



## Utah – Statement to Students

**Course Schedule (day/time of week class meets):** Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

**Course Details:** There will be 120 quizzes a practice exam, and then a final exam.

**Grading System:** The CE Shop utilizes a pass/fail grading system for all courses.

**Course Completion Requirements:** A certificate of completion for the course is awarded upon successful completion of the program pending the following graduation requirements are met:

1. Students must complete all course content in order to be eligible to take the final course exam and receive a certificate of completion. Attendance is tied to successful completion of course content in sequence versus actual time in course. The timed outline uses a 50 minutes per hour structure to provide an estimated time for completion
2. Achieve a minimum 70% on the final examination
3. Satisfy all financial obligations to the school
4. If a student fails the initial attempt on the final exam they will be given one more attempt to take and pass the final exam. If the student does not pass the second attempt, the student will be required to repurchase/re-take the course and pass the final exam if the student desires credit for the course.
5. Students may earn no more that eight (8) credit hours per day.

A certificate of completion will be emailed to the student upon successful course completion. Certificates of completion are also available for download from the student's CE Shop account.

**Expiration Date of Course:** The CE Shop's pre-licensing course(s) will expire 6 months after the date of purchase. The student will be granted one 30 day extension at no charge. The student will be granted a one month extension at no charge, said one month free extension to be applied immediately after the initial 6 month term. For any reactivation or extension of the course after the 7th month, The CE Shop will charge the student 20% of the current retail price of the course for each 30 day extension or partial 30 day extension in the event that the course finally terminates before the end of the final 30 day extension. Extensions or reactivations cannot be granted beyond 12 months from the purchase of the course since, in all events, the course terminates 12 months after purchase. If the course is not completed within 12 months of the date of purchase or other period the student will be required to purchase a new course at 50% of the current retail price of the new course and fully complete the new course, including the final exam, if the student wants credit for the new course.

**Instructor/Student/Technical Support:** Students are provided Instructor/Student/Technical support contact information on our website and within each course. Toll free telephone support (1-888-827-0777) and Live Chat is provided M-F 7:00 A.M. – 9:00 P.M. (CST), and 9:00 A.M. – 6:00 P.M. (CST) Saturday and Sunday. Email support is available 7 days a week. All inquiries are answered within 24 hours or sooner. Our support email is: [support@theceshop.com](mailto:support@theceshop.com), and our Instructor email is [instructor@theceshop.com](mailto:instructor@theceshop.com).



**Application for Licensure Process:** You must complete the following steps and provide the appropriate documentation to apply for licensure with the State of Utah Division of Real Estate:

- Proof of completion of 120 hour Pre-License Education.
- You must have a high school diploma or equivalent.
- Complete and pass the real estate examination.
- Completed and signed application form issued at the testing center.
- You must complete a Qualifying Questionnaire (issued at the testing center) and supporting documentation to any “YES” answers.
- You must provide two fingerprint cards (Blue FD-258) or receipt of electronic fingerprint submission and a signed Fingerprint Waiver (issued at the testing center).
- You must complete and submit the certification of legal presence form.
- Fees: examination and license fees.

NOTE: If you are licensed in another state you may obtain a Utah license either through reciprocity or by qualifying for an education waiver. Please see the [Utah Division of Real Estate](#) website for more information. You are required to have an education waiver from the Division of Real Estate prior to enrolling for the 120-hour Pre-Licensing course or you will be disqualified from receiving an education waiver and will be required to complete the full 120-hour requirement.

**Cancellation and Refund Policy:** The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), as long as the request for the refund is submitted before the course expires, within 30 days of purchase, and the course(s) is not more than 50% completed. Regarding Pre-Licensing courses, The CE Shop guarantees that you will pass the state licensing exam or you are entitled to your money back. To obtain a refund of the purchase price of the pre-licensing course in the event that you do not pass your state licensing exam, you will be required to agree to the terms of and submit the [affidavit](#). Please contact our office at 1-888-827-0777 or [support@theceshop.com](mailto:support@theceshop.com) for refund or credit hour requests. Partial credit is not given for any course. Unless the course was purchased via The CE Shop's payment plan, all courses must be paid in full on or before the first day of class.

**CE Shop Payment Plan:** In the event that the student decides to use The CE Shop payment plan, payment plan payments are paid as follows:

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total	100%

The following terms and conditions apply to payment plans. The customer agrees:

1. That The CE Shop is authorized to charge my credit card for the payments due on my account as the payments become due (in 30 day intervals);



2. That The CE Shop is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received;
3. That I am not entitled to receive my Certificate of Completion for the course until The CE Shop has been paid in full for the course; and
4. That The CE Shop is entitled to charge my credit card and Administrative Fee of \$9.99 per payment made under the Payment Plan. Under no circumstances am I entitled to a refund of an Administrative Fees paid.
5. In the event that any payment is not made per the above terms, the amount of the total unpaid balance shall be due and forthwith payable and The CE Shop shall be entitled to collect the full remaining unpaid balance. In the event that The CE Shop incurs any costs and/or fees (including reasonable attorney fees) in the collecting of any unpaid balance, the student agrees to pay the same, said costs and/or fees to be added to any unpaid balance.

### **Acknowledgments**

I understand that that a criminal history may make me ineligible for the license I am seeking.

I acknowledge that I have not obtained an education waiver from the Division.

Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our terms and conditions" and B) clicking "Submit Order" on the course check out page.