

Richmond Association of REALTORS®

Education Policies



Attendance

All RAR and CVR MLS classes will begin promptly at the published start time. Class sign-in and admission will end **five (5) minutes** after the published start time. There will be no refunds issued for members arriving more than 5 minutes past the published class start time. A member who is denied class admission due to late arrival may transfer the fee to register for another class. All substitute registrations must be made the day of the missed class. Substitute registrations are limited to a single future class registration. Students who spend an excessive amount of time outside of the classroom once the class is in session may be denied credit for the class at the sole discretion of the RAR Real Estate School. Reasonable accommodation can be arranged for students with special needs. Accommodation requests must be submitted to the Real Estate School two (2) business days prior to the class start date.

Cancellation Policy

The Richmond Association of Realtors® (RAR) Real Estate School reserves the right to cancel any class. In the event of class cancellation, a full refund will be provided for all paid registrations. For individual student cancellations, please email edu@rarealtors.com.

RAR/CVR MLS Classes

Students may cancel any RAR/CVR MLS class registration provided RAR receives written notice of such cancellation by close of business **two (2) business days** prior to the start of the class. Registration fees will be forfeited if written cancellation is not received at least **two (2) business days** prior to the class date.

Designation/Certification Classes

Students may cancel any designation or certification class registration provided RAR receives written notice of such cancellation by close of business **five (5) business days** prior to the start of the class. Registration fees will be forfeited if written cancellation is not received at least **five (5) business days** prior to the class date.

Broker Pre-Licensing Courses

Students may cancel any Broker Pre-Licensing course registration provided RAR receives written notice of such cancellation by close of business **five (5) business days** prior to the start of the class. Registration fees are forfeited if written cancellation is not received at least **five (5) business days** prior to the class date. Refunds apply to tuition fees only- not shipping and/or materials already received.

Inclement Weather

In the event of inclement weather, RAR will post business closings and delays on RARealtors.com as well as the MLS Matrix Message Board by 7AM that day. In the event of a class time change or cancellation either related or not to a change in RAR's normal business hours, you will receive an email and automatic call with a notice about information applicable to your class registration by 7AM. The course calendar on RARealtors.com will also reflect any changes to the schedule. If your class has been cancelled, RAR will contact you via email the following business day to reschedule your class or fulfill the request for a refund or credit. In the case of a class delay, we ask that you leave enough travel time for traffic and inclement weather conditions.

Electronic Devices

For safety reasons, mobile devices may not be plugged into wall outlets in the classrooms. There are charging stations located in the downstairs lobby should you need to recharge a device. Recording devices are not permitted in class. Laptops, iPads and other portable computers/devices are permitted for the sole purpose of viewing class handouts or taking class notes. If their use disrupts other students, you may be asked to discontinue use of the device. Cell phones and pagers are to be switched to the silent or vibrate mode while in the classroom. If you must take a call while attending a class, please discreetly leave the classroom and limit the duration of your call. Excessive time away from the classroom while the class is in session may result in denial of class credit.

Course Credit/Grading

Classes carrying continuing education or post licensure credit will be submitted to the Real Estate Board within **three (3) business days** of the class date. For information pertaining to grades for the Principles of Real Estate and Brokerage courses, please call 804-422-5000.

Audit Policy

RAR allows students to audit certain classes taken with The Real Estate School at a reduced fee within two years of the date they attended the class. Audit registrations are subject to advance registration and space availability. The option to audit may be used only once for any given class and entitles a student to sit in on the class and receive the benefit of re-hearing the instruction. No CE and/or PLE credit is offered for auditing a class.

Cheating

Any student who is caught cheating by giving or receiving aid on an exam will automatically be dismissed from the class, without a refund and given a failing grade. Any student who is found to have cheated will not be readmitted to any TRES course requiring testing. Cheating is defined as "using or attempting to use unauthorized materials, information, notes, study aids, textbooks or obtaining unauthorized assistance from any sources including other students."

Photo/Video Policy

By registering for or attending a class, event or meeting offered by the Richmond Association of REALTORS®/CVR MLS, you agree to allow the use of your photo and/or video taken of you in a class, event or meeting in Association/CVR MLS publications, on the RAR/CVR MLS website or in other Association/CVR MLS materials. If you do not wish to have your photo or video used in Association/CVR MLS promotions, you may notify Association/CVR MLS staff.

Minor Children on Association Premises

Minor children are not permitted to attend Association/MLS classes, meetings or events and may not be left unsupervised anywhere on Association property. This is for their safety and as a courtesy to other members. This policy does not prohibit appropriately supervised, minor children from visiting the Association with a parent or guardian who is making a purchase or conducting Association/MLS related business.

Dress Code

Business casual dress is recommended while attending classes. When in doubt as to whether an article of clothing or outfit is appropriate, it is safe to assume that it probably is not.

RAR reserves the right to revise or change its policies at any time. Such revisions or changes will be published on the education page of the RAR website RARealtors.com and are effective as of their publication date.