

A+ Institute and Washington Broker Agreement

Broker's Name _____ Company Name _____
 Mailing address _____
 City _____ State _____ Zip _____
 Office Phone Number _____ Fax Number _____
 Email _____ Contact Person (If different from above) _____
 Web Address: _____

The broker named above and A+ Institute, agree to the terms and conditions below:

A+ agrees to:

1. Furnish all CD ROMs of courses as available, and replace damaged CD ROMs as needed.
2. Furnish brokers and students with our orientation, directions and instructions for procedures, quizzes, instructor and administrator contacts, final exams and state exam.
3. Furnish final exams on CD ROM
4. Grade final exams
5. Provide student with all methods of contact and keep courses current and approved.
6. Promptly send students their State Certificate/transcript for exam. If student requires Certificate/transcript in less than 5 business days, A+ will ship certificate by overnight mail for an additional \$20. Student must pay A+ with credit card or check by fax.
7. Provide State approved instructors available by phone, email, fax and/or in person for students during business hours.
8. Furnish toll free numbers for phone and fax calls to A+ from broker's site.
9. Incentives are sent out on a quarterly basis to all participating affiliates.

COURSE NAME	TUITION	BROKER INCENTIVE
60 Hr Pre-License	299.00	25.00
30 Hr Practises	175.00	25.00
30 Hr Finance	175.00	25.00
30 Hr Appraisal	175.00	25.00
30 Hr Brokerage Mgmt	175.00	25.00
30 Hr Business Mgmt	175.00	25.00
30 Hr Law	175.00	25.00
15 Hr Listing & Sales	75.00	10.00
7.5 Hr Agency Relationships	49.00	10.00
4 Hr Fair Housing	39.00	10.00
7 Hr Ethics	39.00	10.00
3 Hr Current Issues	50.00	10.00

Broker agrees to:

1. Keep confidentiality – Because of large investment in the production and copyrights of our course, our CDs or materials may not be shared or given to another school or school representative. Course materials may only be delivered to verified registered students.
2. Prohibit any copying of any school materials, including but not limited to books, CDs, Key Disks, manual, outlines, flyers, etc. Unless authorized by A+.
3. Return all CDs, Key Disks (if required) and materials if for some reason the brokerage or school is no longer operating.
4. Promote school in a positive manner, and always feel free to give us ideas, comments, and suggestions for improving the product or our service. We are eager to give excellent service.
5. To provide receptionist or other staff member to act as monitor to collect and mail or fax tuition, give students their materials, to direct student to call or fax A+ for registration or for questions at any time
6. Contact A+ when you need course materials replenished.

REFUND POLICY: There will be no refunds once student has received course materials. However, an unused course may be transferred to another individual at the discretion and approval of A+.

 Broker Signature _____
date

Accepted by administrator _____ on this date of _____