

# Southwest Iowa Association of REALTORS®

500 South 8<sup>th</sup> St.

Council Bluffs, Iowa 51501

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## Education School Policies

### Payment Policy

The Southwest Iowa Association of REALTORS will accept cash, checks, and most major credit cards. Iowans can expect to pay at minimum at fee of \$10 per credit hour. Southwest Iowa Association of Realtors have the option to be invoiced through their Designated Brokerage office. Education fees are inclusive of staff time, room rental, tuition, course instructor fee and materials. Southwest Iowa Association of Realtors reserves the right to apply a member discount for certain courses. Non-member course fees are subject to an additional cost of \$25.00 per course.

### Cancellation Policy

Southwest Iowa Association of Realtors reserves the right to cancel any class for any reason; including but not limited to insufficient enrollment, instructor illness, and closings due to severe weather. Please remember that cancellations or closings should be a rare event. In the event of cancellation, registered participants will have the option of a full refund, full credit, or a reserved seat in the next available class at no additional cost.

Registration is available to student electronically thru email, by fax, and phone. Students can register at the door for some classes that allow walk-ins as indicated on the fliers. Students are asked to sign-in on the attendance roster at registration and also at the end of class.

Cancellation by a student, if requested no later than 24 hours before scheduled course time, will qualify for a full refund, if less than 2 hours or a no-show will be required to pay full price. Members can cancel their registration by contacting staff Kristi Jerkovich or Rhonda Johnson via email or by phone message. Email Kristi Jerkovich is [kjerkovich@swiar.org](mailto:kjerkovich@swiar.org) or Rhonda [rjohnson@swiar.org](mailto:rjohnson@swiar.org) Phone (712) 323-3478.

Late Arrivals: In accordance with the Real Estate Commission's Administrative rules, successful completion of continuing education requires full-time attendance throughout the program, course or activity. A student arriving late, leaves during class or leaves early shall not receive a certificate of completion and such circumstance will be treated as a no-show.

### Completion Certificates

All class certificates will be available following class and kept in an online file at the Association office indefinitely.