

Education Policy

Registration, Attendance, Cancellation, Refund and Tuition Credit Policy

GENERAL: The Santa Fe Association of REALTORS® (SFAR) through its Education Committee strives to provide quality education courses for the professional development of the members. Education policy is based on the fact that providing quality education courses takes a tremendous amount of time and effort in advance planning, coordination, and monetary investment on the part of the SFAR. SFAR is approved to provide continuing education courses by the New Mexico Real Estate Commission. Course credit is subject to the rules and regulations of the New Mexico Real Estate Commission.

REGISTRATION: Reservations must be confirmed by a credit card (Visa, MC) or check to reserve your space. If not confirmed, your name will not appear on the sign in sheets and you will be charged the walk-in rate. Record of attendance will be verified by sign-in, sign out sheets.

ATTENDANCE: Students must attend 50 minutes of each hour of class time (not including breaks) in order to be issued a certificate. The time cannot be used consecutively. Students who do not meet the time requirement, may attend, but no certificate will be issued. (2016)

TUITION CREDIT: May be given to fully registered students if the SFAR office is notified 3 working days prior to the start of class that the student cannot attend. If the 3 working day deadline has passed, request for tuition credit must be made in writing addressed to the Education Committee and sent to the Membership Development Director at the SFAR Office. If tuition credit is granted, the student will have 365 days (calculated from the date of committee review) to attend a future class sponsored by SFAR or student will forfeit credit. No Refunds or Tuition Credits will be given for special/National Speaker classes. Student will forfeit payment (2016)

The Education Committee may approve tuition credit to a course registrant who has canceled with less than 3 working days' notice based on an individual basis. Monetary refunds will not be given (2016)

FEES - INVESTMENTS

SFAR Realtor® Member:	\$12.50 per credit hour, <i>early</i> registration fee
SFAR Realtor® Member:	\$15.00 per credit hour, <i>regular</i> registration fee
SFAR Realtor® Member:	\$17.50 per credit hour, walk-in registration fee
REALTOR® Non-Member:	\$15.00 per credit hour, early registration fee
REALTOR® Non-Member:	\$17.50 per credit hour, regular registration fee
REALTOR® Non-Member:	\$20.00 per credit hour, walk-in registration fee

Example: 4 hour class

SFAR REALTOR® **Member:**

Early Registration Fee: \$51.00 Regular: \$61.00; Walk-ins: \$71.00

REALTOR® **Non-Member:**

Early Registration Fee: \$61.00; Regular: \$71.00; Walk-ins: \$81.00