

# ADAMS REAL ESTATE INSTITUTE

A Division of Ben Franklin Enterprises, Inc.

8575 Fern Ave, Ste. 105  
Shreveport, Louisiana  
71105-5307

Phone: (318) 453-8668  
Fax: (318) 868-3689  
E-mail: bendowis@gmail.com

## ENROLLMENT APPLICATION AND AGREEMENT

I wish to enroll in the Adams Real Estate Institute course RE 101, 201, 202 beginning \_\_\_\_\_, 20\_\_\_\_\_

Scheduled tuition \$ \_\_\_\_\_  
Less Discount \_\_\_\_\_  
Tuition required \_\_\_\_\_  
Tuition enclosed \_\_\_\_\_  
Due Date \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card  
Type of Card: \_\_\_\_\_ Visa, \_\_\_\_\_ Master Card, \_\_\_\_\_ American Express, \_\_\_\_\_ Discover Card  
Amount to be paid: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Card # : \_\_\_\_\_  
Name on card \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
If paying by check, please make payable to Ben Franklin Enterprises, Inc.  
The issuer of the card identified on this item is authorized to pay in the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in

I UNDERSTAND THAT: (1) Meals, lodging, writing instruments, and calculators are not included or furnished; (2) no tape recorder may be used in classroom sessions; and (3) smoking is not permitted during class sessions or inside the building.

I FURTHER UNDERSTAND THAT: (1) I must attend all sessions and pass a written comprehensive examination given by the Institute in order to receive a Certificate at the completion of a course; (2) the number of attendance hours and final exam grade will be reported to the Louisiana Real Estate Commission, to which I consent; and (3) a high school diploma or a Certificate of Equivalency is required in order to apply for a real estate license in the State of Louisiana. the Institute may delay issuance of a Certificate until payment is made in full

I FURTHER UNDERSTAND AND AGREE TO the following policies regarding tuition, refund, and guarantee: At least part of tuition is payable in advance with enrollment as set out above. If I am unable to begin the course I will be charged \$100.00 for administrative processing costs and for reserving a space in the class. PROVIDED WRITTEN NOTICE has been received at least seven (7) days prior to the initial scheduled session and provided all work manuals and materials handed me have been returned in their original condition. The balance of the tuition paid will be refunded or applied to a subsequent class as requested. Full refund will be made if no space is available in the class, or if the class is canceled. **NO REFUND WILL BE GIVEN AFTER BEGINNING DATE. FULL PAYMENT OF TUITION MUST BE MADE EVEN THOUGH I DO NOT COMPLETE THE COURSE.** If I hold a Certificate of Completion of Real Estate 101, but take and fail the state license examination within 1 calendar month after successful completion of the course, I may within eight (8) months after certification repeat RE 101 without tuition charge. Failure to complete any course within a period of one (1) year from beginning date will require repeating the course at the then-current tuition charge.

**RELEASE OF INFORMATION:** The Institute ( ) is ( ) is *not* given permission to release student progress or status report to the sponsoring broker indicated below, upon written request by broker.

I FURTHER UNDERSTAND the Institute shall have the right to discontinue instruction and to cancel my enrollment at any time for violation of Institute rules or unsatisfactory advancement. My enrollment may be rejected because of space limitation; and any class may be canceled for any reason.

I FURTHER UNDERSTAND it is necessary for all applicants having any type of criminal conviction, felony or misdemeanor to undergo a limited background investigation and to obtain Louisiana Real Estate Commission authorization before they can take the licensing examination, and that if I have any kind of criminal history, it would be prudent for me to contact the Commission's Investigative Division before enrolling in any pre-licensing course.

APPLICATION DATE \_\_\_\_\_ 20\_\_\_\_\_

I acknowledge receipt of a copy of this agreement, signed by all parties.

STUDENT'S SIGNATURE

\_\_\_\_\_  
PRINT NAME TO APPEAR ON CERTIFICATE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

BY: \_\_\_\_\_

\_\_\_\_\_  
HOME WORK FAX

E-Mail: \_\_\_\_\_

Certified by Louisiana Real Estate Commission License No. 0036  
❖ Sales and Management Training Consultants Since 1958 ❖