



LONG & FOSTER INSTITUTE OF REAL ESTATE
8411 Patterson Avenue
Richmond, VA 23229
804-346-2208

Website: www.longandfoster.com

Email: Richmond.training@longandfoster.com

PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPeOPLE – VIRGINIA

This course is approved by the Commonwealth of Virginia to fulfill the 60-hour classroom prerequisite for taking the Psychological Services, Inc. (P.S.I.) real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate. The course material includes: textbook, study guide, law book, mid-term exam, final exam, and many handouts which have been designed to prepare you for the state examination. The course exam will be administered upon the student's completion of all requirements. Course attendance does not require nor guarantee affiliation with Long & Foster Realtors.

REGISTRATION POLICY: While there are no age requirements for entrance into the Long and Foster Institute of Real Estate, the state requires a prospective licensee be at least 18 years of age and have high school diploma or GED to activate his/her real estate license. There will be no credit for previous training or experience.

WEEKDAY CLASSES: Ten sessions meeting from 9:00AM to 4:00PM Monday, Tuesday, Wednesday and Thursday for 2 ½ weeks.

EVENING CLASSES: This class consists of 2 evenings each week from 6:00-10:00PM for 8 weeks.

SCHEDULE: A student may begin at any time and has up to six months to complete the course. It is not necessary to begin on Class #1, however all classes must be completed prior to taking the class final examination.

PRE-REGISTRATION: Full payment is preferred. However, the tuition will be accepted with BALANCE DUE PRIOR TO FIRST CLASS. Pay by charge card or money order only, payable to L&F Institute. No checks or cash please.

TRANSFER POLICY: Although we do not think it is in the student's best interest to transfer between classes, sometimes emergency situations arise. There will be a \$25 fee if it is possible to accommodate a request for special scheduling.

INCLEMENT WEATHER: Day classes will be cancelled when the local Community Colleges are closed. However, when the schools have a delayed opening, Long & Foster Institute WILL OPEN ON TIME. For evening classes call the West End Training Center at 804-346-2208 before 5:00PM.

DISABLED STUDENTS: Please contact the Training Center in the event you have a disability which requires special accommodation, including the provision of auxiliary aids or services. The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.

DIRECTIONS TO WEST END & HARBOUR POINTE (Midlothian):

West End T/C – From I-64: Take the Parham Rd South Exit (exit 181). Proceed until you reach the intersection of Parham Road and Patterson Ave (there is a light at this intersection.) Turn left onto Patterson Ave and proceed .3 miles. The office is located on the right side of the street. The entrance is on the left side of the building going down into the lower level.

West End T/C – From I-95: Take I-64W toward Charlottesville. Take the Parham Rd South Exit (exit 181). Proceed until you reach the intersection of Parham Road and Patterson Ave (there is a light at this intersection.) Turn left onto Patterson Ave and proceed .3 miles. The office is located on the right side of the street. The entrance is on the left side of the building going down into the lower level.

Harbour Pointe T/C – From I-95: Take exit #62 onto VA – 288 North towards Powhite Parkway/Chesterfield. Take Hull St. Road exit towards Amelia. Continue thru light at Commonwealth Parkway & Old Hundred Road take next right onto W. Village Green Drive. At stop sign take right, go around the curve and make a sharp right turn into the parking lot.

(Many other locations in Virginia, the District of Columbia, Maryland, New Jersey, Pennsylvania and Delaware.)

VIRGINIA LOCATIONS

Ashburn	44031 Ashburn Shopping Plaza, Ste 287, Ashburn, VA 20147	703-724-9494
Centreville	3101 Redwood Sq. Circle, Centreville, VA 20121	703-631-3200
Richmond Harbour Pointe	5000 W. Village Green Drive, Midlothian, VA 23113	804-822-3208
Manassas	10748 Sudley Manor Drive, Manassas, VA 20109-2833	703-368-1146
Northern Virginia	3069 Nutley Street, Fairfax, VA 22031	703-560-9044
Newport News	12350 Jefferson Ave. Suite 240, Newport News, VA 23602	757-460-3900
Roanoke	3912 Electric Road, SW, Roanoke, VA 24018	540-772-9228
Stafford	231 Garrisonville Road, Stafford, VA 22554-1527	540-659-3453
Sterling	46191 Westlake Drive, Sterling, VA 20164	703-430-1000
Virginia Beach	1300 Diamond Springs Road, Virginia Beach, VA 23455	757-460-3900
Richmond West End	8411 Patterson Avenue, Richmond, VA 23229	804-346-2208
Warrenton	5451 Old Alexandria Turnpike, Warrenton, VA 20188-0857	540-347-2250

PROCEDURES FOR LICENSING

In Virginia, you are required by law to take a 60-hour classroom course entitled "Principles of Real Estate." The tuition and length of this course will vary with the institution. The course is given by the Long & Foster Institute of Real Estate, George Mason University, and some community colleges. This course covers all the technical aspects of real estate--the math, the theory and the law.

The Principles Course offered by Long & Foster Institute covers all material required by the State of Virginia, as well as providing all the information needed to study for the licensing examination. Our course is principally for those planning to take the state exam and become licensed real estate agents. However, many people take it simply for their own information and use.

It is highly recommended you take an exam prep course before the state licensing examination. Long & Foster Institute offers a prep class each month which consists of 8 hours of intensive review. However, this prep class **is not** offered at every Training Center. Please call the Training Center for schedule and location.

You will be provided with an eligibility form that Long & Foster will submit to the state exam testing company after you have passed the pre-licensing course.

Once you pass the Principles Course and the Virginia Licensing Exam, you must affiliate with a real estate brokerage firm (such as Long & Foster) in order to have your license activated. At that point, should you choose to affiliate with Long & Foster, you will join our post-license training program, Star Builders, which will teach you the practical aspects of actually listing and selling properties. Following our classroom and field training, you will be fully prepared to launch into a successful real estate career.

If you have further questions, please call our registrar at (804)822-3208 or any of our branch office managers.

PSI TESTING

Psychological Services, Inc. (PSI) under the direction of the Virginia Real Estate Board administer the Virginia Real Estate Licensing Examinations (Broker and Salesperson). The closest examinations are given in Richmond, VA. Your instructor will give you the details as to price, procedure, etc.

LONG & FOSTER INSTITUTE OF REAL ESTATE

SCHEDULE OF CLASSES

Two locations in Richmond Area

WEST END TRAINING CENTER – (804) 346-2208

Weekday Classes: Monday, Tuesday, Wednesday and Thursday 9:00am-3:00pm

March 5 – March 20, 2012

May 7 – May 22, 2012

July 16 – July 31, 2012

September 10 – September 25, 2012

October 29 – November 13, 2012

Evening Classes: Tuesday and Thursday 6:00pm – 10:00pm

March 13 – May 3, 2012

May 8 – June 28, 2012

August 7 – September 27, 2012

October 18 – December 13, 2012

HARBOUR POINTE TRAINING (MIDLOTHIAN) CENTER – (804) 346-2208

Evening Classes: Monday and Wednesday 6:00pm – 10:00pm

May 2 – June 27, 2012

*September 10 – October 31, 2012

NOTE:

******Dates are subject to change. Please call the office at 804.346.2208 to verify.
Holidays are designated in the dates above.******

PACKAGE FEES (including books)

Tuition	\$1 26.55
Books	\$ 69.00
VA Tax	\$ 3.45
Total Cost	\$ 199.00

TUITION ONLY STUDENTS

\$126.55 (No Books)

Optional Books: Math Text - \$30.00 (plus tax)
 State Law Prep - \$25.00 (plus tax)
 Modern Real Estate Study Guide - \$25.00 (plus tax)
 PSI Study Guide - \$25.00 (plus tax)

Please be aware that Long & Foster may contact you concerning opportunities in the real estate field using the information provided on your application or your phone call.

TUITION REFUND POLICY

CANCELLATION PERIOD: All fees paid by a student will be refunded if the student chooses not to enroll. If a student withdraws after the first day of instruction, the tuition refund will be as follows:

PORTION OF COURSE TAUGHT	TUITION REFUND	
1 Session	90%	Refunds are prorated on the tuition only. There will be no refund for books, materials or supplies purchased by the student. Refunds will be paid within 30 days.
2 Sessions	85%	
3 Sessions	80%	
4 Sessions	70%	
5 Sessions	60%	
6 Sessions	50%	
7 Sessions	No Refund	

Any refund due a student shall be paid within 30 days from receipt of a written request. There will be no refund for books, materials or supplies purchased by the student. If Long & Foster Institute cancels a course, the student will receive a full refund.

Students must satisfy all obligations, attend all classes, and pass the course final exam before the state test application can be given to them.

UNIVERSITY OF LONG & FOSTER CAREER DEVELOPMENT: The University of Long & Foster’s School of Career Development program includes a vast array of in-depth training programs for both new and established sales associates. Fast Start® is a series of classes designed to teach the newly licensed associate the basics of their new career. This program is followed by the Achieving Career Excellence Series of courses to expand the sales associate’s knowledge and expertise in real estate sales. Before you choose a broker, take a look at the Long & Foster Career Development training program.

APPLICATION
LONG & FOSTER INSTITUTE OF REAL ESTATE

Mail to:
Long & Foster Institute of Real Estate
8411 Patterson Avenue
Richmond, VA 23229

Fax: 804-740-1567
(if using a credit card)

PLEASE PRINT:

M _____

Last Name	First Name	Initial	Home Phone Number
Street Address			Work Phone Number
City	State	Zip	E-Mail Address

Please enroll me in the following class:

- Eve. - Mon/Wed. classes starting _____ (date). _____ WEST END T/C
- Weekday Classes starting _____ (date).
- Eve. - Tues/Thurs classes starting _____ (date). _____ Harbour Pointe (Midlothian) T/C

I enclose Money Order # _____ for \$ _____ for tuition and books.

Please charge the full \$ _____ to my ___ VISA ___ MC Card ___ Discover Card # _____,
Expires: _____ CVV# _____ Name on Credit Card: _____.

NOTE: No confirmation will be sent to you. You will be notified **ONLY** if your class is full or rescheduled.

Recommended by _____ Branch Office _____ () None

Where did you hear about our course?

- Newspaper () Radio/T.V. () Broker () Other _____ () Career Ad () Career Counselor
- Career Seminar () Former Student () Internet () Yellow Pages

Active student records will be maintained for six (6) months from the date of first class attended. If not completed within that time, student must repay tuition and retake entire course to receive credit.

I understand that all printed material provided during the course of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the course instruction. TAPE RECORDERS ARE NOT PERMITTED.

I understand that Long & Foster may contact me concerning opportunities in the real estate field using the information provided above.

I have read and understand the above and have received a copy of this agreement and the school catalog. To be binding this agreement must be signed by all parties and may be modified or extended only with written consent of student & school.

Applicant's Signature: _____ Date: _____

School Official's Signature: _____ Date: _____