



Education Policy

Please read all sections of this policy before agreeing (box must be checked by you on the registration form).

RESERVATIONS

Registrations with full payment will be accepted on a first come, first serve basis up to 12 business days prior to a course offering via fax, U.S. mail or online; no telephone reservations will be accepted. Mail or faxed registrations received thereafter will be put on a waiting list for up to two business days while VAR determines: (1) if classroom space is available to those on the waiting list or (2) if the course and instructor contract needs to be cancelled due to low registration numbers. Seats will not be held pending payment.

CANCELLATIONS/TRANSFERS/NO SHOWS

VAR will happily provide a full refund or transfer for cancellation or transfer requests received up to the advertised registration deadline. Because VAR reserved a seat in anticipation of your attendance, a fee in the amount of 25% of the original cost will be assessed for all cancellation or transfer requests received thereafter, for any reason. No shows, i.e. individuals who did not sign in or out and therefore did not receive credit for attending, who arrived late or left early or who did not show up at all – for any reason – are ineligible for any refund or transfer.

Eligible transfers must be applied to courses that will be taken before October 1 of the year in which the transfer was requested.

WALK-INS

As a cost-savings measure, VAR will not prepare extra course materials or, when applicable, order additional food in anticipation of walk-ins. Therefore, walk-ins will be assessed a fee in the amount of 25% of the applicable price for VAR to produce and provide such materials on demand, if such materials are available to be reproduced; text books and other bound or pre-ordered material may not be available on demand.

Due to space limitations, seats will first be provided to those who have pre-registered. Vacant seats will then be offered to walk-ins; however, VAR cannot guarantee the availability of seats and will not take extraordinary measures that will delay or disrupt the course offering to accommodate walk-ins, such as bringing in extra tables and/or chairs.

SIGN IN/SIGN OUT

VAR is required by the Vermont Real Estate Commission to maintain attendance records for each course offering. It is the responsibility of each attendee to sign in upon arrival and sign out upon departure. Should an attendee fail to sign in or sign out, VAR cannot issue or re-issue a certificate of continuing education (see "Certificates" for more detail) and will not issue a refund or transfer (see "Cancellations/No Shows").

LATE ARRIVAL/EARLY DEPARTURE

The Vermont Real Estate Commission requires that attendees be present for the entire course offering to receive certification of course completion. Therefore, VAR will not issue a certificate, for any reason, to anyone who arrives late or leaves early. Those who arrive late and/or depart early are also ineligible for any refund (see "Cancellation/No Shows").

EVALUATIONS

The Vermont Real Estate Commission requires that attendees complete an evaluation form at the conclusion of each course offering. Students who do not turn in an evaluation sheet will not receive a certificate for continuing education credit.

CERTIFICATES

VAR will issue certificates of continuing education at the end of each course as attendees are signing out and turning in their evaluation forms. Certificates will only be issued to those who signed in and out. VAR will re-issue misplaced certificates from courses sponsored by VAR at a cost of \$25 per certificate (or \$15 per certificate for Club Ed members) upon verification that the individual attended the course(s). Attendance is verified by the sign-in sheets and evaluations.