



## PRE-ENROLLMENT AGREEMENT

Corporate Headquarters: N16W23217 Stoneridge Drive, Suite 290, Waukesha, WI 53188  
Mailing Address: 332 S Michigan Avenue, Suite 1032-C286, Chicago, IL 60604

[support@icaschool.com](mailto:support@icaschool.com)  
888-374-4096 Toll Free

**Student Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Start Date\*** \_\_\_\_\_

\*This field will be completed by Inspection Certification Associates upon receipt of the student signed copy of this agreement. Students will receive a signed copy back with the start date filled in (start date will be the day the fully signed document is sent back).

### PROGRAM INFORMATION

Program: Texas Professional Real Estate Inspector Pre-Qualifying Course

Start Date: Online course start date will be the date of the execution of all required documents followed by payment for the course (enrollment date)

Program Length: 154 Online Hours – Course will take 154 hours to complete + 40 hours In-Person Practicum

Completion Date: The student has 365 days from the enrollment date (the date the student meets the admission requirements and pays tuition upon which the student will receive access to the online course) to complete this course.

Award Upon Completion: Student will be awarded a certification of completion upon finishing each module course requirements.

Payment: Total cost DUE IN FULL prior to enrollment for the **Texas Professional Real Estate Inspector Pre-Qualifying Course:**

Tuition Online Course:	\$995
Tuition Practicum:	\$1500
Total Program Cost:	\$2495

Please note, there **will not** be any other fees for this course. All required materials for the course are included with the costs above.

## **FITNESS DETERMINATION**

Before enrolling in this program, it is important to note that applicants for a home inspector's license in Texas are required to meet the Texas Real Estate Commission's qualifications for:

- honesty,
- trustworthiness, and
- integrity.

Before you apply for a license, you can request that the Texas Real Estate Commission (TREC) determine whether your fitness meets TREC's qualifications for honesty, trustworthiness, and integrity.

### **Who should request a Fitness Determination (FD)?**

If you have any criminal offenses, unpaid judgments, had discipline taken against a professional or occupational license, or have performed unlicensed activity you should consider requesting an FD. The FD process is significantly cheaper than paying for an application, examination, and education necessary to receive a license.

### **How do I request a Fitness Determination (FD)?**

Visit TREC's website: <https://www.trec.texas.gov/forms/fitness-determination> to download the Fitness Determination form (Form ID: FD-2).

### **Helpful Tips:**

- Be sure to completely fill out the FD Form.
- Disclose everything. TREC's determination is based only on the information provided with the request. We do not perform a full background check on FDs. If you have a criminal background, you should disclose all misdemeanor and felonies even if they are old offenses. You should also disclose all criminal offenses where you were placed on parole, probation, or community supervision (also known as deferred adjudication) even if the case was later dismissed.
- Do not request an FD if you do not have any criminal offenses, unpaid judgments, had discipline taken against a professional or occupational license, and have not performed unlicensed activity.
- Do not request an FD at the same time you submit an application for licensure, or if you have a pending application with TREC.

## **CANCELLATION AND REFUND POLICY**

If for any reason an applicant is not accepted by the school, no money will be exchanged.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

Refund after the commencement of progression of class/course:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
  - B. After the commencement of classes, the tuition refund will be determined as follows:

<b>% of the clock hours attempted:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

## **ATTENDANCE REQUIREMENTS**

Standards of progress and attendance are maintained through the LMS and a final at the end of each module course. The modules are required to be completed in order, and since the 154 hours of coursework is asynchronous, no make-up policy is necessary.

For final exams, there are no additional fees associated. ICA has contracted a proctoring service to monitor the final exam. All final exams are closed book and closed notes. The students must achieve a 70% correct or better on a proctored final before moving on to the next module. The students are allowed 2 attempts at the final for each module course and will have access to modules for additional studying. If the 2 attempts are failed, the student must go back and retake the coursework. Our Learning Management System keeps track of the completed modules as the student progresses through the course.

All course materials expire within one year of admission if no passing grade is received. If no passing grade is received, no certification of course completion is received, which is needed to pursue licensure in many states.

## **GRIEVANCE PROCEDURE**

**Student Grievance Procedure:** Should a student have a complaint with the Institution, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to:

**Inspection Certification Associates**

Attn: Sara Glassmeyer – Institutional Director  
N17W23217 Stone Ridge Drive, Suite 290  
Waukesha, WI 53188  
support@icaschool.com  
888-374-4096

Inspection Certification Associates shall have ten (10) business days in which to investigate and address the grievance.

3. Should Administrator or designee fail to or unacceptably address the grievance; the Student may file a complaint with Texas Real Estate Commission:

Texas Real Estate Commission

P.O. Box 12188

Austin, TX 78711-2188

[www.trec.texas.gov](http://www.trec.texas.gov)

## **EMPLOYMENT ASSISTANCE**

Inspection Certification Associates does not provide employment assistance and makes no guarantee of employment or salary amounts for its students.

## **THE STUDENT UNDERSTANDS**

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Transfer of Credits - It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

*Student Initial* \_\_\_\_\_

## **STUDENT ACKNOWLEDGEMENTS**

1. Also, I have carefully read and received an exact copy of this enrollment agreement.

*Student Initial* \_\_\_\_\_

2. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School, I understand that I must maintain satisfactory academic progress and that my financial obligation to the School must be paid in full before a certificate may be awarded.

*Student Initial* \_\_\_\_\_

3. I also understand that this institution does not engage in job placement for its graduates upon

program/course completion or upon graduation.

Student Initial \_\_\_\_\_

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*I acknowledge that I have received and read a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement. This agreement is not binding until it has been accepted by a representative of Inspection Certification Associates. When this agreement is fully signed, I understand I will receive a signed copy of the agreement from Inspection Certification Associates immediately.*

Applicant Signature \_\_\_\_\_ Date:

\_\_\_\_\_

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School Representative: \_\_\_\_\_ Date:

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