



OCL Real Estate LLC DBA

# American Home Inspectors Training

## Enrollment Agreement TEXAS

This is an Enrollment Agreement for American Home Inspectors Training’s home inspection courses. *This is a legally binding contract.* Failure to send all the pages will result in an incomplete registration. *Please include a copy of valid identification along with the completed form.* Completely read, sign, and return the entire document via fax or email to:

American Home Inspectors Training  
20225 Water Tower Blvd., 4<sup>th</sup> Floor  
Brookfield, WI 53045

(p) 800.441.9411  
(f) 262.347.0776  
(e) admin@oncourselearning.com

**PERSONAL INFORMATION** (please complete all information)

Last Name, First Name, MI.

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Address

City, State & ZIP

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Phone #

Email

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Date of Birth

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Emergency Contact

Phone #

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**EDUCATION BACKGROUND** (please complete all information)

Highest Level of Schooling Completed

- High School Diploma     GED     Associate Degree     Bachelor’s Degree     Graduate Degree

Date Graduated (month/year)

School

City & State

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*RACE & ETHNICITY SURVEY* (please complete all information)

1. Nonresident aliens (for whom neither race nor ethnicity is reported)

- Yes (if yes, you may skip the remainder of the survey)       No

2. Hispanic/Latino of any race

- Yes (if yes, you may skip the remainder of the survey)       No

3. For individuals who are non-Hispanic/Latino

- American Indian or Alaska Native       Asian  
 Black or African American       Native Hawaiian or Other Pacific Islander  
 White       Two or more races  
 Race and ethnicity unknown

*MILITARY STATUS* (please complete all information)

1. Are you actively enrolled in a branch of the United States Armed Forces?

- Yes       No

If “yes,” please select branch:

- Air Force/Air Force Reserve       Air National Guard  
 Army/Army Reserve       Army National Guard  
 Coast Guard/Coast Guard Reserve       Marine Corps/Marine Corps Reserve  
 Navy/Navy Reserve

2. Are you a United States Veteran?

- Yes       No

If “yes,” please select branch:

- Air Force/Air Force Reserve       Air National Guard  
 Army/Army Reserve       Army National Guard  
 Coast Guard/Coast Guard Reserve       Marine Corps/Marine Corps Reserve  
 Navy/Navy Reserve

## PROGRAM & TUTION INFORMATION

(please select your course)

OPTION 1 Texas Professional Course (330 hours online)

Books:	(included)
Tuition:	\$ 1895.00
Shipping:	\$ 30.00
<u>Local Tax:</u>	<u>varies</u>
Total Charges:	\$ 1925.00

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

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

This course utilizes online videos and texts to teach students about the inspection of appliances, building enclosures, electrical systems, foundations, framing, HVAC, plumbing systems and roof systems, as well Texas standards of practice, Texas legal and ethical issues, and Texas report writing.

OPTION 2 Texas Professional Course with Live Training (330 online hours + 24 classroom hours + 40 field training hours)

Books:	(included)
<u>Tuition:</u>	<u>\$2695.00</u>
Total Charges:	\$2695.00

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

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

This course combines online videos and texts with live classroom and field training. Designed by AHIT's team of certified and extensively experienced home inspection instructors, students will learn about the inspection of appliances, building enclosures, electrical systems, foundations, framing, HVAC, plumbing systems and roof systems, as well Texas standards of practice, Texas legal and ethical issues, and Texas report writing.

## SCHOOL POLICIES

### Attendance

Attendance in live classes is taken twice daily, during the morning session and again in the afternoon. Students are asked to sign/initial for each class attended. Attendance information is recorded and retained in the class files. Students may request withdrawal and make up the missed classes during the next scheduled course. Paid tuition will be refunded according to the applicable refund policy.

### Absence

Students are responsible to attend every hour of each training course. If personal emergencies occur, students may speak with the instructor to arrange ways to make-up missed sections. Students must satisfactorily complete course requirements in order to graduate and receive a Completion Certificate.

### Late Arrival/Early Departure/Make-Up Work

Students who are absent due to late arrival or early departure should consult with the instructor to schedule required make-up time.

## *Final Exams - Proctoring*

All final course exams must be taken in the presence of a TREC approved proctor. This person cannot be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student. The Texas Real Estate Commission (TREC) has identified the following as acceptable:

- A) employees at official testing or learning/tutoring centers;*
- B) librarians at a school, university, or public library;*
- C) college or university administrators, faculty, or academic advisors;*
- D) clergy who are affiliated with a specific temple, synagogue, mosque, or church;*
- E) educational officers of a military installation or correctional facility;*  
(T.A.C. 535.65 (h)(5))
- F) notaries approved by Texas;*
- G) members of the court system (judges, JP magistrates, or prosecutors); or*
- H) law enforcement officers (sergeants, lieutenants, or captains).*

AHIT reserves the right to verify a proctor's identity, requires additional proof of eligibility, or requires the selection of a different proctor. Students must comply with any payment schedule that may be required by the approved proctor or testing center.

Prior to the Exam:

- Students will arrange a time to take the exam
- Proctors will complete and return the Certificate of Test Proctor form
- Proctors will receive a single-use proctor code sent by an AHIT school administrator
- Proctors will verify the student's identification through a driver's license, student ID, etc.

During the Exam:

- Student/proctor will find a quiet area where the exam can be taken with little distraction
- All exams must be closed note/closed book
- Proctors must be present at the test site to monitor the student (T.A.C. 535.65(h)(4)(B)(i))
- *If a student closes out of an exam at any time, a new proctor code will need to be secured during business hours (M-F 8:00am-5:00pm Central Time).*

Following the Exam:

- Any student who does not achieve a score of 75% or better must retake course and the examination (see below for more details)

## *Final Exam – Retakes*

Per TREC rules §535.65(i), students who do not pass course examinations on the first try must adhere to the following requirements:

1. Complete any additional course work prescribed by the provider.
2. Complete the subsequent final examination, which will be a variation of the original, no later than the 90th day after the date the class concludes.
3. Complete the subsequent final examination in a timely manner or be automatically dropped from the course with no credit.
4. Retake the course and final if the examination if failed a second time.

Any proctoring fees for retaking an examination are determined by the proctor, not the school.

#### LIVE CLASS REFUND AND CANCELLATION POLICY

1. A student may cancel or reschedule any live training up to five (5) business days after the date of enrollment, at no charge, only if the class has not yet begun. If the class has begun, no refunds will be given.
  - a. If the cancellation occurs between six (6) and 30 days of the enrollment, a student is entitled to a partial refund of \$250 and is not required to return the books and materials.
2. If a student needs to reschedule a live class after five (5) business days of enrollment, a \$100 rescheduling fee will be applied. Students may not reschedule a class within two weeks of the class start date.
  - a. If the student is not paid in full, they would need to pay their balance in full to be eligible for a transfer. \$100 fee would not apply for the first transfer.
3. Notwithstanding anything above, no refunds will be given to any student enrolling into a live class within two weeks of the class start date.
4. If a student chooses to change his or her registration for a live class to an online class, he or she must do so within five (5) business days to receive the partial refund equal to the difference between the live class price and the online class price.
5. A student may cancel his or her registration or request a rescheduling only by contacting his or her AHIT Admissions Counselor.
6. If a student does not attend a live class for which he or she is registered, the student may, within 30 days of the beginning of such class, transfer his or her registration to another live class for a \$100 transfer fee.
  - a. If the student does not transfer registration within 30 days, the student may re-register for another live class at 100% of the retail price of the live class.
7. Classes are not transferable to another student.

#### ONLINE CLASS REFUND AND CANCELLATION POLICY

1. A student may cancel any online training up to five (5) business days after the date of enrollment if there is no evidence of the student beginning the course
2. If a student terminates training after beginning the course, the following refunds apply:

<b>% of Course Completed</b>	<b>% of Allowed Refund</b>
Within first 10% of program	90% of tuition less the cost of program materials*
After 10% but within first 25% of program	75% of tuition less the cost of program materials*
After 25% but within first 50% of program	50% of tuition less the cost of program materials*
After 50%	No refund
	*Program materials are \$250

3. If the student has not started the course, and it is within 30 days of enrollment, the student is entitled to a full refund less the cost of the program materials (\$250) and is not required to return the books and materials.
4. If a student chooses to change his or her registration from an online course to a live class, he or she must simply pay the difference to be eligible.
5. A student may cancel his or her registration only by contacting his or her AHIT Admissions Counselor.
6. Classes are not transferable to another student.

### *Expiration and Extensions*

Courses must be completed within 12 months of enrollment date. If you are unable to complete your course within the initial 12-month period, you may extend course access for a fee of \$50 per month. Students must contact AHIT within 30 days of expiration to obtain an extension. Access to the course after 30 days from initial expiration requires re-enrollment. A discounted fee of 50% of the original purchase price will be charged.<sup>1</sup>

### *Extenuating Circumstances*

In the case of extenuating circumstances, the director will consider a settlement that is reasonable and fair to the student and the school.

### *Payment Policy*

1. Students are required to fully pay all tuition no later than two (2) weeks prior to the start of a class. If full payment is not received, AHIT has the right to withdraw the student until the balance is paid in full.
2. If a student does not contact American Home Inspectors Training to schedule payment for an outstanding balance, AHIT will invoice the student for payment two (2) weeks prior to the class start date.
3. AHIT reserves the right to refer any outstanding balance to a collection agency.

### *Changes Made By The School*

1. If AHIT cancels a live class (for any reason), a student may transfer into another session of his or her choice at no expense to the student. If the student chooses to attend a session in an adjacent state or of a longer duration, the student is required to pay any difference.
  - a. AHIT is not responsible for any travel expenses (e.g., air, hotel, car rental, etc.) the student incurs.
2. If AHIT cancels a class and the student wishes to modify his or her registration from a live class to an online class, he or she is eligible to receive the partial refund of the live class equal to the difference between the live class price and the online class price.
3. If the school is unable to make alternative arrangements that are satisfactory to the student, the school will refund all monies paid by the student of the class.

### *REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE*

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (a) Satisfactorily completed at least 90 percent of the required coursework for the program; and

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<sup>1</sup> In the event of an extension or re-enrollment, it is the responsibility of the student to verify with a school representative that the course approval is still active.

(b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 60 days after the effective date of termination.

**STUDENT CRIMINAL DISCLOSURE**

Applicants may be denied an inspector license based upon criminal history. If you have any criminal offenses, unpaid judgement, had discipline taken against a professional or occupational license, or have performed unlicensed activity, you should consider requesting a Fitness Determination form (Form ID: FD-1). This can be found at [www.trec.texas.gov/forms-and-contracts](http://www.trec.texas.gov/forms-and-contracts).

*DISCLOSURE*

American Home Inspectors Training reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with state board rules and regulations and will be attached to the catalog.

*NOTICE TO BUYER*

Do not sign this Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed Enrollment Agreement. Keep it to protect your legal rights.

*CONTRACT ACCEPTANCE*

I wish to enroll in the  Texas Professional Course  Texas Professional Course with Live Training from American Home Inspectors Training. I have been provided with a catalog and understand the programs and terms of this Enrollment Agreement. I understand this is a legally binding contract upon written acceptance, unless canceled pursuant to the Refund Policy.

I am 18 years or older or have written consent from my parent or guardian. My signature below signifies that I have read the terms and conditions contained in this Enrollment Agreement, understand all aspects of this Enrollment Agreement, and recognize my legal responsibilities regarding this Enrollment Agreement.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian if student is less than 18 \_\_\_\_\_ Date \_\_\_\_\_

-----For School Use Only-----

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_