

# TCAR/Inland Northwest School of Real Estate Education Policies

## **ATTENDANCE**

All TCAR classes will begin promptly at the published start time. Class sign-in and admission will end fifteen (15) minutes after the published start time. There will be no refunds issued for members arriving more than 15 minutes past the published class start time. A member who is denied class admission due to late arrival may transfer the fee to register for another class. All substitute registrations must be made the day of the missed class. Substitute registrations are limited to a single future class registration. Students who spend an excessive amount of time outside of the classroom once the class is in session may be denied credit for the class at the sole discretion of the TCAR Real Estate School. Reasonable accommodation can be arranged for students with special needs. Accommodation requests must be submitted to the Real Estate School two (2) business days prior to the class start date.

## **CANCELLATION POLICY**

The Tri City Association of Realtors® reserves the right to cancel any class. In the event of class cancellation, a full refund will be provided for all paid registrations. Please email all cancellations to amy@realtoramc.com.

### **TCAR CLASSES (NON DESIGNATION/CERTIFICATION)**

Students may cancel any TCAR class registration provided TCAR receives written notice of such cancellation by close of business two (2) business days prior to the start of the class. Registration fees will be forfeited if written cancellation is not received at least two (2) business days prior to the class date. No-shows will be billed.

### **TCAR DESIGNATION/CERTIFICATION CLASSES:**

Students may cancel any designation or certification class registration provided TCAR receives written notice of such cancellation by close of business, five (5) business days\* prior to the start of the class. Registration fees will be forfeited if written cancellation is not received at least five (5) business days\* prior to the class date. No-shows will be billed.

\* Business day is defined as a day in which the Tri City Association of Realtors® is open to conduct business.

## **INCLEMENT WEATHER**

In the event of inclement weather, TCAR will post business closings and delays on tricityaor.com as well as the Tri City Association of Realtors® Facebook page.

In the event of a class time change or cancellation either related or not to a change in TCAR's normal business hours, you will receive an email with a notice about information applicable to your class registration. If your class has been cancelled, TCAR will contact you via email to reschedule your class or fulfill the request for a refund or credit. In the case of a class delay, we ask that you leave enough travel time for traffic and inclement weather conditions.

## **ELECTRONIC DEVICES**

Laptops, iPads, and other portable computers/devices are permitted for the sole purpose of viewing class handouts or taking class notes. If their use disrupts other students you may be asked to discontinue use of the device. Cell phones are to be switched to the silent or vibrate mode while in the classroom. If you must take a call while attending a class, please discreetly leave the classroom and limit the duration of your call. Excessive time away from the classroom while the class is in session may result in denial of class credit. Instructor's permission must be given in order to video/record any portion of the class/event.

## **PHOTO/VIDEO POLICY**

By registering for or attending a class, event or meeting offered by the Tri City Association of REALTORS® you

agree to allow the use of your photo and/or video taken of you in a class, event or meeting in Association/TCAR publications, on the TCAR web site or in other Association/TCAR materials. If you do not wish to have your photo or video used in Association/TCAR promotions, you may notify Association/TCAR staff.

**NON-MEMBER POLICY**

Non Members may take any course offered by TCAR. They must comply with all policies set by the Inland Northwest School of Real Estate and the Tri City Association of REALTORS®. Non-member pricing may apply.

TCAR reserves the right to revise or change its policies at any time. Such revisions or changes will be published on the education page of the TCAR website [tricityaor.com](http://tricityaor.com). Any revisions or changes to TCAR Inland Northwest School policies are effective the date of publication on the TCAR website.