



NJLRG SCHOOL OF BUSINESS & EDUCATION CENTER

212, Durham Ave, Metuchen, NJ – 08840

WELCOME

- PLEASE READ THROUGH THE ENTIRE PACKET YOU HAVE RECEIVED.
- PLEASE READ, SIGN AND DATE AND RETURN THE NOTICE/ACKNOWLEDGMENT; ATTENDANCE POLICY AND ENROLLMENT AGREEMENT.
- BE SURE TO SIGN THE CLASSROOM ATTENDANCE SHEET EACH AND EVERY TIME YOU COME TO CLASS. ALSO FILL IN THE OWN ATTENDANCE SHEET.
- THERE WILL BE A \$30 RETURN CHECK FEE FOR ANY CHECK RETURNED TO THE SCHOOL UNPAID.
- YOU MUST ATTEND A MINIMUM OF 80% OF THE REQUIRED 75 HOURS OF SCHOOLING TO QUALIFY TO TAKE THE SCHOOL AND STATE EXAM (STATUE 45:15 17N). YOU CAN BE FINED UP TO \$10,000 BY THE REAL ESTATE COMMISSION IF YOU PROCURE A LICENSE BY FRAUD, MISREPRESENTATION OR DECEIT.
- IT IS THE POLICY OF THE NEW JERSEY REAL ESTATE COMMISSION THAT THERE BE A COMPLETE AND TOTAL SEPARATION BETWEEN THE INSTRUCTION YOU RECEIVE AND YOU TO JOIN THEIR FIRM. THIS POLICY IS REFLECTED IN REC RULE N.J.A.C. 11:52.2(X).
- WHEN YOU COME TO TAKE THE SCHOOL EXAM YOU **MUST BRING** YOUR
 - ATTENDANCE SHEEAT
 - A CALCULATOR
 - A PENCIL
- YOU MUST PASS THE SCHOOL EXAM BY _____, IF YOU DO NOT PASS THE SCHOOL EXAM BY _____ YOU WILL HAVE TO REPEAT THE CLASS AND PAY THE TUITION AGAIN.



NOTICE / ACKNOWLEDGEMENT

TO: NJLRG SCHOOL OF BUSINESS AND EDUCATION CENTER

FROM: STUDENT

SUBJECT: SCHOOL / STUDENTS AGREEMENTS

DATE: _____, 2015.

I ACKNOWLEDGE THAT I READ AND ACKNOWLEDGE ALL OF THE PAPERWORK GIVEN TO ME BY NJLRGSBEC AT THE _____ BEGINNING _____ END OF MY CLASS.

1. I RECEIVED AND ACKNOWLEDGED THE ENROLLMENT AGREEMENT.
2. I RECEIVED, AND ACKNOWLEDGE THE DISQUALIFYING QUESTIONS I WILL BE ASKED WHEN I TAKE THE REAL ESTATE STATE EXAM.
3. I READ AND ACKNOWLEDGE THE SCHOOL POLICY FOR TARDINESS, ABSCENCES AND MAKING UP CLASSES AND I WILL NOT BE PERMITTED TO ENTER.
4. I ACKNOWLEDGE THAT I HAVE SOCIAL SECURITY NUMBER.
5. I ACKNOWLEDGE THAT I HAVE PROPER IDENTIFICATION TO PROVE THAT I CAN WORK IN THE UNITED STATES OF AMERICA.
6. I ACKNOWLEDGE THAT I HAVE

ONE YEAR FROM THE TIME I PASS THE SCHOOL EXAM

TO PASS THE STATE EXAM, BE FINGERPRINTED AND HAVE MY COMPLETED APPLICATION SIGNED BY THE BROKER WITH PROPER FEES AND RECEIPT FROM FINGERPRINTING AND HAVE IT ON THE DESK OF THE COMMISSION WITH PROPER FEES.

7. **IF I ARRIVE LATE TO TAKE THE SCHOOL OR STATE EXAM I MAY BE TURNED AWAY.**
8. AFTER READING ALL OF THE MATERIAL AND ESPECIALLY THE DISQUALIFYING QUESTIONS AND I FIND THAT I AM NOT ELIGIBLE TO OBTAIN A REAL ESTATE LICENSE I WILL RECEIVE A FULL REFUND OF THE PAID TUITION MINUS A \$40 FEE FOR THE TEXTBOOK.

_____, 2015

FULL LEGAL SIGNATURE

DATE



You will be asked these questions when you take the state exam

CRIMINAL OFFENSES & DISQUALIFYING QUESTIONS

On or about October 26, 1998, the Real Estate Commission revised the questions on the license examination/ application forms to inquire if an applicant has ever had a criminal history.

N.J.S.A, 45:15-12.1 refers to a five-year period of ineligibility for licensure upon conviction for certain specified offenses. A conviction for an offense listed in N.J.S.A, 45:15-12.1 within the preceding five years will compel disqualification. However the commission has concluded that it is necessary to look beyond a five year period in order to determine a candidate's general fitness for licensure under N.J.S.A, 45:15-9. All convictions will be reviewed and the applicant will be required to submit further information such as a copy of the judgement of conviction, a letter from a probation officer and other evidence of rehabilitation. Applicants should be aware that the rehabilitated convicted offenders act N.J.S.A, 2A:168A-1 et seq. May apply to their cases.

Whenever staff denies an application, the applicant has the right to a hearing before the full commission and the opportunity to present his or her case for licensure.

If you have any question regarding a prior conviction, contact the investigation unit of the Real Estate Commission at 609-292-8300 extension 50147

Please relay this very important information to all students and caution them to carefully read the screening questions before entering their responses. In addition, the students should carefully read the printout of their responses before signing the form. Incorrect responses will delay the processing of the candidate's license application. The revocation of a license issued in reliance upon the false information see N.J.S.A 45: 15-7A.

SCREENING QUESTIONS

- 1. With the exception of motor vehicle, have you EVER been convicted of a crime, misdemeanor, or disorderly person offense in the state of New Jersey, any other state or by the Federal Government, or are you presently on probation or parole?*
- 2. Is there a criminal complaint, disorderly person charge, a criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the Federal Government, or are you presently enrolled in New Jersey's pre-trial intervention (PTI) program or any similar state or federal program involving the deferral of the disposition or sentencing in a criminal matter?*
- 3. Have you ever had a real estate or other professional license, certification or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state?*
- 4. Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months or are you the subject of a child support related warrant?*
- 5. Are you under the age of 18 at the time of taking his examination?*
- 6. Do you now hold, or have you ever held, any license issued by the NJ Real Estate Commission?*
- 7. Ae you a high school graduate or the holder of a G.E.D?*
- 8. Do you currently hold a real estate license issued by another State?*



PLEASE READ THESE PAPERS, SIGN AND RETURN THEM. THANK YOU.

NJLRG SCHOOL OF BUSINESS AND EDUCATION CENTRE

212 DURHAM AVENUE, METUCHEN, NEW JERSEY 08840, 732-548-0603 PH, 732-548-0787 FAX

STUDENT ID # 2015 _____ START DATE _____/15_AM PM SAT

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____ E-MAIL _____

ENROLLMENT AGREEMENT

STATUTE 45:15.7N States that your license can be revoked and you can be fined up to \$10,000 by the Real Estate Commission if you procured a license by fraud, misrepresentation or deceit.

IN CONSIDERATION OF NJLRG SCHOOL OF BUSINESS AND EDUCATION CENTER, herein referred to as the "School" by accepting me as a student will give me instruction in the course of real estate subjects to qualify for application for the NJ State License Examination of a salesperson or broker, in accordance with the rules and regulations of the New Jersey Real Estate Commission in the department of banking and Insurance. I acknowledge that no refund will be given to me after I attend my first class. If I do not complete the required 75 Hours for medical reasons, confirmed in writing by a doctor, the school will refund a pro rate amount based on the tuition paid minus the fee for the textbook and minus the fee for the number of classes attended. In addition I acknowledge that I have six (6) months from my first day of class to complete the course and pass the school exam.

I AGREE to abide by all the rules and regulations of the school. If I fail to abide with the rules I may be excluded from classes and denied further instruction. It is understood that the School shall have no further liability or obligation upon terminating this agreement.

If any problems exist during the term of enrollment regarding myself, another student or instructor, or if any state laws are being violated, I agree to immediately bring the situation to the attention of the *Director of the School or a member of the administrative staff*.

I FURTHER AGREE that my failure to attend a minimum of 80% of the required hours of study during the term of enrollment and/or my failure to pass the School exam will be construed as having unsatisfactorily completed the course of study. Upon passing the school exam information will be uploaded to the testing service (PSI) so I can make an appointment to take the state exam. I acknowledge that I have one (1) year from the date I pass the school exam to take and pass the state exam, be fingerprinted and have my completed application, signed by the broker I will work with, with proper fees, and have it on the desk of the Real Estate Commission. **THERE ARE NO EXCEPTIONS TO THE RULE!!!**

The School reserve the right to change the schedule at any time, in the event the changed schedule is not convenient for me, then I will receive a full refund, minus a book fee, will be due to me.

I have read and received and signed a copy of this **ENROLLMENT AGREEMENT**. I have received a copy of **CRIMINAL OFFENSES-DISQUALIFYING QUESTIONS**. I have received a copy and signed the **NOTICE/ACKNOWLEDGEMENT**. I agree to comply with the information as set forth on same.

_____, 2015

SIGNATURE _____ DATE _____



ATTENDANCE POLICY

ID NUMBER: _____

IF YOU MISS A CLASS YOU CAN MAKE UP THE CLASS EITHER DURING THE DAY, EVENING OR SATURDAY SESSION.

YOU MUST ATTEND A MINIMUM OF 80% OF THE 75 HOURS REAL ESTATE COURSE AND PASS THE SCHOOL EXAM IN ORDER TO SATISFACTORILY COMPLETE THE COURSE.

YOU CAN TAKE THE SCHOOL EXAM TWICE WITH NO ADDITIONAL FEES. THERE WILL BE A \$20 FEE TO RETAKE THE SCHOOL EXAM IF YOU DON'T PASS IT BY THE SECOND TIME.

- BE ON TIME FOR CLASS
- BRING YOUR TEXTBOOK, PEN/PENCIL, CALCULATOR AND HIGHLIGHTER.
- BE IN YOUR SEAT AND READY TO LEARN BY THE TIME THE CLASS IS SCHEDULED TO BEGIN.
- ALL BEEPERS AND CELL PHONES MUST BE TURNED OFF.
- EACH TIME YOU COME TO CLASS BE SURE TO MARK THE CLASSROOM ATTENDANCE SHEET AND TO ALSO MARK YOUR PERSONAL ATTENDANCE SHEET
- YOU WILL NOT BE PERMITTED TO TAKE THE SCHOOL EXAM WITHOUT PRESENTING YOUR ATTENDANCE SHEET THE DAY OF SCHOOL EXAM.

SIGNATURE

_____, 2015
DATE



ATTENDANCE SHEET

THIS FORM MUST BE FILLED IN BY YOUR EACH TIME YOU COME TO CLASS. YOU CANNOT TAKE THE SCHOOL EXAM UNLESS THIS FORM IS COMPLETELY FILLED OUT, HOURS ADDED UP, HAS YOUR SIGNATURE AND THE SIGNATURE OF THE TEACHER.

IF YOU ARRIVE LATE OR LEAVE EARLY, SUBTRACT THAT MISSED TIME WHEN RECORDING YOUR CLASSROOM HOURS.

IF WITHIN A FOUR WEEK DAY CYCLE OR A TWELE WEEK EVENING CYCLE YOU CAN MISS 20% OF THE CLASSROOM HOURS AND STILL COMPLETELY WITH THE RECRULES.

IF YOU MIX AND MATCH CLASSES, COME TO SOME DAYS AND SOME EVENING CLASSES, THEN YOUR HOURS MUST ADD UP TO 72 HOURS BEFORE YOU ARE ELIGIBLE TO TAKE THE SCHOOL EXAM.

LEGAL NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

A PHONE NUMBER: (_____) _____ CIRCLE ONE----CELL/ WORK/ HOME

DATE OF CLASS 2015	CHAPTER(S) COVERED	HOURS PRESENT	TEACHER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____

SCHOOL EXAM ____/____/____/____ PASSED _____

TOTAL ATTENDED HOURS _____ STUDENT'S SIGNATURE _____

NO ONE WILL BE ABLE TO TAKE THE INITIAL SCHOOL EXAM WITHOUT PRESENTING A COPLETED ATTENDANCE SHEET



75 HRs SALESPERSON LICENSING COURSE

TUITION

\$399

*CLASS SIZE IS LIMITED
DON'T BE
DISAPPOINTED
RESERVE A SEAT
NOW!!*

SCHEDULE FOR DAY CLASS

**9:00 AM TO 3:00 PM
MONDAY THRU THURSDAY
FINISH IN 3 WEEKS
BEGINS ANY MONDAY
AS LONG AS THERE IS ROOM**

QUALIFICATIONS:

- 18 YEARS OF AGE
- MUST HAVE A HIGH SCHOOL DIPLOMA OR A GED

**4 CRIMINAL HISTORY
CHECK WILL BE DONE
BEFORE A REAL
ESTATE LICENSE IS
ISSUED**

DRESS CODE

Business Casual

SCHEDULE FOR EVENING CLASS

**6:30 PM TO 9:30 PM
MON, WED, & THURS
FINISH IN 8 WEEKS
BEGINS ANY MONDAY
AS LONG AS THERE IS ROOM**

SATURDAY CLASS

9:00 AM – 3:00 PM

VENUE:

NJLRG

**SCHOOL OF BUSINESSES & EDUCATION CENTER,
212, Durham Ave, Metuchen, NJ – 08840
Phone: 732-548-0603, Fax: 732-548-0787
Email: enroll@njlrgschool.com
Web: www.njlrgschool.com**

REGISTRATION FORM

Course
Beginning : _____ AM/PM/SAT
(Please Circle One)

NAME: _____
PLEASE PRINT LEGAL NAME

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

REFERRED BY: _____

HOME PHONE:
() _____

BUSINESS PHONE:
() _____

EMAIL: _____

FAX NUMBER:
() _____

TUITION: \$ 399

METHOD OF PAYMENT:

CASH _ CHECK _ MO _ CC _

CARD# _____ - _____ - _____ - _____

EXPIRATION DATE : ____ / ____

SECURITY # : _____

SIGNATURE : _____

REQUIRED FOR CC PAYMENT