

# TEAM TRAINING INSTITUTE

## Statement of School Policies

### BACKGROUND

TEAM TRAINING INSTITUTE is approved by the Georgia Real Estate Commission for the purpose of offering post-licensing and other Continuing Educational Courses. Each course offered, qualifies for either 3 or 6 hours of continuing educational credit.

### TIMING

All course events will begin PROMPTLY at their scheduled time. There will be a 15 minute break during a 3 hour CE event. A 6 hour class will have two 15 minute breaks (am and pm) plus a 60 minute lunch break. The timing of all breaks is at the discretion of the instructor.

If a student arrives LATE (more than 10 minutes) after the start of the class, they can stay but will not receive any CE credits.

### ABSENCES / ATTENDANCE POLICY

In accordance with the rules of the Georgia Real Estate Commission, a specific number of in-class hours are required for the various courses. Therefore, there are NO excused absences. You must be in attendance for the entire program to receive CE credits. You must also sign in and sign out of each program to VERIFY that you attended the complete number of hours necessary for awarding of any CE credits that may be due. It is the policy of TEAM TRAINING INSTITUTE that any missed session (or portion of a session) must be made up in the manner prescribed by the on-site instructor in order to receive credit.

### PROHIBITION OF RECRUITING

There is to be no recruiting for employment opportunities by any person or any real estate brokerage firm at any event offered TEAM TRAINING INSTITUTE, either in a classroom or on any of its shared or leased premises. Any effort to recruit should be reported immediately to the instructor, and/or school director at 404-580-9919, or to the Georgia Real Estate Commission at 404-656-3916

### GRADING

During post-licensing courses you will be given a number of exams. Your scores will be averaged. You will also be given a final exam. You must score a minimum of 75% on your final exam to get a passing grade.

Continuing educational courses offered by TEAM TRAINING INSTITUTE have no exams. Certificates of attendance may be offered to those who attend. Certificates of Achievement (or Certification) are given

to those who complete any prescribed follow-up or course certification program outlined by the course instructor.

#### REFUNDS

NO refunds will be made after the original class begins. The tuition paid, however, may be applied to a later class. A refund of 50% of the tuition paid will be made up until the start time of the student's original scheduled class. Once the student's originally scheduled class has begun, NO refunds will be made. All students must complete the course they registered for within 12 months of their original enrollment date.

#### REPEATING A COURSE

A student may repeat a course within 12 months of their original enrollment for an administrative fee of \$ 35.00 and on a space available basis.

#### CONTINUING EDUCATION NOTICE

Students may receive credit for a specific course once every twelve months. If you have already received credit for a specific course within the last twelve months, you are invited to attend but will NOT receive additional credits.

#### CERTIFICATION

Upon completion of a course, the student may receive either a certificate of completion, attendance, achievement, or certification, depending upon the specific course taught. This certification if given, should be retained by the student for meeting license renewal requirements. In the event that the certificate is lost, a duplicate may be obtained from TEAM TRAINING INSTITUTE for an administrative fee of \$ 10.00 (plus \$5.00 for shipping, handling and postage.)

#### SCHEDULE CHANGES

Scheduled dates, locations and prices are subject to change without notice. We also reserve the right to cancel classes with low enrollments as late as one day prior to the start of the event. If such cancellation should occur, the student may transfer to a different course and date without incurring any cost or penalty. A full refund will be offered if a class is cancelled by the school, the student does not transfer to another course or date, and the student in writing requests the refund. If the student paid by check and a refund is given, please allow six weeks for the refund to be processed.

#### INCLEMENT WEATHER

Every effort is made to conduct class even in inclement weather conditions. However, sometimes we must cancel a class due to weather. If a class is cancelled, we will try to contact you by phone or the email address provided at your time of registration. Please check your email or voicemail boxes at least 24 hours prior to class to determine whether you have been contacted regarding a cancellation. In the

event of inclement weather, please check your television Channel 11, 11 Alive News or Star radio 94.1 FM. You may also call the school director at 404-580-9919 regarding closings and revised class hours.

#### CREDIT CARDS

TEAM TRAINING INSTITUTE takes all major credit cards as well as debit cards and PayPal payments. The charges will appear on your credit card bill as EITHER Team Training Institute (our trade name) or VTG Management Group, LLC (our corporate name.)

#### RETURNED CHECKS

Any applicant who pays by check and has a check returned due to insufficient funds, will be assessed a \$ 35.00 service charge. Any repeat attempt to secure payment on a previously presented "bad check," may be electronically processed.

#### NO PAYMENT / NO CREDIT

Because of the demand of our courses, no payment or registration for any course or event is allowed onsite. If someone attends a fee based program without paying, no CE credit will be given until that payment has been received. There are NO exceptions to this rule.

#### STUDENT TRANSFERS

Any student who wishes to voluntarily transfer into a later class date after registration has been made, will be assessed a \$ 35.00 fee plus the cost of any updated materials.

#### CLASSROOM FACILITIES

All courses will take place in only classroom styled facilities. The maximum number of participants will vary based upon the limited size of the room and class enrollments. The average attendance is expected between 15-30 people, but class sizes of 100 or more may be experienced. Where enrollment exceeds the maximum allowable seating capacity of the room or facility, additional course(s) may be offered by the instructor, school or sponsoring organization.

#### RECORD KEEPING

All classes and class participants are kept by computer and are backed-up for at least five years from date of attendance. This includes, but in no way is limited to, their registration information, where the course was given, attendance date, date any survey was received, date of any follow-up survey, date certificate(s) if issued were mailed, along with scores earned on all graded exercises and examinations.

#### SPECIAL NEEDS

If you are an individual with a disability who may require assistance or accommodation, or if you desire information on disability access, please contact the school director at 404-580-9919. Specialized accommodation services must be requested two months prior to any anticipated time of enrollment.

## NON DISCRIMINATION POLICY

TEAM TRAINING INSTITUTE is committed to the equality of providing an educational opportunity for everyone and does not discriminate against students or employees on the basis of race, color, national origin, religion, sex, age, disability, veteran status, or sexual orientation in any of its programs and activities. Furthermore, any courses sponsored by various organizations (if any) are done so with knowledge that they have, to the best of our knowledge, signed the affirmative marketing agreement and are both equal housing and equal opportunity employers.

## DIRECTORS/OWNERS

The owner, principle author and Director of TEAM TRAINING INSTITUTE is:

Chip Morrison, CCIM, CRB, CRS

Home Address: 10365 Cranchester Way  
Alpharetta, Georgia 30022

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Atlanta, Georgia 30328

Mailing Address: P.O. Box 720455  
Atlanta, Georgia 30358

Phone: 770-825-2500 Office / Voicemail  
404-580-9919 School Director (direct)

Website: [www.teamrealtybrokers.com/Team\\_Training\\_Institute.aspx](http://www.teamrealtybrokers.com/Team_Training_Institute.aspx)

## DISCLAIMER

TEAM TRAINING INSTITUTE reserves the right, in its sole discretion, to cancel your registration and decline subsequent registrations if you demonstrate inappropriate or unacceptable conduct, including the use of alcohol or drugs, in connection with any course, program or activity put on by the school, staff or faculty. In such case, you will receive a prorated refund of your tuition.

## ADDITIONAL THINGS YOU NEED TO KNOW

No recording devices, children, or pets are allowed in any classroom or on any of our site facilities. All material presented in courses offered by TEAM TRAINING INSTITUTE is copyrighted and protected by law.

In order to keep your attention, the classroom temperature may be cooler than you prefer. We recommend that you bring a sweater or jacket to class.

Cell phones must be on mute or vibrate.

We cannot be responsible for your personal property. Items such as calculators, cell phones, tablets, computers, etc. are very tempting to others. Please do not leave your personal belongings unattended.

All classrooms and CE events are intended to be smoke, drug, and alcohol free.

Revised 5/21/2016