

Residential Trading Services Applied Practice Course



BRITISH COLUMBIA
REAL ESTATE
ASSOCIATION

APPLICATION FOR ADMISSION

1420 – 701 Georgia St. W.
PO Box 10123, Pacific Centre
Vancouver, BC V7Y 1C6
Telephone: (604) 683-7702

INSTRUCTIONS

1. Please read the instructions and information outlined on the back page.
2. Print clearly or type.
3. Enclose a cheque or money order in the amount of \$918.75 (\$875 tuition + \$43.75 GST) payable to the British Columbia Real Estate Association (BCREA). **Cheque or money order must be attached to the application form.** If paying by credit card, please complete the form below and email it to sallen@bcrea.bc.ca. BCREA reserves the right to change the fee without notice.

PERSONAL DATA

PLEASE PRINT OR TYPE YOUR LEGAL NAME CLEARLY

LEGAL NAME IN FULL: Mr. Mrs. Ms. Miss _____

LAST NAME: _____ FIRST NAME (legal): _____ MIDDLE NAMES: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ BUSINESS PHONE: _____ CELLULAR PHONE: _____

EMAIL ADDRESS: _____ Date of Birth: _____ UBC Student ID: _____

ONE OF THE FOLLOWING MUST BE FILLED IN OR YOUR REGISTRATION WILL BE REJECTED:

A. LICENSING EXAM: (DATE EXAM WAS WRITTEN) Year: _____ Month: _____ Day: _____

B. Commerce Degree OR **C.** Urban Land Degree

COURSE APPLIED FOR

You will be registered in the first available course. Please check (✓) preferred location.

___ KELOWNA ___ PRINCE GEORGE ___ VANCOUVER ___ SURREY ___ NANAIMO ___ VICTORIA

Preferred start date: _____

First Choice: _____ Second Choice: _____

If paying by Visa or MasterCard, please complete the following:

Card Number: _____

Cardholder Name (please print): _____ Expiry Date: ____/____

Cardholder Signature: _____

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY

COURSE NO.

Residential Trading Services Applied Practice Course

PLEASE NOTE:

1. Incomplete applications may be returned. This will delay processing.
2. Applicant will be registered in the first available class.
3. The tuition fee must be paid in full at the time of enrolment. The tuition fee includes all course materials.
4. NSF cheques are subject to a \$30 plus GST administration charge and applicants will be removed from the wait list.
5. Participation in the *Residential Trading Services Applied Practice Course* is mandatory. **Absence from the course will not be approved except for serious illness or compassionate reasons.** Failure by the licensee to successfully complete Components 3 and 4 of the course within six months of the date of licensing may result in the termination of the licence.
6. All applications and documents submitted become the property of the British Columbia Real Estate Association.

CANCELLATION POLICY

Requests for cancellation from the *Residential Trading Services Applied Practice Course* must be made in writing and emailed to sallen@bcrea.bc.ca.

NO REFUNDS will be processed for cancellation once the course has commenced.

Cancellation from the course prior to the course date will be refunded subject to the following administration charges:

More than (10) business days in advance of the course date:	\$131.25	(10% of the course fee plus GST)
Less than (10) business days in advance of the course date:	\$306.25	(30% of the course fee plus GST)

Refunds will be issued by cheque and require approximately 3 weeks for processing.

TRANSFER POLICY

Requests for transfers must be made in writing and emailed to sallen@bcrea.bc.ca **(10) business days** prior to the course start date. Please note that a transfer fee is applicable for each transfer request.

Transfer requests are subject to the following administration charges:

More than (10) business days in advance of the course date:	\$131.25	(10% of the course fee plus GST)
Less than (10) business days in advance of the course date:	\$306.25	(30% of the course fee plus GST)

NO SHOW POLICY

Students who are absent from the course and have not contacted BCREA in advance, will be required to **pay the full course fee again** to re-register for the course. BCREA reserves the right to change the fee without notice.

DISCLAIMER

The British Columbia Real Estate Association reserves the right to amend course schedules, course availability, fees, content, policies, manual and other reference materials without notice at its sole and absolute discretion. Students may be required at any time to incur expenses such as travel and accommodation expenses in relation to the course, whether the course schedule is amended or not, and those expenses shall be the sole responsibility of the student.