Manfred Real Estate Learning Center, Inc.

Established in 1987 as an independently owned and operated family business dedicated to providing quality education to the real estate industry.
We treat our customers like family.

WEBSITE

www.ManfredRELC.com available 24/7

- For information on courses, dates, locations and times
- To register for courses
- To purchase **On-Line Continuing Education** courses
- Visit "Related Links" and "Career Opportunities"

REGISTRATION POLICY

Register on-line, by FAX, mail or phone.

- Continuing Education courses require full payment at the time of registration.
- Licensing courses require a $100 deposit with full payment due on the day of registration.

COURSE RECORDS and CERTIFICATES of COMPLETION

- Certificates of Completion are given for each course completed.
- Real Estate and Appraisal registration/license numbers are required for DOS records before Certificates of Completion for Continuing Education can be issued.
- Course records for Continuing Education and Licensing Courses are maintained for three (3) years.
- Duplicate Certificates of Completion for any course requires a $20 administrative fee for each certificate.

CANCELLATION and REFUND POLICY

- If you cancel at least four business days before a course begins, we will either refund your deposit or allow a credit for one year, subject to a $20 administrative fee
- A "no show" forfeits the entire deposit
- If we cancel a course we will refund your deposit

RETURNED CHECKS

- Checks returned will be assessed a $35 service charge.

COURSE ORDER FORM

Continuing Education - Full Payment Required
Licensing/Certification Course - $100 Deposit Required

☐ **Require Handicapped Accessible Arrangements**

Please Print Clearly:

Name:_____

Home Street Address: _____ **Zip:**_____

E-mail Address: _____

Phone: Home: (____)_____ **Office: (____)**_____

COURSES REGISTERING FOR:

Start Date	Location	Course Title	Cost	Deposit	Balance Due
_____	_____	_____	$_____	$_____	$_____
_____	_____	_____	$_____	$_____	$_____
_____	_____	_____	$_____	$_____	$_____
BALANCE DUE AT REGISTRATION		**TOTAL:**	$_____	$_____	$_____

Mastercard, Visa or Discover #_____ _____

Exp. Date: _____ **Signature:** _____

Check Made Payable To: MANFRED REAL ESTATE LEARNING CENTER, INC.

Mail To: 920 Albany Shaker Road, Latham NY 12110

Call: 1-800-559-RELC (7352) or 518-489-1682 **Fax:** 518-489-5499

REGISTER ON-LINE: www.manfredrelc.com

FOR OFFICE USE ONLY

DATE RECD. _____

DATE	AMT.	MP
_____	_____	_____
_____	_____	_____