



Education Class Policies

Cost of Classes

- The Education Foundation will determine the cost of each class after a thorough cost analysis has been done. This cost analysis will take into consideration the cost of the initial licensing or sponsor fee, the instructor fee, instructor's expenses (room, meals and transportation), room rental, written material, marketing of the class and refreshments.
- All costs will be kept to a minimum without sacrificing the quality of the class.
- Members of the Memphis Area Association of REALTORS® are entitled to lower class tuition than non-members and must be a member in good standing to receive the member rate.
- Some classes may extend an early registration discount.

Cancellation by MAAR

- MAAR reserves the right to cancel any class upon notification of registrants. If such a case should occur, the full amount of the class will be refunded to the registrant (credit card or refund check, whichever may be the case).

Cancellation by Student

- Registrants have a right to cancel a class any time prior to the beginning of the class.
- In the case of a free class, registrations who fail to cancel prior to the beginning of the class will be charged a \$15 fee.
- Cancellation can be made by calling (901-658-2100), by fax (901-761-4003) or by e-mail (ohara.keszler@maar.org).

Refund Policy

- Full refund will be given to registrants who cancel a class any time prior to the beginning of the class. Registrants who attempt a refund up to five (5) business days following the class will not be given a refund, but may apply the tuition to another class of equal value within in the same calendar year.

- Registrants who attempt a refund after five (5) business days are denied a refund or transfer of tuition. Any appeals after five (5) business days must be submitted in writing and will be considered by the MAAR Education Foundation at their next meeting. All decisions of the MAAR Education Foundation are final and binding.

Ways to Register

- Online at www.maar.org
- Telephone – Call 901-685-2100 and have credit card information ready.
- Fax – A registration form may be faxed along with credit card information to 901-761-4003.
- Mail – A registration form may be sent along with credit card information or a check made out to MAAR Education Foundation. The address is MAAR Education Foundation, 6393 Poplar Ave., Memphis, TN 38119.
- E-mail – Registration information, including class name and date, cost of class, your name, address and credit card information may be e-mailed to ohara.keszler@maar.org.