

CE Course Registration Form—2 hour Course

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 2 hour classes:

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

NOTE: Above fees do not apply to designation/certification courses or specialty courses
Walk-in registrations will be assessed an additional \$10.00 administrative fee

POLICIES AND PROCEDURES

FEES: Total tuition is \$25.00 for GGAR Members and \$35.00 for 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 or 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: A \$10.00 ADMINISTRATIVE FEE WILL BE CHARGED PER COURSE CANCELLED OR TRANSFERRED.

Deadline to cancel or transfer registrations is two working days prior to the event. After deadline, no refunds will be given.

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 (RELS, RELB, or RELBIC): _____

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)