



BEN FARMER SCHOOL OF REAL ESTATE

Savannah's Oldest Real Estate School

138 Canal Street, Ste104, Pooler, Ga, 31322

☎ (912) 692 – 1085 ext.2 | BFRSchool@gmail.com

www.savannahrealestateschool.com

Application for Salesperson Pre-License

Classes
 6:30 PM – 10:00 PM
 10 min breaks at 7:20 PM
 8:20 PM and 9:20 PM

Social Security Number (required)

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Date of Birth

MM	DD	YY			

Full Legal Name: _____

Last
First
Middle
JR.,III,etc.

Preferred Name: _____

Home Phone
Cell Phone
Work Phone

Street Address: _____

Street
City
State
Zip

Current Employer: _____

Email Address: _____

*Recommended to notify you of any changes or information you may need to know (classroom changes, cancellations, testing info, etc).

How did you hear about our class? _____

Please indicate if you have regular class access to the following:

Email
 Internet (websites)
 Smartphone
 Tablet/Ipad

Applicants' Signature: _____ Date: _____

Staff's Signature: _____ Date: _____

Tuition Options:

\$ 450 [Full payment: Cash, Money Order or Check

\$ 475 [Full payment: Visa/MC]

(A \$25 terminal charge is included and is non-refundable/non-transferable

For School Use Only:
 Payment Type: _____
 Receipt/Check #/CC Conf.#: _____



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Notice to Students

Ben Farmer School of Real Estate is approved by the Georgia Real Estate Commission . The School's approval renews on December 31, 2019

RESIDENT 75-HOUR SALESPERSON PRE-LICENSE COURSE

The resident 75-hour Salesperson Pre-License course is approved by the Georgia Real Estate Commission. This course meets the Georgia Real Estate Commission's requirements for 75 hours of Salesperson's Pre-Licensing education. In order to successfully complete this course, students must meet the basic requirements as outlined below:

COURSE REQUIREMENTS:

1. Meet the attendance requirement, which requires the student to attend at least 75 hours of in-class instruction. Students must be on time for the beginning of class and remain present for the entire class in order to receive credit. Note: An in-class Hour of Instruction is defined as 50 minutes of instruction.
2. Demonstrate to the instructor either through classroom quizzes and/or graded exercises a proficiency in: (A) filling out certain real estate related pre-printed forms such as sales contracts, brokerage engagements agreements and leases; (B) pricing property and filling out a written competitive market analysis (CMA); (C) general areas of real estate financing including various types of real estate loans; and (D) demonstrate proficiency in filling out "Net to Seller" and "Purchaser's Cost" worksheets. All the above mentioned "Graded Exercises" must be completed and turned in for grading at least 48 hours prior to the date of the final exam. Failure to do so will disqualify the student from being able to sit for the final exam and will result in the Student failing the Course.
3. Meet the examination requirements of achieving a minimum grade of Seventy-Five (75%) on the course final exam. The student will also be expected to complete "graded" homework assignments and a "graded" in- class quiz at the completion of each lesson. The grades for these exercises are for the purpose of evaluating the student progress. They do not count towards the student's final grade, which is determined solely by the final exam.

Students Initials_____

FINAL EXAM

The final exam will be offered on the date stated on your syllabus. The exam will begin at **6:00 pm**. Students must take the final exam at the scheduled time and place. Any permission for exceptions to this requirement will be granted at the sole discretion of the School Director. Any request for such exceptions must be submitted in writing to the school via e-mail or by hand delivery at least **one week** prior to the scheduled time of the final exam.

RE-TEST POLICY: Students who fail to pass the final exam with a minimum passing score of **seventy-five (75)** percent will be allowed **one** opportunity to take a re-test. The **FREE** re-test will be scheduled within one week of the original final exam. If a student cannot make the scheduled re-test, he or she may schedule an individual re-test session by paying a \$50 proctoring fee. All re-testing must be taken at the Ben Farmer Realty office during business hours within one week after the original final exam, no exceptions.

RETURNED CHECKS: Any applicant who has a returned check due to insufficient funds or a closed account will be assessed a \$28.00 charge and will not be allowed to continue class until payment has been satisfied.

REFUNDS: Once a student has attended in-class session **no refunds will be issued**. The school cannot transfer credit hours and the cost of textbook(s), admin and/or terminal fees are non-refundable.

ABSENCE/MAKE UP POLICY:

This 75-hour pre-licensing course has 84 in-class hours of instruction scheduled and only 75 hours of attendance is required; therefore, a student may miss a total of two (2) classes and still meet the 75-hour attendance requirement. An in-class hour of instruction is defined as 50 minutes.

Those students who fail to meet the 75-hour attendance requirement can make up a maximum of two (2) absences if the school is holding another course concurrent to the one in which they are enrolled; otherwise, the student will NOT be allowed to make up any classes. If a make up is available, then it must be satisfied, no later than the conclusion of the course in which they are enrolled and under no circumstances will a student be allowed to make up more than one class. Anyone that fails to meet the attendance requirement will receive an 'incomplete' for the course.

All classes begin promptly at 6:30 p.m. and will end promptly at 10:00 p.m. with three 10-minute breaks at 7:20 p.m., 8:20 p.m., and 9:20 p.m. If a student is even one minute late for class (including returning from a 10 minute break) or leaves class, even one minute before class is over, he or she will not get attendance credit for the entire hour of instruction for which they were either late or left early. Class roll will always be called at the beginning of each class and at the end of a classroom session

Students Initials_____

CERTIFICATION:

The student's successful completion of the course will be electronically reported to Applied Measurement Professionals, Inc (AMP).

INSTRUCTORS:

The primary instructors for this class will be Akia White and Richard Zehl. Any substitute instructor will be an instructor certified by the Georgia Real Estate Commission to teach the salesperson's pre-license course. Any guest instructors or uncertified instructor trainees will always be under the direct supervision of a certified instructor.

NON- DISCRIMINATION:

The school will not discriminate the basis of race, color, sex, religion, national origin, familial or handicap status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

NO RECRUITING:

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Furthermore, no school coordinator/ director shall allow anyone to use the school's premises or classroom to recruit new affiliates for any company one hour before, one hour after or during instruction period. Report promptly any effort to recruit by anyone to the Ben Farmer School of Real Estate Director (912-692-1085) or the Georgia Real Estate Commission at (404 -656-3916). (Commission Rule 520-2-15).

STUDENT DISRUPTION:

Any student disrupting the class maybe asked to leave the classroom and at the discretion of the school director, may be expelled from the course with NO refund of tuition. No smoking is allowed inside the building and no food or beverages are allowed in the classroom. No alcoholic beverages are permitted in the premises, including the parking area.

CRIMINAL HISTORY:

NOTE: If you have ever been convicted of a crime (exclusive of minor traffic citations), been sanctioned by any state licensing authority, received a DUI or are delinquent on any child support payments, please ask for an additional form to initiate a preliminary investigation of prior criminal convictions or sanctions. If you are unsure of whether this NOTE applies to you, please ask your instructor for details. Failure to do so may prolong your application process for real estate license.

We wish you success in this program and in your real estate career. If you have any questions, please call us at (912) 692 1085 or consult your instructor before or after class.

By signing, I certify that I have read the 'Notice to Students'

Signature_____ Date_____