

RASE EDUCATION POLICIES

Continuing Education Credit (for accredited courses)

To receive CE credit, students must attend 90% of the approved classroom minutes. Certificates of completion are issued within 48 hours from the end of class, through the student's email.

CE credit or refunds will not be given to late arrivals or early departures, to ensure compliance with SDREC 20:69:11:19. Late arrivals are welcome to attend as long as they understand they will not receive any CE credit.

No Show Policy

A "No-Show" is defined as a student that fails to cancel 24 hours prior to and then fails to appear in which they are registered.

If a RASE Unlimited CE Pass holder, or student registered for a free continuing education class, fails to attend without notification 24 hours prior to the course, they will be invoiced a \$25 No Show Fee.

Refund Policy

If you have registered for a class and are unable to attend, send a written request via email at least **twenty-four (24) hours prior to the start of class** to be eligible for a refund less a **\$10 cancellation fee per class**. To use refunds paid towards a future class, registration must occur at time of class cancellation. Refunds will be issued as either a check or credit to your RASE account. Please allow two weeks for processing.

Classes FREE to RASE Members have a walk-in fee of \$25 invoiced following the class. Please allow two weeks for processing.

Students will be given a forty-eight (48-hour) notice via email if a class will be cancelled due to low registration. If a class has been cancelled and you are unable to attend the new rescheduled class date, you are eligible for a full refund.

Code of Conduct

In accordance with SDREC 20:26:11:19, All cell phones and other electronic devices must be **TURNED OFF** until the scheduled breaks or conclusion of class. Please **DO NOT** leave class to take or make phone calls – wait until the next break.

Attendees shall direct their attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction which are distracting to other attendees or the instructor, or which would otherwise disrupt the orderly conduct of the course. Attendees are not allowed to read newspapers, books, magazines, etc., work on laptop computers, challenge the instructor or carry-on conversations with other attendees in a manner that disrupts the teaching of the course.

Photo Policy

Any photos taken during the class or event may be used for future advertising or posted on social media. If you do not wish your photo published, please inform the Association.

RASE Responsibilities

RASE shall provide continuing education on a regular basis; provide alternative education offerings which may be approved by the SD Real Estate Commission for purposes of continuing education; and investigate additional joint ventures with other educational groups that may be a benefit to the membership.

RASE reserves the right to make changes in classes and instructors, or to cancel classes if enrollment criteria are not met. Every effort will be made to contact each enrollee if a class is cancelled. If a class is not held for any reason, RASE's liability is limited to the refund of prepaid class fees.

RASE strives to provide licensees with quality education programs taught by skilled instructors. These standards are a result of feedback received from attendees at past RASE courses.