

Baldus Institute of Real Estate  
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## **MARYLAND PRINCIPLES & PRACTICES OF REAL ESTATE**

### **ENROLLMENT FORM**

**Program Title:** Maryland Principles & Practices of Real Estate      **Length of Program:** 63 clock hours

**Start Date:** April 7, 2009      **End Date:** June 4, 2009

**Hours of Instruction:** Three (3.0) hours per evening class with two (2), ten-minute breaks,  
Six (6.5) hours per Saturday class with two (2), ten-minute breaks in the morning and in the  
afternoon and a one-half (1/2) hour lunch break.

**Days Required Each Week:** Class meets two (2) days each week, Tuesday and Thursday, in the evenings from  
6:30 PM until 9:30 PM. Additionally, there are two (2) Saturday classes which meet from 9:00 AM until 3:30 PM.

**Required Total Weekly Hours:** Six (6.0) hours with an additional six (6.5) hours required in those weeks where  
Saturday classes are scheduled.

**Weeks Required To Complete the Program:** Eight-and-one-half (8.5) weeks. (An extra three (3.0) hours is included  
over the span of the program. If a student does not miss any sessions and no time is lost to inclement weather, then that  
student is excused from the scheduled make-up evening.)

**Location of Classes:** Baldus Center  
Suite 202, 2<sup>nd</sup> Floor  
3475 Leonardtown Road  
Waldorf, MD 20604

**Textbooks Provided:** Modern Real Estate Practice  
Galaty-Allaway-Kyle  
17<sup>th</sup> Edition

Maryland Real Estate Practice & Law  
Crawford-Rodgers  
11<sup>th</sup> Edition

Guide to Passing the PSI Real Estate Exam  
5th Edition

Maryland Exam Prep Supplement  
4th Edition

**Attendance:** Students must attend every class session in order to successfully complete the requirements to receive a  
Certificate of Completion.

**Graduation Requirements/Certificate of Completion:** Students must achieve a minimum grade of 75% when averaging  
together the grades received on all quizzes and the mid-term; must also achieve a minimum grade of 75% on the final grade;  
attend all sixty(60.0) hours of the program; and meet all financial obligations to the Baldus Institute of Real Estate.

**Record Retention and Academic Transcript:** Permanent records of students' attendance and performance are maintained by the Baldus Institute of Real Estate. Transcripts are available upon request.

**Non-discrimination Policy:** All students will be treated equally regardless of race, color, religion, sex, national origin.

<b>Costs:</b>	Tuition:	\$129.50
	Registration Fee:	30.00
	Textbooks:	75.50
	<b>Total Fee:</b>	<b>\$235.00</b>

Textbooks may be purchased from BALDUS INSTITUTE OF REAL ESTATE.

**Payment:** Books are not included in the tuition fee and are the property of the student. Tuition and registration fee must be paid prior to the commencement of the first class. If for any reason the course is cancelled, a full refund will be made to each student.

**Refund Policy:** All fees will be refunded if the student chooses not to enroll within a seven – (7) day period after registrations has been received. After the seven-(7) day cancellation period, but before the first day of class, the registration fee and the tuition fee will be refunded. The date of postmark when Baldus Institute returns the signed enrollment agreement will constitute the beginning of the seven-day full refund period. If the Institute closes or discontinues a course the Institute shall refund to each currently enrolled student monies paid by that student for tuition and fees. If, after the seven-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course and shall include all fees, except the registration fee and any charges for materials, supplies or books which may have been purchased by and are the property of the student who withdraws or is terminated after the seven-day cancellation period has expired and after instruction has begun as follows:

<u>Proportion of the Course Taught</u>	<u>Tuition Refund</u>
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to 50%	20% Refund
More than 50%	No Refund

A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The date of withdrawal or terminations is the last date of attendance by the student. In the case of an official leave of absence, if a student fails to return to class by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence. If the Institute cancels or discontinues a course, notification will be made by telephone. BALDUS INSTITUTE OF REAL ESTATE reserves the right to cancel a course due to insufficient enrollment.

