



*January – December 2012*

*Dear Applicant:*

*Thank you for requesting information on our School of Real Estate. Our School offers the Principles of Real Estate course throughout the year, with classes scheduled to meet the needs of busy adults.*

*Because seating is limited in our classrooms, we accept applications on a first come, first serve basis. To reserve your seat, you will need to send your payment with your completed application to the address printed at the top. Your application can also be faxed to my attention at 540-772-1271. We accept Visa, MasterCard, Discover, Money Orders, and Cashier Checks. No personal checks or cash please.*

*If you would like, you may come in to the Office and register in person. Please call in advance to make those arrangements to insure that someone will be available when you arrive.*

*This course is approved by the State of Virginia to fulfill the 60-hour 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.*

*Our instructors are licensed Real Estate professionals who are certified by the Virginia Real Estate Board. They bring both knowledge and experience to the classroom to enhance our sessions with “real life” examples to illustrate the practical applications of real estate law and regulations. The course also includes instruction and practice on test-taking techniques to prepare the student for the Virginia examination.*

*I have enclosed an application for our classes. We look forward to them and hope you can join us. I have also enclosed the School Policy Statement and directions. If you are interested in a career in real estate sales, please contact one of our Sales Managers on the enclosed list. They would be delighted to discuss a career with you and answer any of your questions.*

*For more helpful information please visit [www.careerinrealestateva.com](http://www.careerinrealestateva.com).*

*If I can answer any questions about the classes, please call me at 540-772-6985.*

*Sincerely,*

*Jackie*

*Jackie Silva  
Registrar*



**1. How did you hear about our course?**

- Agent
  - Branch Manager
  - Career Counselor
  - Career Seminar
  - Former Student
  - Internet
  - Newspaper
  - Yellow Pages
  - Other; please specify \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**2. I selected Long & Foster Institute of Real Estate because:**

- Tuition cost
- Convenient Schedule
- Location
- Reputation of Company
- Reputation of teaching
- Reputation of passing rate
- Other; please specify \_\_\_\_\_

**3. Were you referred by a Long & Foster Branch Manager?**  Yes  No

If yes, please indicate their name or office location: \_\_\_\_\_

**4. I plan to work in Real Estate:**

- Full-time
- Part-time
- Undecided

**5. I would like information about:**

- Affiliating with a Long & Foster Sales Office
- Affiliating with Metro Referrals; please have someone call me
- None at this time

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 also understand that course attendance does not require nor guarantee affiliation with Long & Foster Realtors®.

**APPLICANT'S SIGNATURE** \_\_\_\_\_

(Your signature indicates that you have read and understand the School Policies enclosed.)

Date \_\_\_\_\_

**(For Office Use Only – Student picked up books)** \_\_\_\_\_

Date



**LONG & FOSTER INSTITUTE OF REAL ESTATE**  
**3922 Electric Rd. SW – Suite 3**  
**Roanoke, VA 24018**  
**Telephone: 540-772-6985 - Fax: 540-772-1271**

## **PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPEOPLE**

**EVENING CLASSES:** Classes are held on Monday and Wednesday evenings, 6 – 10 p.m. Please check your syllabus for exact dates and times.

**ENROLLMENT POLICY:** While there are no age requirements for entrance into the Long & Foster Institute of Real Estate, the State requires a prospective licensee be at least 18 years of age and must have a high school education or GED to activate their real estate license. There will be no credit for previous training or experience.

**ATTENDANCE:** Students are required to attend all classes. Missed classes will need to be made up in order to receive a certificate of completion. Students have six (6) months to complete the course.

**TUITION AND BOOKS:** Tuition including textbooks and tax is 199.00; (126.55 tuition, 72.45 books and sales tax), payable to Long & Foster Institute of Real Estate. If a student has their books and only wishes to pay tuition, the fee is \$126.55. We accept **cashier's check, money order or credit card**. Payment and registration should be done in advance to insure space allocation. Applications are accepted on a first come, first serve basis.

**CANCELLATION & REFUNDS:** If a student cancels before class begins and *books have not been picked up*, the student will receive a full refund. If **books have been picked up**, the refund will be on tuition only. A \$49 administrative fee will be deducted from the refund. If the student withdraws after the 1<sup>st</sup> day of instruction the tuition refund will be as follows:

<u>Portion Taught</u>	<u>Tuition Refunded</u>	<u>Portion Taught</u>	<u>Tuition Refunded</u>
1 session	90%	5 sessions	60%
2 sessions	85%	6 sessions	50%
3 sessions	80%	7 sessions	0
4 sessions	70%		

***No refunds will be issued after 6 months from class start date. Refunds are on tuition only***

**REPEAT ENROLLMENT:** If a student fails they will be allowed to retake the final exam one time within three months (3) of their class ending date. If they are still unsuccessful in passing the class they must re-enroll, pay the tuition fee and retake the course. If the books were to change editions, they would be responsible for purchasing new books.

**TRANSFER POLICY:** Although we do not think it is in the student's best interest to transfer between classes, sometimes emergency situations arise. Each transfer request is decided on an individual basis and all transfer requests must be submitted in writing to the Registrar of the School.

**CANCELLATION:** The school reserves the right to cancel enrollment of any student for failure to meet the requirements of the course or for other reasons deemed in the interest of the school. The school also reserves the right to cancel a class because of insufficient enrollment.

**INCLEMENT WEATHER:** If we experience inclement weather during your class dates, a decision to close the **evening class** will be made by 3 p.m. A decision for the **day class** will be made by 7:30 a.m. Call the School office at 540-772-6985 to hear a recorded message regarding your class.

**CLASS RULES:** All printed materials provided during the course of instruction are copyrighted and cannot be copied or used other than for personal use in connection with the course of instruction. Tape recorders are NOT permitted. Smoking is not permitted in the classroom or in the building. We do allow eating and drinking in the classroom and ask that you clean up, as the room is used by others. The classroom climate varies so **PLEASE** wear layered attire to ensure your personal comfort.

**DISABLED STUDENTS:** Please contact the Registrar's Office in the event you have a disability that 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.

**FINGERPRINTING:** Effective July 1, 2009, fingerprinting will be mandatory. Before submitting an application for a Virginia real estate license, each applicant must submit a set of fingerprints. This can only be done at state PSI locations once you complete the requisite 60 hours. Fingerprinting results can take up to 2 weeks once submitted.



# *What's It Like To Be In Real Estate?*

*Please contact one of our highly trained, professional Sales Managers to inquire about a career in real estate sales.*

<p><b><u>BLACKSBURG/CHRISTIANSBURG</u></b> <b>Beth Dalton/Louise Baker</b> (540) 552-1010 3601 Holiday Lane Blacksburg, VA 24060 <a href="mailto:Beth.dalton@longandfoster.com">Beth.dalton@longandfoster.com</a></p>	<p><b><u>ROANOKE</u></b> <b>Jeff Reynolds/Bitsy Davis</b> (540) 989-0863 3906 Electric Road, SW Roanoke, VA 24018 <a href="mailto:jeff.reynolds@longandfoster.com">jeff.reynolds@longandfoster.com</a> <a href="mailto:bitsy.davis@longandfoster.com">bitsy.davis@longandfoster.com</a></p>
<p><b><u>LYNCHBURG</u></b> <b>Bobbie Holman</b> (434) 316-6100 1019 Vista Park Drive, Suite C Forest, VA 24551 <a href="mailto:Bobbie.Holman@longandfoster.com">Bobbie.Holman@longandfoster.com</a></p>	<p><b><u>SMITH MOUNTAIN LAKE</u></b> <b>Bitsy Davis/Lori Shultz Moore</b> (540) 297-4111 16869 Moneta Road Moneta, VA 24121 <a href="mailto:Bitsy.davis@longandfoster.com">Bitsy.davis@longandfoster.com</a> <a href="mailto:Lori.shultzmoore@longandfoster.com">Lori.shultzmoore@longandfoster.com</a></p>
<p><b><u>LONG &amp; FOSTER INSTITUTE</u></b> <b>Jackie Silva</b> (540) 772-6985 3922 Electric Road SW – Suite 3 Roanoke, VA 24018 <a href="mailto:Jackie.silva@longandfoster.com">Jackie.silva@longandfoster.com</a></p>	

*Interviews with Sales Managers do not require or guarantee attendance to the L&F Institute of Real Estate or affiliation with Long & Foster, REALTORS®.*

*The next 10 minutes could change your life forever!  
Click on the RealSTAR link below and follow the simple directions  
for your FREE profile.*

*<http://tinyurl.com/lfr-roanoke>*

# The University of Long & Foster is Conveniently located.....

.....at Rt. 419 (Electric Road) and Bernard Drive in Roanoke's Southwest County. We are next door to the K92 Radio Station, across the street from the 419 West Restaurant and on the parking lot of Long & Foster Realtors® Roanoke Office.

**Long & Foster Realtors®**

**Parking Spaces**

**University of  
Long & Foster**

When attending Day Class *please* use the spaces in front our building and *do not* park in front of the Sales Office or in any of the spaces marked "Visitor". Thank you for your cooperation.