

# Western NY School of Real Estate

(716) 633-9009

## Cancellation / Withdrawal - Refund Policy

### IMPORTANT NOTE

In order to guarantee a seat in class, your tuition must be prepaid in full. Credit card payments that are made and later refunded based on our policy below are subject to a 5% service charge in addition to any other fees that apply as noted below.

	Cancellation less than 5 days in advance of the start of class	Policy on transferring to another program/course offered by the school	Dropping AFTER you start a program/class
Salesperson, Broker	\$25 processing fee (add the 5% credit card service charge fee if you paid with a credit card too).	Allowed 1 time within 2 yrs. of your original registration date and the course you transfer to must be an IN-CLASS course.	50% refund less fees noted if you attend ONE class, no refund or transferring thereafter.
Certified Home Inspector & Paralegal Certification	\$75 administrative fee (add the 5% credit card service charge fee if you paid with a credit card too).	Allowed 1 time within 2 yrs. of your original reg. date. You can only transfer tuition credit from an IN-CLASS to an IN-CLASS course (and ON-LINE to an ON-LINE course).	50% refund less fees noted if you attend ONE session of any class in any part of the program, no refund or transferring thereafter. If you took part of an Internet-delivered course that is part of the Certification Program, 30 minutes or more of time on-line constitutes one session.
Property Management Certificate Program	\$25 processing fee (add the 5% credit card service charge fee if you paid with a credit card too).	Allowed 1 time within 2 yrs. of your original registration date and the course you transfer to can be an online or in-class course.	50% refund less fees noted if you attend LESS than 4.5 hours of the program, no refund or transferring thereafter is allowed.
Any NYS approved Internet course	\$25 processing fee (add the 5% credit card service charge fee if you paid with a credit card too).	Allowed 1 time within 2 yrs. of your original registration date and the course you transfer to must be another ON-LINE class.	50% refund less fees noted if you spend LESS than 30 minutes on-line, no refund or transferring thereafter.
Florida ON-LINE classes	No refund once you register on-line.	Cannot be transferred to ANY other program offered by the School	No refund whatsoever (this is clearly stated prior to registration).
NYS DEC Wood Inspector	\$75 administrative fee (add the 5% credit card service charge fee if you paid with a credit card too).	Allowed 1 time within 2 yrs. of your original registration date as long as you never started the program - and your transfer of tuition can only be to another IN-CLASS course.	No refund whatsoever (this is clearly stated during the first hour of the program). This includes fees paid for textbooks.

If paid with a credit card you must add a 5% service charge to the program fee in addition to processing/administrative fees noted above. For example, if you registered for our NYS Salesperson Course and you cancel less than 5 days before the start of it (and you paid with a credit card), the cancellation fee would be calculated as follows:  $\$220 \times .05 = \$11.00$  plus  $\$25 = \$36$ . You would be issued a credit for  $\$184.00$ . If you paid with cash, check or money order, your refund would be  $\$195.00$ .

You must allow time to process your refunds based on the following guidelines: cash payments are refunded within 10 business days, checks and credit card payments are made within 20 business days. For students that have their employer paying their tuition (or anyone paying other than the student themselves), any applicable refunds that the School owes will be made based on a 25% per month amount until the total refund is made). Students will not receive refunds directly if their employer paid unless the employer authorizes us to do so in writing.

To maximize your investment, we recommend taking advantage of our liberal credit statement which allows you to transfer ONE time your tuition to any other program for up to 2 years (most schools are one year and only to the same program). Again, you can only transfer credit from an in-class course to an in-class course and on-line course to an on-line course. You cannot transfer your tuition or fees paid to any other individual. No shows to any program (with no call at least 24 hours in advance) forfeit all tuition. Bounced checks are additionally charged a \$30 fee to cover bank and staff time. Classes are subject to minimum enrollment. The Educational Coordinator has the right to offer another comparable class if a change must be made, but the student must be advised of this in advance of their attending and must approve - otherwise a full refund will apply.

If the Western NY School of Real Estate ever cancels a class or changes the dates without your approval, you are always guaranteed a full refund regardless of the payment method used. The school is not responsible for changes made by the state or any accrediting agency with regard to programs offered. As a multi-state accredited school, we must follow curriculums, rules & regulations as set-forth by each respective state's educational authority that governs us. We are not responsible for State rules or regulations that forbid students from not having a misdemeanor or felony conviction in their background should subsequent licensing be pursued. In other words, you should review State applications for the specific trade you are interested in being trained for PRIOR to registering for the course. For example, if you wish to register for the Salesperson Qualifying Course (in order to obtain your real estate license) and you check the State application that states "no misdemeanor or felonies" - don't expect that you can get a real estate license without presenting a letter of good standing as explained in that application. You can take the course and use the information learned to make better decisions when buying and selling your personal real estate BUT there is no guarantee you can get a license should you wish to apply your education in that manner.

Further questions should be directed to the Educational Coordinator, Western NY School of Real Estate,  
PO Box 702 East Amherst NY 14051. You may email your questions to: [wmysre@wnyschoolofrealestate.org](mailto:wmysre@wnyschoolofrealestate.org).