

# Deep Creek School of Real Estate

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Principles & Practices of Real Estate

**MARYLAND Catalog and Policies**

**2006 Volume I**



## Where Eagles Learn to Fly

- Introduction
- Class Schedule
- Registration Form
- Campus Locations
- Catalog & Policies
  - 24439 Garrett Highway ,Suite 103
  - McHenry, Md. 21541
  - (301) 387-8181



## **Where Eagles Learn to Fly.**

Thank you for inquiring about Deep Creek School of Real Estate and our Principles and Practices of Real Estate Licensing Course. At our school, we are committed to providing the very best education for you as you begin your real estate career. Not only will this course prepare you to sit for the Maryland licensing exam but you will also be provided with insight into beginning a sales career. With over 30 years in the Real Estate industry, our instructor will share a wealth of information with you.

The course meets all of the requirements for obtaining a Maryland Real Estate license. The enclosed pages contain a calendar of upcoming classes, a registration form and directions to our campus. In the near future, we hope to provide additional classes such as exam prep and basic sales training. We do provide placement assistance for interested applicants.

As you look over the material, please feel free to contact us at any time with your questions.

We look forward to seeing you in class and we are proud that you chose Deep Creek School of Real Estate as the first step in your new career.

Sincerely

Patrick J. Kane

Director

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**Policies****2006 Vol. I****History and Mission Statement**

Deep Creek School of Real Estate is a subchapter "S" corporation chartered in Maryland. The stock is wholly owned by 3 partners, Ruth Seib, Patrick Kane and Scott Johnson as equal partners. The President is Ruth Seib, Secretary is Patrick Kane and Treasurer is Scott Johnson

The mission of the School is to teach prospective real estate agents the theory and principles of real estate and prepare them for entry positions as real estate agents. The program consists of 60 clock hours of instruction in Real Estate Principles and Practices for Salespersons. Graduates of the program will be eligible to take the Maryland Real Estate Licensing Examination for Salespersons. *\*Note, criminal convictions may affect the student's ability to be licensed.*

**Staff**

Patrick Kane, Director and head instructor  
Ruth Seib, Director  
Scott Johnson, Director

All of our instructors at the Deep Creek School of Real Estate shall have completed a minimum of 3 years of practical Real Estate experience and have met or exceeded all continuing education as required by the Maryland Real Estate Commission.

All classes will be held at the McHenry location

**School Calendar**

A schedule of classes is enclosed with this catalog. The school's classes will be cancelled due to inclement weather if the Garrett County school system is closed. Classes cancelled due to weather will be rescheduled by the instructor or School Director. The School will observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

**Enrollment & Entrance Requirements**

All applicants must be at least 18 years of age, have graduated from high school or received a G.E.D. Students must provide evidence of high school completion or equivalency prior to beginning classes. Potential students who do not possess a high school diploma or G.E.D. are not able to enroll in the Deep Creek School of Real Estate. Students may enroll Monday through Friday between 9:00 a.m. and 5:00 p.m. and will be accepted into the next available 60-clock hour class. Entry into a currently running class, at the beginning of the next module, is at the option of the Director and Instructor. Deep Creek School of Real Estate does not recognize a student's attendance at a previous real estate School and consequently no credit is granted as a supplement to or substitute for our 60-hour clock hour program.

**Course and Classroom Description**

This course has been approved by the Maryland Higher Education Commission and the Maryland Real Estate Commission, satisfying the minimum education requirements for eligibility to sit for the Maryland Real Estate Salesperson Examination. Students can expect to spend an average of six hours per week completing homework in addition to the classroom hours. The objectives of the course are to familiarize the student with the basic principles involved in the sale, purchase, ownership and transfer of real property interest and to satisfy the basic educational requirements of the Maryland Real Estate Commission for a license to sell real estate. A typical breakdown of the subject matter of the licensing class and the hours spent on each topic is at the end of this section. Ninety percent of the course will be presented as lecture and classroom discussion with quizzes and tests making up the remainder of class time. Adequate time will be allowed for questions. The classroom contains 550 s.f. of space. The Student:Instructor ratio will not exceed 20:1. The maximum number of students in a given class will not exceed the limit set by the Maryland Higher Education Commission for that particular classroom. The classroom will be equipped with whiteboard, flipchart and overhead projector.

<b>Attendance Requirements</b>	<b>Academic Requirements</b>
Attend 60 hours of training to graduate. Maintain an 80% attendance rate; and Miss no more that a total of 12 hours of instruction (all missed hours of instruction must be made up)	Achieve a 75% on the mid-term and on the final exam.

**Make-up Work**

Students may make up missed classes with the permission of the Director and on a space available basis by attending the same class offered in a different schedule or in the next available class in which it is offered. All missed classes must be made up within three months of the student's original date of completion. Students must retake any failed quizzes or exams within two weeks. The quiz/exam retake will be scheduled by the Instructor and/or Director. A student make retake a quiz/exam a maximum of two times. Any student who fails a quiz/exam after two attempts will be terminated.

**Cost of the Program**

The total cost of the program is as follows:

$$\text{Tuition } \$99. \quad + \quad \text{Registration } \$15 \quad \text{Maryland Text/Materials } \$85 \quad = \quad \$199$$

The registration fee is due with the application. The balance is due by the first class and must be paid by certified funds (cashier's check or money order). Cash, personal checks or credit cards will not be accepted for payment the first day of class. The student must purchase the text, *Modern Real Estate Practice*, 16th Edition, Galaty, Allaway & Kyle, Real Estate Education Company, Chicago, IL., and the Maryland Supplemental Text. Students have the right to purchase their texts from any source as long as they are the exact publication and edition. Texts purchased through the School will be distributed to the student at the first class. All graduates of the School are afforded the opportunity to repeat any or all of the program at no additional cost for up to three months, on a space available basis and with permission of the Director. Students who do not successful pass the state exam are encouraged to take advantage of the refresher training.

**Refund Policy**

All money paid by a student will be fully refunded if the student chooses not to enroll in or to withdraw from the School within seven calendar days after having signed an enrollment agreement.

If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the School.

If after the seven-day cancellation period a student withdraws after instruction begins, refunds will be made according to the following schedule:

	Proportion of Total Program Taught By Date of Withdrawal		
Tuition Refund	Proportion of Total Program Taught By Date of Withdrawal		
Tuition Refund			
Less Than 10%	90%	30 to 39%	40%
10 to 19%	80%	40 to 50%	20%
20 to 29%	60%	More Than 50%	No Refund

In the event of the school closing or cancelling any program for which the student has paid, the entire amount collected including any registration fee will be refunded to the student.

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<u>Module</u>	<u>Description</u>	<u>Hours</u>
1	Principles of Real Estate	4
	Landlord-Tenant Relationships	3
	Real Estate Contracts	6
2	Rules of Agency & Listings	4
	Transfer of Title to Real Property	3
	Title Insurance & Settlements	3
3	Fundamentals of Appraising	3
	Real Estate Finance	6
	Maryland Real Estate Law	6
4	Regulations of the Real Estate Commission	4
	Details of the Code of Ethics	3
	Laws & Practices Covering Human Rights & Community Relations	4
5	Basic Math Pertaining to the Real Estate Industry	4
	Property Condition Disclosure	6
	Laws & Regulations Covering Hazardous Substances	2
	FINAL EXAMINATION	<u>2</u>
<b>TOTAL HOURS</b>		<b>60</b>

**Program Performance**

Prospective students may obtain information regarding the performance of the Deep Creek School of Real Estate by contacting the Maryland Higher Education Commission. Their name, address and phone number can be found at the end of this catalog. The Maryland Real Estate Commission requires a minimum of 60 instructional hours to be eligible for the real estate exam. Therefore, students must make every effort to attend every class. Should circumstances warrant, a student may miss up to a maximum of 12 hours of class. All hours missed must be made up within three months after the scheduled completion date of the class in which the student was originally enrolled. Students may make up the missed class hours in the next available class, subject to space and prior approval by the School. Any student not completing the entire 60 hour program will not be eligible to graduate and will not be eligible to take the state licensing exam. Any student missing more than twelve total hours of class, or three consecutive classes, will be terminated. A student may re-enter the program in the next available class and will be granted advanced standing for the portion of the program, which the student had successfully completed, provided the student re-enters within three months.

In addition, students must make every effort to be on time to all classes. In order to maintain a completion standard of 60 hours, students must be in attendance during the entire session. Instructors will require students to make up lost time due to tardiness or leaving the class early.

**Leave of Absence**

A student may be granted a one-time leave of absence for a maximum of 60 days for extreme situations that would prevent the student from completing the course on time. The student must request a leave of absence in advance and in writing. If the student does not return as scheduled, the student will be terminated. All terminations will be made in writing and sent to the address on the student's permanent record.

**Grading System**

Students will be evaluated on a mid-term and a final examination and graded according to a pass/fail system in which 75% correct is passing. Students, however, should keep in mind that the state-licensing exam is difficult and a class grade of 80% or higher is encouraged. Students must pass the final exam with the score of 75% or above. Students will be tested periodically throughout the course. Scores will be maintained on the Student's Permanent Record and made available to the student on a regular basis and upon request.

**Standards of Satisfactory Progress**

Student's attendance and academic performance will be evaluated at the end of each module or at the midterm. Students who fail to meet the minimum attendance and/or academic standards identified below will be placed on probation for one module. During this probationary period, the student is to maintain perfect attendance at scheduled classes and retest for failed tests. At the end of the probationary period, if the student fails to improve and meet the minimum academic and/or attendance standards, the student will be terminated from the program. All missed classes will be made up during the next class session. A student who is academically dismissed twice may not return.

## **Policies**

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All refunds will be paid within 60 days of the student's last date of attendance, or from notification to the School of withdrawal.

In case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

Books purchased are the property of the student and are not refundable.

### **Student Conduct Policy**

Students shall be subject to all of the rights and obligations established in this catalog. Students are required to act in a manner that will reflect credit on themselves, the School and the profession. Students will be expected to have the highest possible ethical standards and conduct themselves accordingly. The School has the right to dismiss any student who fails to adhere to and observe School regulations; is involved in illegal or unethical practices; or cannot meet the standards of the School's approved academic and attendance requirements.

### **Student Services**

Deep Creek School of Real Estate offers placement assistance to graduates. However, the School does not guarantee that students will find employment as real estate agents. Please contact the School if placement assistance is desired.

### **Student Grievance Procedure**

Students who have a grievance with the Deep Creek School of Real Estate are encouraged to discuss the concerns with the instructor. If the student does not find a satisfactory resolution of their concern at that level, they may discuss their grievance with the Director. If appeals through all channels within the School fail to achieve a satisfactory result, the student may appeal by submitting a written complaint to: Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401, 410-260-4500.





# DEEP CREEK SCHOOL OF REAL ESTATE

## “Where Eagles Learn to Fly”

### Maryland Salesperson’s Pre-licensing Class - 60-Hour Course Syllabus

Evening Class (All Sessions are 6 Hours, 10 Sessions)

Campus Location:	
Class Dates:	
Instructor Name:	
Education Department Hotline:	
Education Department Fax Number:	

Date	Session	Text & Chapters	Topics Covered	Homework Assignment
	<b>1</b>	Text, Chapter 1 Text, Chapter 2 Text, Chapter 3	Review of MD Student Information Packet Introduction Review of Licensing Requirement School Polices & Procedures (Attendance, Testing, Etc.) Introduction to Real Estate Business Real Property & The Law Concepts of Home Ownership	
	<b>2</b>	Text, Chapter 4 Law, Chapter 2	Agency Real Estate Agency	
	<b>3</b>	Math Text, Chapter 5 Text, Chapter 6 Law, Chapter 4	Commission Problems Real Estate Brokerage Listing Agreements & Buyer Representation Listing Agreements & Buyer Representation Agreements Review Diagramming of Agency	Review Chapters 1-6
	<b>4</b>	Text, Chapter 7 Law, Chapter 5	Review Homework Assignment Interests in Real Estate Interests in Real Estate	
	<b>5</b>	Text, Chapter 8 Text, Chapter 9 Law, Chapter 6 Law, Chapter 7	Forms of Real Estate Ownership Legal Descriptions How Ownership is Held Legal Descriptions	
	<b>6</b>	Text, Chapter 10 Law, Chapter 8 Math	Real Estate Taxes & Other Liens Real Estate Taxes & Other Liens Area and Tax Problems	Review Chapters 7-10
	<b>7</b>	Text, Chapter 11 Law, Chapter 9	Review Any Homework Real Estate Contracts Real Estate Contracts	



Date	Session	Text & Chapters	Topics Covered	Homework Assignment
	<b>8</b>	Text, Chapter 12 Text, Chapter 13 Math Law, Chapter 10 Law, Chapter 11	<b>Transfer of Title Title Records Transfer Tax Problems Transfer of Title Title Records</b>	Take Home Practice Mid-Term
	<b>9</b>	Student Information Packet	<b>Ethics</b>	
	<b>10</b>		<b>Correct MD Practice Mid-Term</b>	
	<b>11</b>	Law, Chapter 1	<b>MD Real Estate License Law &amp; Related Regulations</b>	MD Law Practice Exam
	<b>12</b>	Law, Chapter 3 Law, Chapter 15 Text, Chapter 20	<b>Real Estate Brokerage Fair Housing &amp; Ethical Practices Fair Housing</b>	
	<b>13</b>	Text, Chapter 14 Math	<b>Real Estate Financing: Principles Financing Problems</b>	
	<b>14</b>	Text, Chapter 15 Law, Chapter 12	<b>Real Estate Financing: Practice Real Estate Financing</b>	
	<b>15</b>	Text, Chapter 16 Text, Chapter 17 Math Law, Chapter 13	<b>Review Homework Assignment Leases Property Management Lease Problems Leases</b>	
	<b>16</b>	Text, Chapter 18 Text, Chapter 19 Math	<b>Real Estate Appraisal Land-Use Controls &amp; Property Development Appraisal Problems</b>	Review Chapters 14-19
	<b>17</b>	Text, Chapter 20 Text, Chapter 21 Math Law, Chapter 14, 16	<b>Environmental Issues &amp; the Real Estate Transaction Closing the Real Estate Transaction Prorations Problems Environmental Issues &amp; Real Estate Transactions</b>	Take Home Practice Final
	<b>18</b>		<b>Correct Practice MD Law Exam MD Law &amp; Fair Housing Review Math Review</b>	
	<b>19</b>		<b>Correct Practice Final Review for Final</b>	
	<b>20</b>		<b>Final</b>	



# DEEP CREEK SCHOOL OF REAL ESTATE

## “Where Eagles Learn to Fly”

### Maryland Salesperson’s Pre-licensing Class - 60-Hour Course Syllabus

Day Class (All Sessions are 6 Hours, 10 Sessions)

Campus Location:	
Class Dates:	
Instructor Name:	
Education Department Hotline:	
Education Department Fax Number:	

Date	Session	Text & Chapters	Topics Covered	Homework Assignment
	<b>1</b>	Text, Chapter 1 Text, Chapter 2 Text, Chapter 3	<b>Review of MD Student Information Packet</b> <b>Introduction</b> <b>Review of Licensing Requirement</b> <b>School Polices &amp; Procedures (Attendance, Testing, Etc.)</b> <b>Introduction to Real Estate Business</b> <b>Real Property &amp; The Law</b> <b>Concepts of Home Ownership</b>	
	<b>1 (cont'd)</b>	Text, Chapter 4 Law, Chapter 2	<b>Agency</b> <b>Real Estate Agency</b>	
	<b>2</b>	Math Text, Chapter 5 Text, Chapter 6 Law, Chapter 4	<b>Commission Problems</b> <b>Real Estate Brokerage</b> <b>Listing Agreements &amp; Buyer Representation</b> <b>Listing Agreements &amp; Buyer Representation Agreements</b> <b>Review Diagramming of Agency</b>	Review Chapters 1-6
	<b>2</b>	Text, Chapter 7 Law, Chapter 5	<b>Review Homework Assignment</b> <b>Interests in Real Estate</b> <b>Interests in Real Estate</b>	
	<b>3</b>	Text, Chapter 8 Text, Chapter 9 Law, Chapter 6 Law, Chapter 7	<b>Forms of Real Estate Ownership</b> <b>Legal Descriptions</b> <b>How Ownership is Held</b> <b>Legal Descriptions</b>	
	<b>3</b>	Text, Chapter 10 Law, Chapter 8 Math	<b>Real Estate Taxes &amp; Other Liens</b> <b>Real Estate Taxes &amp; Other Liens</b> <b>Area and Tax Problems</b>	Review Chapters 7-10
	<b>4</b>	Text, Chapter 11 Law, Chapter 9	<b>Review Any Homework</b> <b>Real Estate Contracts</b> <b>Real Estate Contracts</b>	

Date	Session	Text & Chapters	Topics Covered	Homework Assignment
	<b>4</b>	Text, Chapter 12 Text, Chapter 13 Math Law, Chapter 10 Law, Chapter 11	<b>Transfer of Title Title Records Transfer Tax Problems Transfer of Title Title Records</b>	Take Home Practice Mid-Term
	<b>5</b>	Student Information Packet	<b>Ethics</b>	
	<b>5</b>		<b>Correct MD Practice Mid-Term</b>	
	<b>6</b>	Law, Chapter 1	<b>MD Real Estate License Law &amp; Related Regulations</b>	MD Law Practice Exam
	<b>6</b>	Law, Chapter 3 Law, Chapter 15 Text, Chapter 20	<b>Real Estate Brokerage Fair Housing &amp; Ethical Practices Fair Housing</b>	
	<b>7</b>	Text, Chapter 14 Math	<b>Real Estate Financing: Principles Financing Problems</b>	
	<b>7</b>	Text, Chapter 15 Law, Chapter 12	<b>Real Estate Financing: Practice Real Estate Financing</b>	
	<b>8</b>	Text, Chapter 16 Text, Chapter 17 Math Law, Chapter 13	<b>Review Homework Assignment Leases Property Management Lease Problems Leases</b>	
	<b>8</b>	Text, Chapter 18 Text, Chapter 19 Math	<b>Real Estate Appraisal Land-Use Controls &amp; Property Development Appraisal Problems</b>	Review Chapters 14-19
	<b>9</b>	Text, Chapter 20 Text, Chapter 21 Math Law, Chapter 14, 16	<b>Environmental Issues &amp; the Real Estate Transaction Closing the Real Estate Transaction Prorations Problems Environmental Issues &amp; Real Estate Transactions</b>	Take Home Practice Final
	<b>9</b>		<b>Correct Practice MD Law Exam MD Law &amp; Fair Housing Review Math Review</b>	
	<b>10</b>		<b>Correct Practice Final Review for Final</b>	
	<b>10</b>		<b>Final</b>	



## DEEP CREEK SCHOOL OF REAL ESTATE “Where Eagles Learn to Fly”

In an effort to help the student and instructor monitor progress, there will be daily 10 question quizzes, 1 mid-term and 1 final exam. The quizzes will come from those supplied in the required text and will be given in the form of a review.

### **Required Text for all classes**

1. Modern Real Estate Practices, Galaty, Allaway and Kyle; 16th edition
2. Maryland Real Estate Practice & Law, Donald A. White; 11th edition

## Campus Location

MCHENRY CAMPUS  
24439 Garrett Highway, Suite 103  
Mc Henry, Md. 21541  
(301) 387-8181

Our campus features 550 s.f. of comfortable learning conditions. We offer wireless internet connection, overhead projector, A complete snack room and restrooms. With a maximum class size of 20, we allow more than ample space for our students.



# Deep Creek School of Real Estate

## Where Eagles Learn to Fly.

### ENROLLMENT AGREEMENT & PERMANENT ACCOUNT CARD MARYLAND PRINCIPLES & PRACTICES OF REAL ESTATE

**Please Type or Print All Information**

First Name	Middle Initial	Last Name
Home Phone	Work Phone	
Street Address		
City	State	Zip
Social Security Number <b>MUST BE PROVIDED/REQUIRED BY STATE REGULATION</b>		Email Address

I am enrolling at the **Deep Creek School of Real Estate** for program study in **REAL ESTATE PRINCIPLES & PRACTICES FOR SALESPERSONS** (60 Clock Hours). The program is scheduled to begin as follows:

Program Start Date:	Program End Date:	Program Days:
Program Time:	Hours of Class/Day:	Program Location:

I understand that I will be entitled the privilege and bound by conditions as follows: Upon successful completion of the program, a student will receive a certificate. Successful completion requires that the student achieve at least a 75% average on all exams, complete 60 hours of class time, and meet all financial obligations to the school. To receive a transcript, a student should contact the Deep Creek School of Real Estate at

**JOB PLACEMENT:** I acknowledge that job placement and compensation cannot be guaranteed by Deep Creek School of Real Estate. However, every reasonable effort will be made to facilitate my job search upon completion of the program.

**PROGRAM COSTS:** The total cost of the program is as follows:

Tuition:	<b>99.00</b>	+	Registration Fee:	<b>15.00</b>	+	Text & Materials:	<b>85.00</b>	=	Total:	<b>199.00</b>
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**REFUNDS:**

- (1) All monies paid by student, including books, will be fully refunded if a student chooses not to enroll in, or to withdraw from, the School with seven calendar days after signed an enrollment agreement.
- (2) If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the School.
- (3) If a student withdraws after instruction begins, refunds will be made according to the schedule shown.
- (4) If the School Closes. Cancels or discontinues a course or program, the school will refund to each currently enrolled student all money paid by student for tuition and fees.
- (5) Students are requested, but not required, to notify the School if they are withdrawing from the School. The amount of the refund will be based on the date of the last class attended.
- (6) All refunds will be paid within 60 days of the student's notification of withdrawal.
- (7) In case Of an official leave of absence if a student fails to return to the course by the end of the leave of absence, a refund due a student will be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence

**REFUNDS:** (Continued)

- (8) Books purchased from the School are the property of the student and are not refundable.
- (9) This agreement shall only be binding if signed by the school and the enrollee or the guardian of the enrollee when under the age of 18. Proportion of Total Program Taught by Date of Withdrawal:

Less Than 10%	90% Refundable (Less Registration Fee)
10 to 19%	80% Refundable (Less Registration Fee)
20 to 29%	60% Refundable (Less Registration Fee)
30 to 39%	40% Refundable (Less Registration Fee)
40 to 50%	20% Refundable (Less Registration Fee)
50+%	0 Refundable

The student must purchase the text "Modern Real Estate Practices", 16<sup>th</sup> Edition, Galaty, Allaway & Kyle, Real Estate Education Company, Chicago, IL. (Students must also purchase the state Supplemental text). Students have the right to purchase the required text, as long as the text is the exact publication and edition, on the open market or they may purchase the text from the school as noted in the course costs above.

**ACKNOWLEDGEMENTS:** I have received a copy of the Deep Creek School of Real Estate catalog. I have read the requirements and policies stated in the catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal and graduation. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that the School has the right to cancel my contract if I do not meet attendance requirements, standards of progress or abide by the student conduct policy. This enrollment contract may be extended or modified only with

For payment of the program, I have enclosed:  Check  Money Order  Master Card  Visa

<b>Name on Card:</b>
<b>Credit Card Number:</b>
<b>Expiration Date:</b>
<b>Security Code: (Last 3 Digits Back of Card at Signature Line)</b>
<b>Card Holder's Signature:</b>

**Please Send This Agreement Along With You Payment To:**

Deep Creek School of Real Estate  
24439 Garrett Highway  
McHenry, MD 21541

**MINIMUM EDUCATION REQUIREMENTS:** State regulator boards/departments/commissions require that students taking this course have their High School degree or its equivalent. Student's signature on this contract affirms that the student has met this state requirement.

**Students Should Keep An Exact Copy Of The Enrolment Agreement For Their Records**

Applicant's Signature:	Date:	I learned about the school from:
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School Representation Signature:	Date:
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<b>For Use By School Only: Refund Calculation &amp; Information If Any</b>				
Last Day of Attendance:	Refund Calculation:	Amount of Refund:	Date Refund Made:	Processed By:



# DEEP CREEK SCHOOL OF REAL ESTATE

## “Where Eagles Learn to Fly”

### Education Affidavit

The Maryland Higher Education Commission requires evidence of high school completion or equivalent such as a GED. Please complete the requested information and turn the completed form into the instructor. The affidavit must be turned in your first day of class.

<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
<b>Daytime Phone Number</b>	<b>Other Phone Number</b>	<b>Social Security Number</b>
<b>Name of School Attended</b>		
<b>School City/State/Country</b>		
<b>Date of Completion/Graduation</b>		

I hereby certify that the information I have provided above is complete and accurate.

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_





### Student Permanent Record/Transcript

***This is your permanent record/transcript and cannot be duplicated. Please print clearly all requested information. Your instructor will need to initial each date attended (see below) and the grade earned for the mid-term and final exams. Upon completion of the course, your instructor will submit your permanent record/transcript to the Director and a Certificate of Completion will be issued. Please submit your state exam registration at the same time. Students must attend all classes to graduate. NOTE: Deep Creek School of Real Estate is unable to issue credit for any classes taken at another school.***

Name: (As it appears on your driver's license) <small>Name on your certificate of completion must match your name as it appears on your</small>	
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Social Security Number: (Required by state)	
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Daytime Phone:		Other Phone:	
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Emergency Contact:		Contact's Phone Number:	
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Course Title:	Principles & Practices of Real Estate		
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Course Location:		Day or Evening Course:	
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Start Date:		Ending Date:	
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Hours Per Week:		Total Hours/Course:	
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SESSIONS	1	2	3	4	5	6	7	8	9	10
Instructor's Initials										

SESSIONS	11	12	13	14	15	16	17	18	19	20
Instructor's Initials										

<b>Instructors Only:</b> I hereby certify that the student has successfully completed the Ethics requirement set by the State.	Instructor Initials:		Date:	
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Total Hours Completed:		Date Completed Course:	
------------------------	--	------------------------	--

	Exam	1st Retake	2nd Retake		Exam	1st Retake	2nd Retake
Mid-Term	%	%	%				
Final Exam/General Portion	%	%	%	Final Exam/State Portion	%	%	%

Start Date of Leave of Absent	Expected Return Date	Student Request To Transfer	Student Request for New Start Date
Student Request To Withdraw	Refund Request Submitted	Refund Sent To Accounting	

Instructor's Signature:		Date:	
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Sample Certificate of Successful Completion

# **Deep Creek School of Real Estate**

“Where Eagles Learn To Fly”

**This is to Certify That**

**Has successfully completed the 60 hour course  
titled Principles and Practices of Real Estate.**

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School Director

Date