


# Manfred

## Real Estate Learning Center, Inc.

Celebrating 20 Years of Excellence ~ 1987-2007



Manfred Real Estate Learning Center, Inc. was 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.

### **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.

### **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.

### **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.

PHONE (518) 489-1682 or (800) 559-7352

FAX (518) 489-5499

[www.ManfredRELC.com](http://www.ManfredRELC.com)