

**STUDENT ENROLLMENT AGREEMENT**  
for Self-Directed Education Real Estate Courses  
All Professionals School of Real Estate  
20001 SW Tualatin Valley Hwy.  
Beaverton, OR 97006

**TERMS OF AGREEMENT:** I understand that upon signing this agreement I am enrolling in the All Professionals School of Real Estate program:

I also understand:

Courses are conducted on an independent study basis and I am responsible for completing the required lessons and hours within the designated period.

I must complete the contracted lessons within twelve (12) months of enrolling in the program. If completion is not accomplished within the designated time and I have failed to notify the school in writing that I am withdrawing, I shall be charged for the total number of contracted lessons. Should I wish to continue the course or program, I may be required to purchase updated materials and pay additional course and/or material costs.

To complete the Lexington, Inc. Real Estate Pre-license training, I must complete all lessons as shown above. In addition, I must take and pass the seven-proctored final exams. The seven final exams are administered online and are to be closed book and monitored/proctored. If the proctor/monitor is someone other than the school director, the proctor/monitor will complete the Proctor Affidavit sheet to be submitted to the school director for verification.

For refund calculation purposes, I must provide evidence of the number of lessons completed. The definition for "completed lesson" as it is used in the cancellation and refund policy means completion of a scored unit quiz.

**PROGRAM START DATE: \_\_\_/\_\_\_/\_\_\_ PROGRAM END DATE One Year Later**

**EFFECTIVE DATE:** The effective date of this agreement is the date it is signed by the student and an authorized representative of All Professionals Real Estate School.

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## All Professionals Real Estate School

### Cancellation and Refund Policy: Self-Directed Instruction (Clock Hour Program/Lesson Based)

(1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

(a) If cancellation occurs within five business days of the date of enrollment, and lesson materials have not been delivered, all monies specific to the enrollment agreement shall be refunded;

(b) If cancellation occurs within 5 business days of the date of enrollment and lesson materials have been delivered, all monies related to the enrollment agreement shall be refunded with the exception of the cost of unreturned lesson materials or the cost of replacement for returned materials that are damaged or marked;

(c) If cancellation occurs after five business days of the date of enrollment and the lesson materials have been shipped but not delivered to the student:

(A) The school may charge an amount equal to 15 percent of the tuition cost, or \$150, whichever is less; that being established as its registration fee;

(B) If the student returns the unopened books and supplies to the school within five days of receipt, the school will refund the total cost of lesson materials.

(d) If cancellation occurs after five business days of the date of enrollment and lesson materials have been delivered to the student but not returned within five days of receipt, and before the commencement of the accrual of clock-hours or the completion of the first lesson, the school may charge:

(A) An amount equal to 15 percent of the tuition cost, or \$150, whichever is less; that being established as its registration fee; and

(B) The total cost of books and supplies.

(e) If withdrawal or termination occurs after the commencement of the accrual of clock-hours or the completion of the first lesson assignment and before either 50 percent of the program has been offered, or before 50 percent of the program clock-hours or lesson assignments are completed, the student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition charge, the school may retain the registration fee, book and supply fees, and any other legitimate charges owed by the student;

(f) If withdrawal or termination occurs after completion of 50 percent or more of the program has been offered or after completion of 50 percent or more of the program clock-hours or lesson assignments, whichever occurs first, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.

(2) For cancellation under Subsections (1)(a) through (c), the "date of enrollment" will be determined:

- (a) When enrollment occurs in the school setting, the enrollment date shall be the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later;
- (b) When enrollment occurs online, the date of enrollment will be the date the school receives:

- (A) A copy of the enrollment agreement signed by the student, and the student is granted access to the program, or
- (B) Submission of student enrollment information through a secured website. The website must have a registration process that includes, but is not limited to, statements detailing the legal and financial obligations related to enrollment in a school. The student must verify that he/she has read and understands the enrollment agreement. A copy of the student enrollment agreement information that includes "a declaration by the student acknowledging the reading, understanding and acceptance of the enrollment obligations" shall be placed in the student file in lieu of a signed enrollment agreement.

(3) Under Subsections (1)(d) and (e), the term "offered" means the period of time between the beginning date and ending date of the program as identified on the enrollment agreement.

(4) Under Subsections (1)(d) and (e), the portion of tuition cost for which the student shall be charged is determined by dividing the total clock hours into the number of clock hours accrued by the student, or the total number of lessons into the number of lessons completed by the student.

(5) The term "tuition cost" means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.

(6) The term "Pro rata refund" means a refund of tuition paid for that portion of the program not completed by the student.

(7) The school shall not charge a withdrawal fee of more than \$25.

Any inquiry a student may have regarding this contract may be made in writing to All Professionals Real Estate School or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503) 378-3600 ext. 2671.

I have read and received a copy of this enrollment agreement as required in 581-045-0018(1)(a-d)].

My signature (clicking the button below) indicates that I have received these documents and agree to any stipulations listed in them.

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Richard Osmon, Jr.  
School Director