local boards will submit all courses intended to have CE associated with them through VR®. This will give the association more flexibility in offering courses on a statewide basis and not duplicate efforts.