

# Student Enrollment Application

**\*\*\* ONE enrollment form is required for EACH class / EACH student. RETURN OF THIS FORM WILL GUARANTEE A SPOT!! FOR CONFIRMATION OF CLASS PLEASE CALL THE PAR OFFICE.**

**Policies:** Please carefully read the following school policies. These policies apply to any class offered by the PAR

- ™ **All students must be in class within 15 minutes of the class starting time in order to receive continuing education (CE) credit. Late arrivals may attend the course, with the understanding that they will not receive CE credit.**
- ™ Students must attend the full class and achieve 70% or better on any exams to receive credit. If a student fails, he/she will receive information about how to retake the exam.
- ™ At the end of the class, all students receiving credit will receive a Certificate of Completion. This certificate must be kept on file by the real estate licensee as proof of successful completion of, and credit for, the course. The Colorado Real Estate Commission (CREC) randomly audits licensees annually. Credit will be applied to student education history after payment has been made.
- ™ If the certificate is lost, PAR will reissue a certificate only after the student makes a replacement request in writing and pays the replacement fee.

**Notice:** Courses are open to both members and non-members of CAR; however, a non-REALTOR® member will not receive credits toward or qualify for designations offered to REALTORS® by CAR or the National Association of REALTORS® (N.A.R.).

**Refunds:** If the course is cancelled, or the student withdraws at least **5 days** prior to the course, a full refund will be issued. Cancellation within **5 days** of the course will result in a refund of the tuition less a **25% cancellation charge**. If the student fails to appear for class or fails to cancel, **no refund will be issued**. Any refund due to the student will be issued within 30 days of cancellation, subject to receipt of a written request.

**Please print legibly**

**Course Name:** CREC Commission Update Mandatory CE 4 hrs **Date of Class:** 12/10/2010  
**Time-Please circle one :** **AM** 9:00AM - 1:00PM **PM** 1:00PM – 5:00PM **Instructor:** Aaron Diem  
**Course Location:** Pueblo Association of REALTORS 2220 Kachina Pueblo, CO 81008  
**Student Name:** \_\_\_\_\_

**NRDS # (National REALTOR® Database System):** \_\_\_\_\_

*NRDS # can be obtained from local association and must be provided to receive member's tuition rate.*

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Tel. #: \_\_\_\_\_ Home Tel. #: \_\_\_\_\_

**Non-members only** ~ License #: \_\_\_\_\_ and/or SSN #: \_\_\_\_\_

ADA: Do you have any disabilities, which require special accommodations, including the provision of auxiliary aids and services? If so, please indicate below.  
\_\_\_\_\_

**Please check below:**

I am not a REALTOR® member.

I am a member of the \_\_\_\_\_ Board/Association of REALTORS®.

**Fax this form to the PAR office at 719-545-3668  
FOR CONFIRMATION PLEASE CALL PAR OFFICE**

**Payment Method:**

**Make checks payable to:**

**Pueblo Association of REALTORS (PAR)**

Check # \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_

Card # \_\_\_\_\_

CVV# \_\_\_\_\_

Billing Address \_\_\_\_\_

Credit card Expiration date: month \_\_\_\_\_ year \_\_\_\_\_

Signature \_\_\_\_\_

Tuition:	Member	Non-Member
CREC	\$45.00	\$60.00