







*Charles Burt*  
**SCHOOL OF REAL ESTATE**

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2820 S. Range Line, JOPLIN, MO 64804 (417) 782-1234 Fax (417) 782-7822

*Dear prospective student,*




***Thank you for your interest in the Charles Burt School of Real Estate. Our school can be of benefit to you in the following ways:***

-  We are accredited with the State of Missouri since 1998.
-  The school has provided pre-license education to hundreds of people from all walks of life.
-  Our experienced instructors have a passion for real estate and a desire to help others succeed in this rewarding business.
-  Classes are taught in modern classrooms and utilize the latest in educational technology




**Missouri real estate license educational requirements include successful completion of the following:**

-  48-Hour Salesperson Pre-Examination Course (\$250 includes books and materials)
-  State Salesperson Examination (\$56)
-  24-Hour Missouri Real Estate Practice Course (\$100)

**Other license requirements include the following:**

-  Be at least 18 years of age
-  Pass a background check including fingerprinting by the state approved vendor (\$52)
-  Candidates must bear a good reputation for honesty, integrity and fair dealing

**If you have any questions, please contact Dan Bell, Director of Training at...**

-  Daytime Office 417-782-1234
-  Email [school@charlesburt.com](mailto:school@charlesburt.com)
-  Evenings 417-627-2300

# CHARLES BURT SCHOOL OF REAL ESTATE

## 48-Hour Missouri Salesperson Pre-Examination Course

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### STUDENT CONTRACT

**Tuition:** \$250.00 (cash or check only) includes fee, textbook and materials.

**Deposit:** A \$100 deposit (cash or check) should be mailed or submitted to the school at least 1 week before course begins. The remaining balance is due at the first class session.

**Refund Policy:** A full refund of tuition will be given up to 24 hours prior to start of class. If a student is unable to attend classes due to illness, death in family, or family emergency, the school will allow the student to reschedule another class at no additional charge.

**Course** you are registering for: **(Month)** \_\_\_\_\_ **Day / Evening (Circle)**

**Name:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_  
(Please print name as it appears on your social security card/drivers license)

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Best time to contact you:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Email (optional):** \_\_\_\_\_

Charles Burt School of Real Estate reserves the right to cancel this agreement at any time. Upon cancellation, the school will prorate the tuition refund minus the deposit and cost of materials. The School makes no guarantee as to the passing success of individual students.

Applicant is hereby advised that the Missouri Real Estate Commission may refuse to issue a license to a person who has been found guilty of forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or other like offense.

Classes are limited.

By submitting this contract, the applicant agrees to abide by the school polices which are part of this contract.

- Submit or mail to Charles Burt Real Estate School, 2820 S Range Line, Joplin, MO 64804 (just south of Lowes)
- Fax to 417-782-7822 Attn: Dan Bell
- Email to [school@charlesburt.com](mailto:school@charlesburt.com)

For School Use Only Fee Received _____ Cash Check
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# CHARLES BURT SCHOOL OF REAL ESTATE

## 24-Hour Missouri Practice Course

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### STUDENT CONTRACT

**Tuition:** \$100.00 (cash or check only) includes fee, textbook and materials.

**Deposit:** A \$40 deposit (cash or check) should be mailed or submitted to the school at least 1 week before course begins. The remaining balance is due at the first class session.

**Refund Policy:** A full refund of tuition will be given up to 24 hours prior to start of class. If a student is unable to attend classes due to illness, death in family, or family emergency, the school will allow the student to reschedule another class at no additional charge.

**Course** you are registering for: **(Month)** \_\_\_\_\_ **Day / Evening (Circle)**

**Name:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_  
(Please print name as it appears on your social security card/drivers license)

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Best time to contact you:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Email (optional):** \_\_\_\_\_

Charles Burt School of Real Estate reserves the right to cancel this agreement at any time. Upon cancellation, the school will prorate the tuition refund minus the deposit and cost of materials. The School makes no guarantee as to the passing success of individual students.

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# CHARLES BURT SCHOOL OF REAL ESTATE

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## SCHOOL POLICY & STATE REGULATIONS

- 1.) To meet the educational requirements prescribed in the license law, all persons, who apply to take the examination for a salesperson license, shall present with their application a certificate from a school accredited by the Missouri Real Estate Commission evidencing satisfactory completion of a course of study in real estate subjects as set out in Missouri Statutes 20 CSR 2250.
- 2.) Applicants will have six (6) months after satisfactory completion of the required course of study within which to pass the required examination and apply for license. After six (6) months, credit for that course and examination will expire, and satisfactory completion of the required course and examination must be repeated before applying for license. A full tuition will be payable to repeat course study.
- 3.) The required course of study for the salesperson license examination, the Missouri Pre-Examination Course, shall consist of a minimum of forty-eight (48) hours of classroom instruction in subjects set out under 20 CSR 2250.
- 4.) Each student shall receive a certificate of completion when he has satisfactorily completed an in-class final examination of at least fifty (50) questions within the final twelve (12) hours of the course.
- 5.) In addition to the 48-hour required course, an additional twenty-four (24) hour Missouri Practice Course will be required to obtain your salesperson's license.
- 6.) For the purpose of these courses, an hour means sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction, and no more than ten (10) minutes of which shall be devoted to a recess. Times allotted for supervised examinations may be regarded as hours of instruction. In any given calendar day, no course(s) shall exceed eight (8) hours in length, and a half hour break or more, must be given to students after four (4) hours for any course(s) exceeding four (4) hours in a given day.
- 5.) A certificate of satisfactory completion shall not be issued to any student who fails to attend one hundred percent (100%) of the required classroom hours of study. Charles Burt School of Real Estate may, at its discretion, allow a student to be absent up to ten percent (10%) of the required hours, but only for reasons of personal illness, illness or death in the student's immediate family or hazardous road conditions.
- 6.) No other reading material other than that provided by the school will be allowed in the classroom.
- 7.) If a student is more than fifteen (15) minutes late for class, the student will be required to retake the hour.
- 8.) No guests are allowed during class sessions.
- 9.) Smoking will not be allowed in the building. A smoking area is located outside the southeast basement door.
- 10) A pop machine, microwave and refrigerator are available in the basement area. Please keep these areas clean.