

# Nevada Real Estate Academy

3185 St. Rose Parkway, Suite #100 Henderson, Nevada 89052

Ph: 702-796-7777 Fax: 702-796-7765

Website: [www.NVREAcademy.com](http://www.NVREAcademy.com)

E-Mail: [Education@BHHSNV.com](mailto:Education@BHHSNV.com)

## ENROLLMENT AGREEMENT

Name: \_\_\_\_\_ Address \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How did you hear about us? \_\_\_\_\_ Reason for choosing our school: \_\_\_\_\_

### **COSTS for Classroom Course:**

### **TOTAL**

1) 24-Hour – Nevada Property Management Permit Course \$200.00

**Instruction Method:** (Student Initials) \_\_\_\_\_ **Classroom**

Nevada Real Estate Academy will not give credit for instruction received at any other institution. Nor does it guarantee that the student will pass the final examination or obtain the property management permit designation issued by the Nevada Real Estate Division as a result of completing the course herein. Job placement is not guaranteed or promised to graduates of the course. Student must complete the course no later than one year from the enrollment date. (Student Initials) \_\_\_\_\_ The effective date of the catalog under which the student is enrolling is January 1<sup>st</sup> 2019

**Refund Policy for Students Enrolled in Classroom Instruction:** For the purpose of the refund policy for classroom students the course will be 60% completed from the start date of the class that the student enrolls in which is the 3rd Session for the Evening Student or the 2<sup>nd</sup> session for the Day Student, If the student cancels enrollment prior to start of instruction, there will be refund of the above fees, less a registration fee of 10% of the tuition amount. After the start of instruction and before 60% of the course has been completed, the school has received a refund request in writing from the student, a refund will be made less: 1.) 10% of the tuition as a registration fee and 2.) a pro rata amount of the tuition determined by the first day of instruction to the last day of attendance by the student. No refund of tuition will be granted after 60% completion of the program. Refund for texts will be granted provided that the texts are returned unused and undamaged no later than the first day of class. If the school cancels the selected course, there will be a full refund to the student. Nevada Real Estate Academy will issue all refunds within 15 calendar days upon receipt of the written cancellation request.

**Method of Payment: (Check One)** Electronic Check: \_\_\_ AMEX: \_\_\_ VISA: \_\_\_ MasterCard: \_\_\_ Discover: \_\_\_ Cash: \_\_\_

Student DL/ID Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

### **To be completed by the Academy**

Tuition \$125.00 + Text Books \$50.00 + Admin Fee \$25.00 = TOTAL \$200.00 /Selected Course Start Date \_\_\_\_\_ Day / Evening

### **All fees must be paid prior to receiving any course materials**

The undersigned student understands the content of this enrollment agreement and the Nevada Real Estate Academy course catalogue which is made a part of this agreement and acknowledges receipt of this agreement and the catalogue.

Student: \_\_\_\_\_ NVRE Academy: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### RECEIVED TEXTBOOKS FORM

**Course Materials will be provided on the first day of class and upon completion of your paid enrollment. Your enrollment paperwork must be dropped off at the Corporate Office located at 3185 St. Rose Parkway Suite #100 Henderson, Nevada 89052 Monday-Friday between the hours of 9am and 5pm.**

Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

(Student to initial below upon receipt of Course Material Flashdrive)

\_\_\_\_\_ 24 Hour Property Management Student Flashdrive

**My signature below certifies that I have received the above textbooks on this date and they are in my possession.**

Student Signature: \_\_\_\_\_

NVREA Representative: \_\_\_\_\_

### Nevada Real Estate Academy

3185 St. Rose Parkway, Suite #100 Henderson, Nevada 89052

Ph: 702-796-7777 Fax: 702-796-7765

**NEVADA REAL ESTATE ACADEMY  
Official Student Progress Report and Transcript**

Name: \_\_\_\_\_ Address \_\_\_\_\_

Apt/Unit #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**24 HOUR - NEVADA PROPERTY MANAGEMENT PERMIT COURSE**

Enrolled for: Classroom instruction \_\_\_\_\_

CHAPTER	SUBJECT	COMPLETED
1	Nevada Laws Relating to Property Managers	_____
2	Management Contracts and Rental Agreements	_____
3	Mandatory Disclosures	_____
4	Property Management for a Common Interest Community * NRS 116	_____
5	Landlord-Tenant Law Under NRS-118A / NRS-40	_____
6	Fair Housing	_____
7	Recordkeeping, Accounting, and Trust Account Management	_____
8	Principles of Commercial Property Management	_____
9/10	Risk Management / Role of the Broker	_____

**Course Enrolled: 24 HOUR - NEVADA PROPERTY MANAGEMENT PERMIT COURSE**

Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Examination Score: Final Exam: \_\_\_\_\_

Completed the Course? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Certificate was issued: \_\_\_\_\_

**I hereby certify the above to be true and correct.**

\_\_\_\_\_  
Director of Education

\_\_\_\_\_  
Date

3185 St. Rose Parkway, Suite #100  
Henderson, Nevada 89052  
Office: 702-796-7777  
Fax: 702-796-7765  
Email: [Education@BHHSNV.com](mailto:Education@BHHSNV.com)  
Website: [www.NVREAcademy.com](http://www.NVREAcademy.com)