

**COLORADO ASSOCIATION OF REALTORS®
Student Enrollment Application**

***ONE enrollment form is required for EACH class / EACH student.

Policies: Please carefully read the following school policies. These policies apply to any class offered by the Colorado Association of REALTORS® (C.A.R.).

- ✓ **All students must be in class within 15 minutes of the class starting time in order to receive continuing education (CE) credit. Late arrivals may attend the course, with the understanding that they will not receive CE credit nor a refund.**
- ✓ Students must attend the full class and achieve 70% or better on any exams to receive credit. If a student fails, he/she will receive information about how to retake the exam.
- ✓ At the end of the class, all students receiving credit will receive a Certificate of Completion. This certificate must be kept on file by the real estate licensee as proof of successful completion of, and credit for, the course. The Colorado Real Estate Commission (CREC) randomly audits licensees annually. Credit will be applied to student education history after payment has been made.
- ✓ If the certificate is lost, CAR will re-issue a certificate only after the student makes a replacement request in writing and pays the replacement fee.

Notice: Courses are open to both members and non-members of CAR; however, a non-REALTOR® member will not receive credits toward or qualify for designations offered to REALTORS® by CAR or the National Association of REALTORS® (N.A.R.) **Send forms to PPAR, 430 N. Tejon St., CSC 80903 or fax to 719-476-8169**

Refunds: If the course is cancelled, or the student withdraws at least 5 days prior to the course, a full refund will be issued. Cancellation within 5 days of the course will result in a refund of the tuition less a 25% cancellation charge. **If the student fails to appear for class or fails to cancel, no refund will be issued.** Any refund due to the student will be issued within 30 days of cancellation, subject to receipt of a written request.

Please print legibly

Course Name: _____ **Course Date:** _____

Course Location (Board/Association Name): _____

Student Name: _____

NRDS # (National REALTOR® Database System): _____

NRDS # can be obtained from local association and must be provided to receive member's tuition rate.

Office Name: _____

Office Address: _____

City & State: _____ Zip Code: _____

Office phone: _____ Home phone: _____ Fax: _____

Email address: _____

Non-Members only: License and/or SSN #: _____

ADA: Do you have any disabilities which require special accommodations, including the provision of auxiliary aids and services? If so, please indicate: _____

Please check below:

_____ I am not a REALTOR® member

_____ I am a member of the _____ Board/Association of REALTORS®

Payment Method: (Please note: Date of Birth & Drivers Lic. # required for all check writers)

Make checks payable to: **C.A.R.** **D.O.B.** _____ **Drivers Lic #** _____

Check _____ Check # _____ Visa _____ MC _____ Disc _____ AMEX _____

Card # _____

Card expiration date: month: _____ year: _____

Signature: _____

Tuition	CAR Mem-ber	Non-Member
4 Hour	\$50.00	\$65.00
6 or 8 Hour	\$80.00	\$95.00

**C.A.R. no longer provides the CREC Update Course.

Call local Association for enrollment form for the CREC Update Course