

Policies & Procedures

Our School is a licensed course provider by South Carolina(School # 212)

Attendance:

In Classroom:

All students are required to attend all classes in order to receive credits for class certification:

- Upon successful completion of the course, the student will receive two (2) certificates of completion.
- It is the students responsibility to maintain all necessary records.

Online:

All students are required to meet all of the educational standards required by the South Carolina Real Estate Commission in order to receiver credits for class certification:

- Upon successful completion of the course, the student will be mailed (2) two original certificates of completion.
- The South Carolina Institute of Real Estate does not send a copy of the course certificate to the Real Estate Commission. It is the student's responsibility to furnish a copy of the certificate to the Real Estate Commission upon request.
- It is the student's responsibility to maintain all necessary records.

Tuition, Deposits, & Cancellations:

In Classroom:

- Deposits assure student a place in a future class.
- Pre-licensing Courses: a \$25 late registration fee will be added to tuition for enrollment within 7 days of course beginning date
- If class is cancelled, the deposit may be refunded or applied to future courses.
- Full refunds will be given to students who cancel their reservations within 10 working days prior to the sessions beginning. (cancellations must be in writing)
- A refund of one half will be given to student in pre-licensing & continuing education courses, if notification is provided 3 days prior to class beginning (cancellation must be in writing)
- SCIRE™ reserves the right to cancel classes due to insufficient enrollment; the student will receive a full refund.

Online:

- Prepayment of all applicable fees is required prior to registration for any course.
- Full refunds will be provided to any student that does not begin the online course.
- Once a student begins the online course, they will not be given the opportunity of a refund. They will be allowed 6 months to complete the course applied for.

Contact:

- South Carolina Institute of Real Estate® uses phone, mail, or email to update students on course availability. This includes: information concerning class locations, verification of class date& times, & up-and-coming course offerings.

Instructional Support Contact:

- Online courses: Please call Jonathan P. Gunnels at 843-442-9452 for any questions concerning course offerings.
- In Classroom: Please contact our office at 843-572-9139 to set an appointment.