

# 2018 CE Course Registration Form—3 hour Courses

Greater Greenville Association of REALTORS® 50 Airpark Court | Greenville, SC 29607  
Phone: 864.672.4427 | Fax: 864.672.3207 | www.ggar.com

## Course Fees for 3 hour classes:

**\$25.00 for GGAR Members | \$35.00 for Non-GGAR Members**

**NOTE:** Above fees do not apply to designation/certification courses/specialty courses

**Walk-in registrations will be assessed an additional \$10.00 administrative fee**

**ALL REGISTRATIONS MUST BE RECEIVED WITHIN 2 BUSINESS DAYS OF THE SCHEDULED COURSE DATE**

### POLICIES AND PROCEDURES

**FEES:** Total tuition is \$25.00 for GGAR Members; \$35.00 All Non-Members, which includes all course materials and is payable before the class date. Walk-in registrations on day of course will be assessed an additional \$10.00 administrative fee. Above fees do not apply to designation/certification courses/specialty courses.

**CLASS CONDUCT:** All pagers and cellular phones are to be turned off during class hours. The instructor has the right to have any disruptive student removed from the class.

**CERTIFICATE:** A Certificate of completion will be awarded to the student upon completion of the course.

**CANCELLATIONS, TRANSFERS & REFUNDS:** Deadline to cancel or transfer registrations is two working days prior to the event.

**A \$10.00 ADMINISTRATIVE FEE WILL BE CHARGED PER COURSE CANCELLED OR TRANSFERRED.** ALL Cancellations/transfers must be in writing: email: joanne.cornish@ggar.com or fax to 864-672-3207. Telephone cancellations or transfers will not be accepted. Any refunds will be issued within fourteen business days.

**NO SHOWS/LATE CANCELLATIONS:** No refunds will be given.

**ATTENDANCE POLICY:** Any registrant arriving more than 10 minutes after the seminar begins will not be issued a certificate of completion. Any registrant who does not stay for the entire seminar or who takes excessive breaks will not be issued a certificate of completion.

**COURSE CANCELLATION:** GGAR reserves the right to cancel a course if there is not a minimum number of students. If an emergency warrants the rescheduling of a course, all possible care will be taken to advise you as soon as possible and monies will be refunded to registrants. Our courses are offered to anyone regardless of race, color, religion, sex, national origin, familial status, or handicap. If you need special accommodations, please notify us at enrollment.

Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail Address (Confirmations are sent via e-mail): \_\_\_\_\_

Real Estate License #: \_\_\_\_\_ License Type (REL, RELB): \_\_\_\_\_

Membership Status (check one):  GGAR Member  Non-Member

### PAYMENT MUST ACCOMPANY REGISTRATION

Check (please make checks payable to GGAR): Total Amount Enclosed: \$ \_\_\_\_\_

VISA  MASTERCARD  AMEX Total Amount to be Charged: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Signature: \_\_\_\_\_

### COURSE TITLE

### COURSE DATE & TIME

1. \_\_\_\_\_  
2. \_\_\_\_\_

I acknowledge I have read these policies and procedures and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*( Signature is mandatory for registration )*