



5670 Greenwood Plaza Blvd., Suite 420  
Greenwood Village, CO 80111

### Texas Enrollment Agreement

Course Title: \_\_\_\_\_ Course Length: \_\_\_\_\_

Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Course Schedule

Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

#### Course Completion Requirements

A certificate of completion for the course is awarded upon successful completion of the program if the following requirements are met:

1. Completion of all coursework;
2. Achieve a minimum passing score of 70% on the final examination; and
3. Satisfy all financial obligations to the school.

Within 90 days of the original examination, a student may retest a maximum of one time. Otherwise, students failing the end-of-course examination must repeat the course prior to being eligible to take the end-of-course examination again.

#### Final Exam/Final Exam Re-Take

All Final Exams must be proctored and are proctored using our electronic proctor partner. There may be an additional required fee for proctoring. Additional proctoring information can be found on The CE Shop, Inc.'s website. All final exams are closed book. There is a maximum of 2 attempts allowed. If a student fails the second attempt, the student must re-enroll and retake the course.

#### Job Placement and Assistance

The CE Shop does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program.

#### Technical-System Requirements

The course is delivered through a proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers for both PCs and MACs (Chrome, Firefox, Internet Explorer, and Safari). Additionally, courses are compatible with iPad and Android tablets. An internet connection is required (high speed is recommended but not required).



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#### Course Cost

Individual 30-Hour Qualifying Texas Broker Course Tuition Price\* .....\$119.00

\*The CE Shop, Inc. reserves the right to adjust the course cost at any time prior to purchase.

#### Payment Plans

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total:	100%

The following terms and conditions apply to payment plans. The customer agrees:

1. That the school is authorized to charge my credit card for the payments due on my account as the payments become due (in 30-day intervals); and
2. That the school is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received; and
3. That I am not entitled to receive my Certificate of Completion for the course until the school has been paid in full for the course; and
4. That the school is entitled to charge my credit card an Administrative Fee of \$9.99 per payment made under the Payment Plan. Under no circumstances am I entitled to a refund of any Administrative Fees paid; and
5. In the event that any payment is not made per the above terms, the amount of the total unpaid balance shall be due and forthwith payable and the school shall be entitled to collect the full remaining unpaid balance. In the event that the school incurs any costs and/or fees (including reasonable attorney fees) in the collecting of any unpaid balance, the student agrees to pay said costs and/or fees and said costs and/or fees will be added to any unpaid balance.

#### The CE Shop's Guarantee (General Refund Policy)

The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), if the following conditions are met:

1. The request for the refund is submitted before the course expires; and
2. The request for the refund is within 30 days of purchase; and
3. The course(s) is not more than 50% completed.

**Pre-Licensing Courses:** The CE Shop guarantees that you will pass the state licensing exam or you are entitled to your money back. To obtain a refund of the purchase price of the Pre-Licensing course in the event that you do not pass your state licensing exam, you will be required to agree to the terms of and submit the [Affidavit](#). Please contact our office at 1.888.827.0777 or [Support@TheCEShop.com](mailto:Support@TheCEShop.com) for refund or credit hour requests. Partial credit is not given for any course. Due to specific regulations prohibiting this refund policy in Louisiana, this refund policy does not apply in Louisiana.

#### Expiration Date of Course

The CE Shop's Pre-Licensing courses expire one year after the date of purchase. The CE Shop will allow students to purchase a new course at a 50% discount of the current retail price of the new course. Each individual course will have an



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expiration date listed in the student’s account.

If the course is not completed within 12 months of the date of purchase or other period as defined in the Terms and Conditions, the student will be required to purchase a new course at 50% of the current retail price of the new course. The student must fully complete the new course, including passing of the final exam, if the student wants credit for the new course. Should The CE Shop elect to not continue a course, students will be given ample time to complete the course and receive full credit.

#### Acknowledgments

I have read the requirements and policies stated in the Terms and Conditions for entrance, grading, attendance, conduct, leave of absence, withdrawal and completion. I have also read and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to, and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

**I understand that a criminal history may make me ineligible for the license I am seeking and that I may request a fitness determination evaluation from the licensing authority at <https://www.trec.texas.gov/forms/fitness-determination>**

Student is advised to print and keep copies of the following:

1. This Enrollment Agreement; and
2. The financial terms and conditions of purchasing this course.

This Enrollment Agreement is not valid until acceptance by the student. Student's acceptance of the Terms and Conditions of this agreement is electronic and accomplished by:

1. Student checking the box next to the "Check this box to accept our Terms and Conditions"; and
2. Clicking "Submit Order" on the course check out page.

The CE Shop will sign this Enrollment Agreement upon the student’s acceptance of the Terms and Conditions. A signed copy of the fully executed Enrollment Agreement will be emailed to the student with the course purchase receipt. This contract may only be changed/modified with the written consent of both the Student and an Authorized School Official.

Digitally Signed \_\_\_\_\_  
Student Signature                          Date

\_\_\_\_\_    Digitally Signed  
Signature of Authorized School Official                          Date