

Policies & Procedures

To be eligible for the Illinois Real Estate Salesperson Examination, candidates must meet all of the following requirements:

1. Be at least 21 years old
2. Have graduated from high school or obtained the equivalent of a high school degree
3. Have successfully completed the 45-class-hour Real Estate Transactions course at a real estate school approved by the IL Department of Finance and Professional Regulation.

Attendance: Each student is required to complete 45 hours of training. You are only allowed to miss one (1) 3.5-hour session. However, it is required that those hours be made up before you can receive your transcript. Missing two 3.5-hour sessions will result in being dropped from the class and you will need to register for a new class at the retake fee. Saturday classes count as two 3.5-hour sessions. NO ABSENCES ARE ALLOWED DURING THE ONE-WEEK ACCELERATED CLASS.

It is important that you sign in at every class session. Credit will not be given to those students who forget to sign in or do not sign in. It is the responsibility of the student to remember to sign in. It is also important that you arrive for class on time and stay for the entire class period. You will not get credit for time that you are not in class!

Enrollment Period: The student is enrolled in our program for six months beginning with the original class start date. All coursework, including successful passing of the school final exam, must be completed during that 6-month period. If you find it necessary to withdraw from class you will be given the opportunity to retake the class at a reduced rate of only \$79; however, should you decide to re-enroll after your original six month enrollment period it will be necessary for you to reinstate at a higher tuition rate. Please note: All retake students must complete the same number of hours as new students. Hours DO NOT "carry over" from one class to the next.

Reinstatement: Students are given six months of enrollment, beginning with their original class start date. After six months, but before one year, any student wanting to retake a class or complete a class will be able to reinstate their enrollment for \$210. After 1 year from the original start date, you are considered to be a new student and will need to pay full tuition.
(Neither the All Day Review, nor the textbook is included in the reinstatement fee)

Retest: 75% is the passing score on both the National and Illinois Law sections of the final exam. Any student who scores between a 74% and a 60% is eligible to retest that portion of the exam, provided that the exam is taken within the 6-month enrollment period. If the student does not take the exam as scheduled with their class, the retest fee applies. The retest fee is \$25. Re-testing is done by appointment only. Please call 847.559.9000. (No shows will be charged a \$25 cancellation fee).

Retake: Any student scoring below 60% on either portion of the exam is required to retake that portion of the class. The fee to retake either part of the class within your enrollment period is \$79, which includes one re-testing fee for the final exam.

The All Day Review: Students have the option of registering for this class at a reduced rate. If you register for the All Day Review at the same time of your pre-license class, or prior to your final exam, you will get a discounted rate of \$54. After the 6-month enrollment period or for students from another school, the cost of the All Day Review is increased to \$99.

You must pre-register for the All Day Review. Class size is limited and does fill up early, so please call ahead! If you are not registered, you will not be able to attend if the ADR is full. If you decide NOT to attend the All Day Review ... PLEASE CALL THE ACADEMY TO CANCEL. No Refunds are given for the All Day Review. No shows will be charged \$99 to make a 2nd All Day Review reservation. All cancellations and rescheduling must be done a minimum of 24 hours prior to the start of the originally scheduled date.

Pager/Cellular Use: All pagers and cellular phones must be turned OFF or SILENT before your class begins. Please wait for the break to return all calls. You will not be excused to return a page or to answer your phone. Be considerate of your classmates and your instructor.

Class Materials: You will need your textbook every night of class, as well as a highlighter, pen or pencil, notepad, and a calculator. Tape recording devices are not allowed in the classroom.

Dress Code: Casual dress is acceptable, but please be appropriate in a professional setting.

Weather Conditions: If there is doubt whether or not your class will be canceled because of weather (specifically snow storms), please call the Academy at 847.559.9000. All daytime classes will be decided by 7:30AM and all evening classes will be posted by 5PM. Please call the school and listen to the message. We will announce all class cancellations by the above mentioned times. Classes canceled due to weather must be made up!

Transcripts: Upon successful completion of the school final you will be awarded with a Uniform Real Estate Transcript. You need this transcript to register for and take the State exam. The Real Estate Transcript is valid for THREE YEARS or THREE ATTEMPTS following completion of the course. Students MUST bring an ORIGINAL Uniform real estate transcript, bearing an embossed seal, to the test center on the day of the examination. Your transcript will NOT be accepted if altered by any method or if it is a photocopy.

If you lose or misplace your transcript there is a \$25 charge for all duplicate transcripts, regardless of the reason. ESI Real Estate Academy is not responsible for any transcripts lost by IL Department of Finance and Professional Regulation or AMP. It is the student's responsibility to have the transcript in hand prior to taking the state exam. The ESI Real Estate Academy will not be responsible for transcripts getting lost in the mail or not getting to the student before their exam appointment.

Refund/Transfer Policy - All cancellations must be in writing via fax, e-mail, mail or in-person. NO EXCEPTIONS!!!! Academy phone #847-559-9000 Fax#847-559-9773 info@esiacademy.com

. Cancellations received five (5) days or more prior to the start of a course will be assessed the \$75 (non-refundable deposit) fee.

. Cancellations received less than five (5) days prior to the start of a course; NO REFUND is applicable. Students may enroll in another class within six (6) months by paying a \$25 transfer fee. After six (6) months students forfeit their tuition.

. If you are a "No Show" for a course, no refund is applicable. You may enroll in another class within six (6) months by paying a \$25 transfer fee.

. No cash refunds.

. NO REFUNDS are applicable for Home Study courses or study aids unless defective.

. We reserve the right to cancel or reschedule any class session(s), at any time, for any reason. In these situations, we will make every effort to contact students as early as possible. Students will be notified about a make up class. Students who can't attend the make up class will have the option of transferring to another class or home study within six (6) months of the original enrollment. NO REFUND and no additional fees will apply.

. We reserve the right to cancel, substitute or reschedule any instructor for any reason without notice.

. Registration/reservations will not be held past the stated class start time.

. No refunds for any retake or reinstate students.

COURSE FEES

Salesperson Real Estate Transaction Course:	\$345 (includes textbook)
Retake Fee:	\$79 within 6 month enrollment period
Retest Fee:	\$25
Reinstatement Fee:	\$210 between 6 months and 1 year
All Day Review:	\$99/ \$54 for current Academy students within 6 month enrollment period