

## ENROLLMENT AGREEMENT

Welcome to Kaplan Professional Schools. We want you to have a wonderful experience. We understand that sometimes circumstances require a change to your schedule. If you wish to postpone a course or extend your studies past the expiration date we will do everything we can to assist you, while staying within the guidelines set down by the state of Nevada. Kaplan Professional Schools is licensed by the Commission on Postsecondary Education and accredited by the Real Estate Commission or the Nevada Department of Insurance .

### Course Enrollment

Enrollment may be done online at [www.kpsnevada.com](http://www.kpsnevada.com), by phone toll free at 800-636-9517 or by e-mail to [info@kpsnevada.com](mailto:info@kpsnevada.com). Hours are Monday through Thursday 6:00am to 4:00pm Pacific Time and Friday 6:00am to 3pm Pacific Time.

Our Administrative Headquarters is located at 332 Front Street, Suite 555, La Crosse, WI 54601. You can make arrangements for all proctored final examinations by visiting our website or by speaking with one of our friendly customer service representatives at 800-636-9517.

### Course Progression:

Each correspondence course combines lessons that you can review at your own pace, up to five different types of interactive exercises, visually stimulating instructional graphics, and exams that measure your understanding of the material. Each advancement exam answer sheet must be returned to Kaplan Professional Schools for grading. Advancement exams are designed to be taken in order.

If you have unanswered questions at any point during your course of study, you may e-mail a Kaplan Professional Schools instructor at [solutions@kpsnevada.com](mailto:solutions@kpsnevada.com).

You can make arrangements for all proctored final examinations by visiting our website or by speaking with one of our friendly customer service representatives at 800-636-9517. A minimum grade of 75% is required for certification for all real estate exams and a 70% is required for certification on all insurance exams. Other arrangements for proctoring may be made with advance approval of both Kaplan Professional Schools and the Nevada Real Estate Division or Department of Insurance.

### Course Completion:

The minimum time for completion of a 4, 5 or 6 hour correspondence course is one day from the enrollment date. The minimum time to complete a 15 hour program is three days from the enrollment date. The maximum time for completion of any course is one year. To receive credit for your real estate correspondence course you must pass a closed book exam with a grade of 75%. To receive credit for your insurance course you must pass the closed book exam with a grade of 70%. When you are ready to take your exam, call 800-636-9517 to schedule. Once you have passed the exam, you will be awarded your certificate of completion.

### **If you are unable to start or complete your course we offer the following refund policy:**

- 1. If you cancel your enrollment before the start of the instruction all you will be required to pay is a registration fee of 10% of your tuition or \$100, whichever is less. If you arrive more than 15 minutes late for a course, Kaplan reserves the right to reschedule you for a future date.**
- 2. If you withdraw from the course after the start of instruction but before the completion of more than 60% of the course you will pay a prorated amount of your tuition based on attendance or use of home-study materials. Books must be returned in good condition and unmarked or a material fee will be applied.**
- 3. If you withdraw after completion of 60% or more of the program there is no refund available.**
- 4. With a written refund request form, course materials that are unopened or "like new" can be returned for up to thirty days from the date of purchase for a full refund of the purchase price.**

All course information, techniques, or materials, including the course textbooks, are the copyrighted property of Kaplan and may not be reproduced in any manner. We appreciate that you will not provide any proprietary information, techniques or materials to any third party for any reason.

Enrollments may not be shared, sold or transferred as required by the State of Nevada. Enrolled students are expected to complete payment prior to commencing instruction.

**I have read this agreement and understand and agree to its terms.** I understand the course schedule and catalog are part of this agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KPS Nevada (by): \_\_\_\_\_ Date: \_\_\_\_\_

This enrollment agreement is required by the State of Nevada. Any questions or problems that have not been satisfactorily answered or resolved should be directed to the Nevada Commission on Postsecondary Education, 3663 East Sunset Rd., Suite 202, Las Vegas, NV 89120.

**Kaplan does not provide placement assistance for its students or grant credit in Nevada for previous training.**