



**South Metro Denver REALTOR® Association**  
 7899 S. Lincoln Ct., Littleton CO 80122 · 303-797-3700 · 303-797-0109 fax  
 or register online at [www.SMDRA.com](http://www.SMDRA.com) – Education Link



## Course Registration Form

On-line registration is preferred! Go to [www.smdra.com](http://www.smdra.com) and click on the Education link. To register by mail or fax:

1. Complete the registration form (please print legibly). Registrations are not accepted by phone.
2. Payment **must** be included with registration.
3. For GRI & MRE classes, make checks payable to CAR. All other checks should be payable to SMDRA.
4. Registration is **required** for free classes.
5. Include your e-mail address to receive e-mail registration confirmation.

Student Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Home/Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Board in which you hold membership: \_\_\_\_\_

I acknowledge that if I do not attend the entire class (arrive late or leave early), I will not receive CE credit.

### Class Title

### Class Date

### Class Cost

Class Title	Class Date	Class Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Payment Information (payment must be included with registration)

Check #: \_\_\_\_\_  Credit Card (check one):  MasterCard  Visa  Discover  American Express

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Cancellation Policy:

- All cancellations can be done **ONLINE** 24 hours prior to the class start time with a **FULL REFUND**.
- Cancellations within 24 hrs or less of the class start time will be charged a 20% administrative fee and can also be done **ONLINE**.
- No refunds will be issued for "NO SHOWS" or cancellations made after class start time.

#### CE Information:

- No partial CE can be given. Student must attend the full course to receive CE credit.
- CE credit and/or refunds are not given to students who arrive late or leave early (CREC Rule B.8(a) any arrival beyond 15 minutes of class start time is considered late). Late arrivals may stay, but will not receive any CE credit.

#### Certificates:

- Students receive CE certificates at the end of class. Certificates for **CAR/GRI** classes are e-mailed after the class.
- In accordance with CREC Rule B-10, students are responsible for keeping track of certificates and providing proof if requested by the CREC. There is no charge for SMDRA members for replacement certificates - \$10 for all others.

#### Inclement Weather/Unforeseen Circumstances Policy:

- Class start time is at the discretion of SMDRA and is decided on case-by-case basis. Please confirm with SMDRA if the class is being held. If class is cancelled, SMDRA will contact all students by e-mail prior to class time. If the class cannot be rescheduled, students will receive a full refund.

#### Disabilities:

- If you have any disabilities that require special accommodations, including the provision of auxiliary aids and/or services, please contact SMDRA.