

Burns & Associates Inc.
PO Box 1054, Swansea, SC, 29160
Phone 803-568-5226

Continuing Education Enrollment Agreement

Name: (Please print) _____

Real Estate License # _____ Auctioneers License # _____

Address: _____

City: _____ State _____ Zip code _____

Phone: (H) _____ (W) _____ Cell _____

Fax _____ Email _____

Register me for:

- CEC 2092 Top Ten Ways To Be Disciplined \$25.00 8:30 - 10:30 am
- CEE 2090 Residential Real Estate Auctions \$25.00 10:30-12:30 pm
- CEE 2091 Divide & Close – Sell Land by Multi-Parcel Auctions \$50.00 1:30- 5:30 pm
- All three courses - 8 hour package only \$79.00

Location _____ Date _____

Attendance: Attendance is required for the entire session to receive continuing education credit. Monitored breaks are included. If you arrive more than 10 minutes late, you will not be issued a certificate of completion. For the portion missed, student may sit in on the same class, if scheduled by Burns & Associates, Inc. **Certificate:** Upon successful completion of the course, Burns & Associates, Inc. will maintain the student's information in accordance with the rules of the Department of LLR. A Certificate of Completion will be awarded to each student for safekeeping and record verification. An additional copy of the certificate is \$10.00.

Cancellation: We reserve the right to cancel the course, if a minimum number of students do not register. If an emergency warrants the rescheduling of a class, all care will be taken to advise you as soon as possible, and students will be offered the option of full refund or credit issued for another course offered by Burns & Associates, Inc. **Refunds:** Full refunds will be issued if cancellation or transfer is received in writing at least 10 working days prior to class date. A \$25.00 processing fee will be charged for all other refund or transfer requests. It is the responsibility of the student to ensure receipt of cancellation by due date in order to obtain a refund. No refunds will be issued for "no shows" on class date, or if you leave class early after starting class, you will not receive a refund. There will be a \$35 charge for returned checks. During class, no recording devices are permitted, and cell phones must be turned off. The instructor may have any disruptive student removed from the class, and no unrelated reading materials or other distractions are allowed. This course has been approved by the South Carolina Real Estate Commission & the South Carolina Auctioneers' Commission for MCE credits. This class is open, without discrimination, to anyone regardless of race, color, religion, sex, national origin, familial status or handicap. If you need special accommodations, please notify us at enrollment.

I acknowledge that I have received a copy of this Enrollment Agreement containing the policies and procedures, and I agree to abide by these policies and procedures.

_____/_____/_____
Date Signature of Enrollee / Student Signature of Provider

_____ Total tuition paid. Register with a check payable to:
Burns & Associates, Inc. PO Box 1054 Swansea, SC 29160-1054.