



South Metro Denver REALTOR® Association
 7899 S. Lincoln Ct., Littleton CO 80122 · 303-797-3700 · 303-797-0109 fax
 Register online at www.SMDRA.com



Course Registration Form

On-line registration is preferred! Visit SMDRA.com & select the class from the calendar.

1. Complete the registration form (please print legibly). Registrations are not accepted by phone.
2. Payment **must** be included with registration.
3. All 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 |
|-------------|------------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Payment Information (payment must be included with registration)

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

Credit Card #: _____ Expiration Date: _____ CVV/CVV2 Code: _____

Credit Card Billing Address: _____ City: _____ State: _____ Zip: _____

Email completed form to SMDRAsupport@SMDRA.com (or fax to 303-797-0109)

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.
- Students receive CE certificates at the end of 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.

PHOTO and or VIDEO DISCLOSURE: I agree that the South Metro Denver REALTOR® Association (SMDRA) may use a picture, video or voice recording of me for present or possible future use with industry marketing online and or print publications. I also agree to waive any right to inspect or approve or request compensation of the released use of the image, video and or voice recording. I also agree to release SMDRA from any and all claims for libel, slander, invasion of privacy, infringement of copyright or right of publicity, or any other claim related to image or recording.