

COURSE REGISTRATION & LEARNING TOOLS ORDER FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Telephone: _____

Fax: _____

E-mail: _____

Real Estate License Number (if applicable): _____

Appraisal License Number (if applicable): _____



You can register for any course or order any of these learning products and services online at www.realtorinstitute.org. If you are unable to order online, complete this form and submit with payment to:

Mississippi REALTOR® Institute
 P.O. Box 321000, Jackson, MS 39232-1000
 Tel: 601-932-9325
 Fax: 601-932-1815
 E-mail: dturners@realtorinstitute.org

Register online and SAVE \$25 off the regular registration price.

PRODUCT/SERVICE:

- Mississippi Real Estate Basics**
 Mississippi License Law & Practice, 2nd edition. *NEW*
 Cost: \$18, plus \$2 shipping
- Mississippi Exam Prep Booklet**
 Test bank of MS-specific questions in booklet format
 Cost: \$18, plus \$2 shipping
- Modern Real Estate Practice** text, 17th edition
 Cost: \$37 plus \$4 shipping
- Modern Real Estate Practice**, Audio CD-ROM
 Cost: \$40 plus \$2 shipping
- Modern Real Estate Practice**, Real Estate Study Guide
 CD-ROM
 Cost: \$40 plus \$2 shipping
- Modern Real Estate Practice Flash Cards**, 17th edition
 Cost: \$35 plus \$5 shipping
- 21 Things I Wish My Broker Had Told Me**
 Practical Advice for New Real Estate Professionals
 Cost: \$18, plus \$4 shipping

COURSES/FEEES:

CLASSROOM COURSE	FEE
___ Salesperson Pre-License Program	\$ 620
___ Rookie Agent Boot Camp (GRI I)	\$ 320
___ GRI II	\$ 330
___ GRI III	\$ 330
___ Broker Boot Camp	\$ 320
___ Continuing Education Course: _____ Cost: _____	
___ State Exam Review (8-hour course)	\$150

Please indicate the following:

COURSE LOCATION (required): _____

COURSE DATE (required): _____

PAYMENT:

Please note: NO order will be processed without full payment. No personal checks will be accepted for tuition beginning 10 business days prior to start date of course.

TOTAL Fee: \$ _____ Charge my: _____ VISA _____ MC _____ American Express _____ Discover _____

Card number: _____ Exp. Date: _____

Signature (required): _____

___ I have enclosed a check made payable to the Mississippi REALTOR® Institute.

REGISTRATION POLICIES

Please read BEFORE registering for ANY course:

Register online at www.realtorinstitute.org and SAVE \$25 off the paper registration fee.

Register in Advance

Advance registration is required for all courses and materials are ordered based on the number of paid registrations received on the deadline date. There is no guarantee that walk-in students will be admitted to a course.

Course Materials

Students who register prior to 7 calendar days before start date and who live outside the Jackson area will be mailed the Modern Real Estate Practice text book. Reading ahead in the book before class is advisable. Jackson students who have registered may pick up their textbook from the REALTOR® Institute. Students who cancel after receiving the text book will have the cost of the text (\$41.00) deducted from their refund if a refund is due. See REFUND policies below.

Registration Deadlines

The registration deadline for any course is seven business days before the start date. Please note that courses may be cancelled due to insufficient registrations. If cancellation occurs, you will be notified in advance.

Course Confirmations

A course confirmation will be sent via e-mail automatically upon receipt of a paid online registration. Read the confirmation letter carefully for important information about course locations, times and driving directions.

Cancellations/Refunds

Cancellation requests MUST be submitted in writing a minimum of 5 business days before the start of the course in order to receive a refund. A \$25 processing fee will apply to any refund request. A \$100 transfer fee will apply for transfers from online courses to a classroom courses, plus any additional course registration fee.

Checks

No personal check will be accepted for classroom tuition within 10 business days of class start. If a check is returned due to insufficient funds, a \$50 fee will be assessed and course certificates of completion, if any, will be held until funds are received.

Missed Hours

Any missed hours must be approved by the Mississippi REALTOR® Institute staff in Jackson who will determine whether the time must be made up before a certificate of completion will be issued.

Final Exams

All final exams are administered on the last day of classroom pre-licensing and GRI designation courses. No exams are required at the end of post-license courses. If a student fails a Mississippi REALTOR® Institute exam the student may take the exam a second time at no charge. Failing a test twice requires repeating the course at a 50 percent discount.

Online Courses

Online courses are mastery based and have required exams at the end of each unit. Once the course is complete, no final exam is required to earn a certificate of completion. The courses are recommended for individuals who are proficient in Windows-based computer programs and who have internet and printer access. For more information about online policies and procedures, visit www.realtorinstitute.org.

Special Assistance

In compliance with the ADA, the REALTOR® Institute will make all reasonable efforts to accommodate persons with disabilities at its courses. Please contact the Mississippi REALTOR® Institute if you have any special needs.

Our Jackson facility has wireless internet access and students' laptop computers are welcome.