



Mbition LLC dba Mbition Learn Real Estate  
20225 Water Tower Blvd. 4<sup>th</sup> Floor  
Brookfield, WI 53045  
Hours of Operation: 8a-5p M-F (EST)

Enrollment Agreement Colorado Real Estate  
Agents Licensed by the Colorado Department of Higher Education, Private Occupational School Board.

Student Name: \_\_\_\_\_  
Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount: \_\_\_\_\_

*Online Real Estate Continuing Education (CE) Course Titles & Hours of Instruction*

*Select*

- Commercial Finance and Investment Analysis – 6 Hours
- Commercial Leases-6 Hours
- Commercial Sales and Exchanges-6 Hours
- Methods of Residential Finance – 6 Hours
- Pricing Property to Sell-6 Hours
- Structuring Ownership in Commercial Real Estate – 6 Hours
- Basic Real Estate Finance – 6 Hours
- Green Home Construction-6 Hours
- Tax Advantages of Home Ownership -6 Hours
- Prequalifying Your Buyer in Today's Market – 3 hours
- Principles of Commercial Real Estate – 3 hours
- ADA and Fair Housing – 3 hours
- Real Estate Math – 3 Hours
- Ethics in Real Estate – 3 Hours
- Federal Law and Commercial Real Estate-3 Hours
- Green Home Features-3 Hours
- Short Sales and Foreclosures – 3 Hours

*Online Appraisal Qualifying (QE) and Continuing Education (CE) Course Titles & Hours of Instruction*

*Select*

- Basic Appraisal Principles – 30 Hours QE
- Basic Appraisal Procedures – 30 Hours QE
- Residential Sales Comparison and Income Approach – 30 Hours QE
- Residential Appraiser Site Valuation and Cost Approach – 15 Hour QE
- Residential Market Analysis and Highest and Best Use – 15 Hour QE
- Residential Report Writing and Case Studies – 15 Hour QE
- Residential Appraiser Site Valuation and Cost Approach – 14 Hour CE
- Residential Market Analysis and Highest and Best Use – 14 Hour CE
- Residential Report Writing and Case Studies – 14 Hour CE
- A URAR Form Review – 7 Hour CE
- Appraisal Math and Statistics – 7 Hour CE

Cost Approach Overview – 7 Hour CE  
Income Capitalization Overview – 7 Hour CE  
Sales Comparison Approach – 7 Hour CE

Real Estate Course Price List:

6-hour CE courses are priced at \$59.00

3-hour CE courses are priced at \$29.00 and \$30.00

For a renewal package, the price is \$99.00

Appraisal Course Price List:

30 hour and 15 hour Qualifying courses prices are \$349.00, \$219.00 and \$199.00, respectively\*\*

Colorado Packages - QE

- o 150-hour Trainee & Licensed Package are priced at \$999.00
- o 75 hour Registered Appraiser Package are priced at \$749.00

Colorado Packages - CE

- o 14-hour Renewal Package 1 with USPAP are priced at \$189.00
- o 14-hour Renewal Package 2 with USPAP are priced at \$189.00

CE courses are priced at \$189.00 for 14 hours and \$99 for 7 hours

*\*There are no other fees or expenses associated with the cost of the course, unless extensions are purchased.*

*\*\* Package prices are based on additional exam preparation tools and materials added to the base program*

#### Enrollment and Fees

Mbition LLC does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students may enroll anytime. There are no prerequisites for enrollment. All students must be at least 18 years of age and have either a high school diploma or its equivalent in order to receive credit for our courses.

It is advisable to contact your state's Appraisal Board, Real Estate Commission or Financial Services Board for information specific to becoming an appraiser or real estate agent in your state.

For this on-line program, all students must complete the enrollment agreement form and fax to us at 770-919-9979 along with a copy of either your birth certificate or a valid driver's license/state identification card prior to starting the course. Programs are accessible to you at any time within the enrollment period. Upon enrolling in the course, you will have 180 days to complete the course and applicable exams, with the ability to purchase extensions up to an additional 180 days. As our courses are taught via distance education, students do not have the calendar constraints common to in-class courses such as program start/end dates and beginning/end dates for terms.

#### Terms of Agreement

1. Mbition LLC offers several payment options and tuition is required in full prior to the start of any program. Tuition may be paid by check (enrollment would occur upon receipt of your check – we cannot accept checks by phone), or by Visa, MasterCard, American Express, or Discover (credit or debit cards can be processed over the phone or online and enrollment would occur immediately when payment by card is processed).
2. I understand that courses are Internet based and conducted on an independent study basis and I may continue my enrollment for a period of 180 days (approximately 6 months). I understand that I can purchase up to three 90-day course extensions after the initial enrollment period. However, for tuition refund purposes the period of enrollment is 6 months and the following charges will apply:
  1. If I withdraw within the 6 months of enrolling I will be charged for the actual lessons completed. For refund calculation purposes, I must provide evidence of the number of lessons completed.
  2. If I fail to notify the school that I am withdrawing within 6 months of enrolling I understand that I shall be charged for the total number of contracted lessons and lesson materials.

3. To complete the program, I must clock the required number of instructional hours and complete all required quizzes and final exams (if applicable).

**Cancellation and Refund Policies for Distance Education Instruction**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

<i>Student is entitled to upon termination:</i>	Refund:
Within first 10% of program (Lessons 1-2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3-4)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 5-6)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 7-8)	25% less cancellation charge
After 75% (Lessons 9-13) [if paid in full, cancellation charge is not applicable]	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand-Alone course within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Course Cost = Cancellation Fee

\$35 - \$75 = \$5	\$376 - \$475 = \$55	\$776 - \$875 = \$115
\$76 - \$175 = \$10	\$476 - \$575 = \$70	\$876 - \$975 = \$130
\$176 - \$275 = \$25	\$576 - \$675 = \$85	\$976 - \$1075 = \$145
\$276 - \$375 = \$40	\$676 - \$775 = \$100	

1. Acceptance of credit from another school shall not impact the refund policy.
2. The Policy for granting credit for previous training shall not impact the refund policy.

3. Postponement of a start date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth an agreed upon extended period in which the student is allowed to complete the coursework. The refund policy as set forth from the purchase date of program does not change as a result of the extension of time to complete the program.
4. A student shall receive a full refund if he or she is not accepted by the school or if the education service is discontinued by the school, except if the school ceases operation, provides a refund within 30 days of termination/withdrawal.

**Student Grievance Policy**

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. The student may contact the licensing board for the state where the school is located.

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

*This agreement is valid only upon acceptance by the student. The student's acceptance of this Enrollment Agreement is electronic by 1) the student checking the box with "I agree" and 2) purchase of the course. Mbition Learn Real Estate is considered to have signed this Enrollment Agreement upon the student's acceptance. A signed copy of the Enrollment Agreement will be emailed to the student along with the purchase receipt.*

Signature of Student	Date
Signature of Mbition LLC Official	Date

Return Signed Enrollment Agreement to:  
 Mbition LLC  
 20225 Water Tower Blvd. 4<sup>th</sup> Floor  
 Brookfield, WI 53045

-----For School Use Only-----

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

*Method of Payment (circle one): 1. Cash; 2. Check; 3. Credit/Debit Card; 4. TFC*  
*Schedule of Payments*

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Date Due _____	\$ _____	Received _____
Date Due _____	\$ _____	Received _____
Date Due _____	\$ _____	Received _____