

GFWAR (provider #0390) SAE/MCE Course Policies

Pre-registration Policy:

Pre-payment is required for registration. Printed SAE/MCE course materials are required for all students attending a course for continuing education credit hours. Walk-ins will be handled on a first come first serve basis, up to 10 additional students only, from the paid roster count. TREC 535.72 (g)

Refund Policy (cancellation by student):

Refunds will only be issued for a cancellation by a registered student if advance notice is given at least **48 hours prior** to the course scheduled time. Printed materials are provided for all SAE/MCE courses and are included within the price structure for a course; therefore refunds are not possible less than 48 hours of the course time.

Cancellation Policy:

The GFWAR (provider #0390) reserves the right to cancel SAE/MCE courses if the minimum pre-registered attendance requirements are not met **five business days** prior to the scheduled class date. Full refunds will be issued to all pre-paid students or monies can be transferred to future scheduled SAE/MCE courses. TREC 535.72 (o) Monies will not be held longer than the conclusion of the calendar year, from the date of purchase, in which the monies were paid.

If the instructor becomes unavailable the day of the course then full refunds will be issued or credited towards the SAE/MCE course reschedule date established with the instructor.

Partial Credit Policy:

GFWAR (provider #0390) will NOT permit a student to claim partial credit for a SAE/MCE course. Students must be signed in and be seated when instruction begins for full credit to be earned. This includes morning sign-in, returning from breaks, and returning from lunch. If a student persists in disrupting the orderly conduct during the course time credit will not be given. TREC 535.72 (b-c) No refunds will be issued for partial attendance; the course may be taken for information only.

Use of Electronics:

The only electronics permitted in the “on” mode during the course instruction are those approved or recommended by the instructor/GFWAR prior to the course (i.e. financial calculators, other real estate focused devices, etc.). SAE/MCE courses cannot be recorded; only paper notes can be taken for personal use.

End of Class Procedures (MCE only):

Each student is responsible for completing the MCE Course Completion Roster (MCE form 8-4) at the completion of all MCE accredited courses. It is the student’s responsibility to ensure the accuracy of the personal license number reported on the roster. An incorrect license number will delay credit being posted by TREC.

GFWAR (provider #0390) is responsible for filing (MCE form 8-4) rosters **within 10 business days** following the completion of the MCE course given. TREC 535.72 (a) All efforts will be made by staff to file rosters the next business day after the MCE course is completed.

TREC Reporting:

TREC has **10 business days** from the day rosters are received to report completed MCE course credit on their website. Students **may proceed** through the online license renewal process prior to the credit being posted by TREC.

Signature/Date _____