

<b>Procedure Title:</b>	Real Estate Education Program Registration and Withdrawal
<b>Procedure ID:</b>	OP 5-503C
<b>Manual Classification:</b>	Student Services/Registrar
<b>Linked to Policy</b>	5-503
<b>Approved by Senior Management Team (SMT)</b>	June 18, 2025
<b>Effective Date:</b>	July 1, 2025
<b>Next Policy Review Date:</b>	July 1, 2028
<b>Contacts for Policy Interpretation:</b>	Registrar

## 1.0 - Purpose

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The purpose of the Registration and Withdrawal policy is to describe registered student statuses, and basic requirements of course registration, completion and withdrawal.

## 2.0 - Definitions and Acronyms

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**Academic Year:** The annual Academic Year occurs from September through to August. A period of study for two successive academic terms normally reflects an academic year for study purposes.

**Co-requisite:** A term used to describe a course that has to be completed concurrently with another course.

**Ontario College Credential:** Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma or Ontario College Graduate Certificate

**Pre-requisite:** A term used to describe a specific course that a student must successfully complete before registering in another course.

**Prior Learning Assessment (PLAR):** A process that gives the student an opportunity to obtain academic credit for one or more courses in a certificate or diploma. The student is required to demonstrate that they have acquired the necessary skills and knowledge according to the PLAR policy.

**Term/Semester:** Reflects a period of study in the academic year which is normally about fifteen (15) weeks – Fall, Winter, Spring

**Withdrawal:** A student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

**Broker Real Estate Program (BREP):** The BREP program is for active real estate salespersons who are currently registered with the RECO and aspire to continue their education to become a registered real estate broker.

**Salesperson Real Estate Program (SREP):** The SREP program provides future real estate agents with the knowledge and skills needed to be more practice-ready on day one of their

registration. The SREP is comprised of two phases.

### **3.0 – Guiding Principles**

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Registration is the official process of:

1. Selecting specific courses,
2. Confirming enrollment based on necessary fee payment,
3. Meeting course and program eligibility requirements and
4. Course space availability.

Upon completion of these steps eligible students are able to attend classes, use College facilities and resources, and receive academic credit if a course is successfully completed. Withdrawal is a student status that occurs when a student is no longer enrolled in a course or program that was previously in progress.

### **4.0 - Scope**

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This procedure applies to all students wishing to take Real Estate Education programming at Fleming College. This operating procedure does not apply to any other College program or course.

### **5.0 – General Principles**

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#### **5.1 – Registration**

Learners who have been admitted to Real Estate Education programs per OP# 5-501D Real Estate Education Programs Admissions are eligible to register in courses and required exams as part of their program via the Fleming College website, by phone or in person at the Office of the Registrar.

Following registration into a course, learners will have 5 business days to pay the related course fee, as detailed in Appendix A.

Registration in exams will incur a fee of \$120, payable to the assessment services provider.

In the event of a credit card chargeback, an administrative fee equal to 2% of the fees paid will be applied to the learner account.

#### **5.2 - Synchronous Component Capacities**

To ensure that learning outcomes can be met effectively for all learners, the College will place a maximum capacity on synchronous components.

If a synchronous course has reached capacity, additional learners requesting registration will be placed on a waitlist based on the date and time of their request to register. Should a seat become available in a synchronous component, the learner will be advised by phone and email.

If the minimum class size for a synchronous component is not achieved, the College reserves the right to reschedule the class to a later date with a minimum of 48 hours notice to learners.

In cases where a synchronous course is rescheduled, learners will receive notification by phone and email to provide the updated course details.

Learners may elect for a full refund of fees paid for a rescheduled class if they are not able to attend the rescheduled date/time.

### **5.3 – Real Estate Education Program Course Withdrawals**

Learners may withdraw from a course at any time by completing and submitting the applicable withdrawal form to the Office of the Registrar.

The effective date of a withdrawal is the date the withdrawal form was submitted.

For courses offered as part of the Real Estate Education programming:

- Withdrawals received prior to the first scheduled day of class will receive a full refund less an administrative charge of \$45.
- Withdrawal requests received on or after the first day of classes will not receive a refund, and will reflect a Withdrawn (W) designation on the official transcript.

If a learner is unable to attend their scheduled course, they may elect to transfer into the same course scheduled at a later date by completing the Course Transfer Request form before the start of classes, subject to an administrative fee of \$45.

### **5.3 – Real Estate Education Program Completion Deadlines**

For all Real Estate Education programs, studies must be completed prior to the deadlines listed below.

- The SREP Pre-Registration Phase must be completed within 24 months from the date that the learner first gains access to eLearning courses.
- The SREP Post-Registration Phase must be completed within 24 months from the date that the learner first gains access to eLearning courses.
- The BREP program must be completed within 12 months from the date that the learner first gains access to eLearning courses.

Learners who have a valid EEA decision per OP# 2-210E Education Equivalency Assessment are required to complete the program components by the deadline stated on the EEA decision letter provided.

In extenuating circumstances, learners may be granted an extension of up to 12 months from the date they first gained access to their eLearning courses. Students may request an extension by email to the Real Estate Education Program Manager.

## **6.0 - Related Documents**

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- 5-503 Registration and Withdrawal

### **History of Amendments/Reviews**

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<b>Date Approved</b>	<b>Approved By</b>	<b>List of Approved Amendments / Review</b>
June 18, 2025	Senior Management Team	NEW

**Appendix A**  
**Real Estate Program Course Fee Schedule**

**Salesperson Real Estate Program (SREP) – Pre-Registration Phase**

<b>Course</b>	<b>Fee</b>
Course 1: Real Estate Essentials	\$600
Course 2: Residential Real Estate Transactions	\$685
Course 3: Additional Residential Real Estate Transactions	\$360
Simulation Session 1: Residential Real Estate Transactions	\$740
Course 4: Commercial Real Estate Transactions	\$360
Simulation Session 2: Commercial Real Estate Transactions	\$575
Course 5: Getting Started	\$100
Optional Facilitated Review Session for Course 2	\$320
Optional Facilitated Review Session for Course 3	\$140
Optional Facilitated Review Session for Course 4	\$185

**Salesperson Real Estate Program (SREP) – Post-Registration Phase**

<b>Course</b>	<b>Fee</b>
Compliance eLearning Course	\$345
Elective Course	\$155

**Salesperson Real Estate Program (SREP) – Post-Registration Phase**

<b>Course</b>	<b>Fee</b>
Compliance eLearning Course	\$345
Elective Course	\$155

**Broker Real Estate Program (BREP)**

<b>Course</b>	<b>Fee</b>
Course 1: Planning and Start-up	\$295
Course 2: Business Management	\$295
Course 3: Human Resources	\$295
Course 4: Ongoing Oversight	\$295
Wrap-up Session: Bringing it All Together	\$400