

LONG & FOSTER INSTITUTE OF REAL ESTATE

963 Providence Square Shopping Center

GPS Address: 963 Profair Way

Virginia Beach, Virginia 23464

757-460-3900 or 1-866-842-8208

Website: www.longandfoster.com

E-mail: vbtc@longandfoster.com

PRINCIPLES AND PRACTICE OF REAL ESTATE FOR SALESPEOPLE

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: textbooks, mid-term exam, final exam, and various 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 Real Estate. **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.

DAY CLASSES: This class consists of 3 days (M-T-TH) per week *for five weeks* from 9:00AM – 1:00PM.

EVENING CLASSES: This class consists of 3 evenings (M-T-TH) per week *for five weeks* from 6:00-10:00 PM.

EVE/SAT. CLASSES: This class consists of Fri. 6-10 PM and Sat. from 9:00AM – 5:00 PM per week *for five 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 session #1, however all classes must be completed prior to taking the state exam. Classes are forming now. Call for information and to register.

PRE-REGISTRATION: Full payment is required. Pay by charge card, exact cash, personal checks or money order made payable to Long & Foster Institute. Only by pre-registration are you guaranteed a seat in your selected class.

INCLEMENT WEATHER: Call 757-460-3900, option 5, and listen to the recording. Recording is updated by 7am for morning classes and by 3pm for evening classes.

DISABLED STUDENTS: Please contact the Training Center in the event you have a disability which requires special accommodation.

The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.

DIRECTIONS: Virginia Beach Center From 64W take exit 286B onto Indian River Road. Turn left on Kempsville Road and turn left onto 963 Profair Way at Providence Square Shopping Center.

Newport News Center I-64 Exit 255 then Exit 255A towards the Patrick Henry Mall, at the first traffic light turn left, then a left into the Patrick Henry Corporate Center Parking lot.

LONG & FOSTER TRAINING

Our Career Development program consists of a 2-part, in-depth training program to get new agents off to a great start. Part 1 **STAR BUILDERS**™, is a series of classes designed to teach you all you need to know about real estate sales, from prospecting to settling the transaction. This program also includes Continuing Finance classes, Government Owned Homes, Property Management, Home Warranty, Home Inspection and special seminars, presented by nationally known speakers, on a variety of subjects. Part 2, “Transition Training”, consists of working with new agents in the field. We also have videos available, bringing the top real estate trainers in the country to our agents on demand. **BEFORE YOU CHOOSE A BROKER, COMPARE OUR REAL ESTATE EDUCATION PROGRAM.** Please be aware that Long & Foster Realtors may contact you about opportunities in the real estate field. (Additional locations in the District of Columbia, Maryland, Pennsylvania and Delaware.) 12/09

TUITION REFUND POLICY

SEVEN-DAY CANCELLATION PERIOD: All fees paid by a student will be refunded if the student chooses not to enroll within a 7-day period after registration has been received. No refund will be issued on books, materials or supplies purchased by the student at any time.

After the 7-day cancellation period, but before the first day of class, the administrative fee will be forfeited. If the student withdraws after the first day of instruction, the administrative fee will be forfeited and the tuition refund will be as follows:

PORTION OF COURSE TAUGHT TUITION REFUND

- 1 Session 90%
- 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 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 a certificate can be issued. TRANSFER FEE: If a student transfers from one campus location to another or to a later month there will be a \$25.00 fee.

PACKAGE FEES (including books) TUITION ONLY STUDENTS

Tuition \$ 199.00 (includes \$50.00 admin. Fee) \$199.00 (admin. Fee included/no

Books \$94.00 books)

VA Tax \$ 4.70

Total Cost \$ 297.70

Exam Prep Class (optional) \$50.00**

Optional Books: Math Text \$30.00 (plus tax)

State Law Prep \$25.00 (plus tax)

*Administrative fee is \$50.00. However, this will be applied to your tuition. If a student withdraws from class the admin. Fee will be non-refundable.

The exam prep class fee is \$50.00. This is a separate 8-hour intensive review class that is highly recommended, but optional. This class is **usually offered on a **Saturday**. Please be sure your schedule will accommodate this class. A refund will be issued only if student cancels at least 48 hours prior to the exam prep class.

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 Long & Foster Institute of Real Estate, Old Dominion University and some community colleges give the course. 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. The instructor will give the state exam application to you after you have successfully completed the 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 757-460-3900, 1-866-842-8208 or any of our branch office managers.

PSI TESTING

The Virginia Real Estate Licensing Examinations (Broker and Salesperson) are administered by Psychological Services, Inc. (PSI) under the direction of the Virginia Real Estate Board. The closest examinations are given at: Pembroke IV Building, 291 Independence Blvd. Suite 140, Virginia Beach, VA 23462-5476. Your instructor will give you the details as to price, procedure, etc.

LONG & FOSTER INSTITUTE OF REAL ESTATE

SCHEDULE OF CLASSES FOR 2011

VIRGINIA BEACH – 963 Profair Way, Virginia Beach, VA 23464

Weekday Classes: Monday, Tuesday and Thursday 9:00am – 1:00pm

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

Newport News– Patrick Henry Corporate Center

12350 Jefferson Avenue, Suite 240, Newport News, VA 23602

Monday, Tuesday and Thursday 6:00pm – 10:00pm

Evening Classes ONLY:

- 1. Jan/Feb 3,4,6/10,11,13/18,19,20/24,25,27/31 (Feb) 1,3/7-Final**
- 2. Feb/Mar 14,15,17/21,22,24/28 (Mar) 1,3/7,8,10/14,15,17/21- Final**
- 3. Mar/May 28,29,31/ (April) 4,5,7/11,12,14/18,19,21/25,26,28 (May) 2-Final**
- 4. May/June 9,10,12/16,17,19,/23,24,26/31, (June) 1, 2/6,7,9/13-Final**
- 5. Jun/Jul 20,21,23/27,28,30/(July) 5,6,7/11,12,14/18,19,21/25-Final**
- 6. Aug/Sep 1,2,4/8,9,11/15,16,18/22,23,25/29,30(Sept) 1/6 - Final**
- 7. Sep/Oct 12,13,15/19,20,22/26,27,29/(Oct) 3,4,6/10,11,13/17 - Final**
- 8. Oct/Nov 24,25,27/31, (Nov) 1,3/7,8,10/14,15,17/21,22,23/28-Final**

Weekend Classes: *WHEN AVAILABLE*

VIRGINIA BEACH – 963 Profair Way, Virginia Beach, VA 23464

Fridays 6pm – 10pm & Saturdays 9am -5pm

- 1. Jan/Feb 7,8/14,15/21,22/28,29/(Feb) 4,5/11-Final**
- 2. Feb/Mar 18,19/25,26/(Mar) 4,5/11,12/18,19/25-Final Exam**
- 3. Apr/May 1,2/8,9/15,16/22,23/29,30/(May) 6-Final**
- 4. May/Jun 13,14/20,21/27,28/(June) 3,4/10,11/17-Final**
- 5. Jun/Jul 24,25/ (July) 1,2/8,9/15,16/22,23/29-Final**
- 6. Aug/Sep 5,6/12,13/19,20/26,27/(Sept) 2,3/9-Final**
- 7. Sep/Oct 16,17/23,24/30,(Oct)1/7,8/14,15/21-Final**
- 8. Oct/Dec 28,29/ (Nov) 4,5/11,12/18,19/25,26/(Dec) 2-Final**

APPLICATION
LONG & FOSTER INSTITUTE OF
REAL ESTATE

Sponsored By _____
Sales Office Name: _____

Mail to:
Long & Foster Institute of Real Estate
963 Profair Way
Virginia Beach, VA 23464
Fax: 757-460-3626
Website: www.longandfoster.com
Email: vbtc@longandfoster.com

PLEASE PRINT

Name _____ Home Phone: _____

Last First Initial

_____ Work Phone: _____

Street Address

_____ Soc. Sec. #: _____

City State Zip

Training Center Location: _____ E-mail Address: _____

Class Selected:

DAY CLASSES: ___ EVENING CLASSES: ___ WEEKEND CLASSES: _____

Class Dates: Begins: _____ Ends: _____

NOTE: No confirmation will be sent to you. You will be notified **ONLY** if your class is full or rescheduled. 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. **Students who are late or leave early will not receive credit for that session.** No children are allowed to be present at the training center while you are attending the classes.

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.**

Payment in full is due at or before first class. Pay with money order, Visa, Master Card or Discover. Only pre-registration (pre-paid) guarantees a seat in your selected class.

Refunds: A full refund will be issued if a course or program is closed, canceled, or discontinued by Long & Foster Institute of Real Estate.

There will be **no refunds** for books, materials or supplies. Requests for refunds must be submitted in writing. Refunds will be paid within 30 days of receipt of written request. A \$25.00 fee will be charged for transferring from one campus to another or rescheduling class from

one month to another. The \$50.00 administrative fee will be forfeited if a student withdraws from class after registration has been received. If the student withdraws after the first day of instruction, the administrative fee will be forfeited and the tuition refund will be as stated in your school catalog and on page 2 of this brochure.

I enclose Money Order #_____ for administrative fees, tuition and books. Please charge the full _____ to my ___ VISA ___ Discover ___ MC Card #_____. Expires Date: ____/____, CVV#_____. I will accept this charge and fully understand that I am responsible to pay my credit card company for the charges listed above. Name on Credit Card:_____.

I have read and understand the above and will receive a copy of this application and the school catalog at my first class. If you do not wish to be contacted regarding opportunities in the real estate field, please state so at the bottom of this form.

Please circle one: I would like to be contacted by Long and Foster Real Estate, Inc. about a future association. YES NO
(If neither response is indicated, Long & Foster may contact you.)

Applicant's Signature: _____ Date: _____
School Official's Signature: _____ Date: _____
Referring Manager: _____ Date: _____