



Po Box 13268  
Charleston, SC 29422  
843-722-7585

### Property Management Course Enrollment Agreement

Name (please print) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ SC \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

SS # or LICENSE # \_\_\_\_\_

I understand that I am registering to complete the SC Property Management, 30-hour course located at:

\_\_\_\_\_ TIME \_\_\_\_\_ DATES \_\_\_\_\_

**FEES:** Total Tuition is \$375 (includes all materials and is payable with registration.)

**ATTENDANCE POLICY:** Attendance is required for the entire 30 hours to receive certificate of completion. Breaks are included and will be monitored. NO EXCEPTIONS ARE ALLOWED.

**REFUND OR TRANSFER POLICY:** Full refunds will be issued if cancellation or transfer request is received in writing at least 10 days prior to the class start date. No refunds will be issued for “no shows” on class date.

**TESTING POLICY:** An exit exam is required to receive full credit for the class. The exam will be administered during the class time. A grade of 70% is required to receive credit for any course requiring an exam. Should a student fail to achieve a grade of 70% or higher, one makeup examination will be allowed if the student request is made within 30 days of the examination. Upon completion of the 30 hour class students may take the state PMIC exam online (this is separate from the exit exam and necessary for students wanting to get their PMIC license). If a student misses a class, the class can be made up at the next session offered at no additional charge. No final exam will be administered until the mandatory 30 hours of class time have been met.

**CERTIFICATE:** Upon successful completion of the course, Charleston Apartment Association will maintain the student’s information in accordance with the rules of the Department of the LLR. A Certificate of Completion will be awarded to each student for safekeeping and record verification.

**CANCELLATION:** We reserve the right to cancel the course if a minimum number of students do not register. If an emergency warrants the rescheduling of a course, all care will be taken to advise you as soon as possible. In case of cancellation or rescheduling, students will be offered the option of a full refund or transfer.

**Our courses are offered to anyone over the age of eighteen regardless of race, color, religion, sex, national origin, familial status, or handicap.** If you need special accommodations, please notify us as soon as possible.

I acknowledge I have received a copy of this Enrollment Agreement containing the policies, and that I agree to abide by these policies and procedures.

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<b>Signature of Enrollee</b>	<b>Signature of Provider</b>	<b>Date</b>
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**Register with a Check:**  
Make all checks payable to: Charleston Apartment Association, P.O. Box 13268, Charleston, SC 29422 or pay online here: [www.charlestonapartmentassociation.com](http://www.charlestonapartmentassociation.com).  
Email Enrollment Agreement to [kchapman@charlestonapartmentassociation.com](mailto:kchapman@charlestonapartmentassociation.com).