



NVAR EDUCATION DEPARTMENT
 8407 PENNELL STREET, FAIRFAX, VIRGINIA 22031
 703.207.3244 (MAIN) | 703.207.3270 (FAX)

Please take a moment to review these policies for your course track. Due to class availability and room size limitations, all registrants are subject to the policies outlined below for each course series. We look forward to serving your professional education needs and take pride in providing an exceptional learning experience at NVAR. Our staff is available to assist you with any questions at 703.207.3244 or at registrations@nvar.com on Monday thru Friday, 8:30 a.m. to 5 p.m. Thank you for choosing the NVAR School of Real Estate!

CANCELLATION AND REFUND POLICY FOR NVAR CLASSES

Course	Cancellation Policy*	Cancellation Fee per Course
VA Continuing Education	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$10
DC Continuing Education	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$10
GRI	All cancellations must be made by close of business on the day of the course.	\$20
ABR, CCIM, CRS, CIPS, Green, SRES	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$100
BPOR, SFR	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$25
Broker Management CE	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$10
Post Licensing	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$10
Principles Pre-Licensing	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$10
Broker Pre-Licensing	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$50
Technology	Cancellations and refund requests must be made by close of business on the day before the day of the course.	\$5

*NVAR School of Real Estate reserves the right to cancel any course date, in which case a full refund will be made to all registrants via the method of registration payment.

(Additional Policies on Page 2; Turn to Next Page)

INCLEMENT WEATHER POLICY

Information regarding course closings or delays may be obtained by calling the NVAR Education Department at 703-207-3244. We will assess the weather and road conditions, then post cancellation or delay announcements by 7 a.m. the morning of the scheduled class time. NVAR will gladly refund your registration fee if you are unable to attend a scheduled class due to extreme weather conditions.

ATTENDANCE POLICY

In order to comply with the VA and DC real estate commission/board regulations, you are expected to arrive on time. Once the class has started we will only give a 10-minute grace period. Once that grace period is over, we will not be able to give you VA or DC credit for the course. **No exceptions!**

Cell phones, PDAs, pagers, newspapers, iPads and laptops are not allowed to be used while class is in session, except for the express purpose of viewing class handouts or taking class notes.

NOTIFICATION OF CHANGES

NVAR reserves the right to change these policies without notice, and your continued use of the site will signify your acceptance of any adjustment to these terms. If there are any changes to our Privacy Policy and Terms of Use, we will announce these changes on our website.