

**MONMOUTH UNIVERSITY  
KISLAK REAL ESTATE CERTIFICATE PROGRAM**

**REGISTRATION FORM** (please print)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Payment Method: ( ) Check made payable to Monmouth University

( ) Credit Card: \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DC \_\_\_\_\_  
\_\_\_\_\_ AMEX

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Billing address of card: \_\_\_\_\_

Course Title (s): \_\_\_\_\_ Starting Date (s): \_\_\_\_\_

\_\_\_\_\_

**REGISTRATION INFORMATION**

**TO REGISTER BY PHONE:** Call (732) 571-3660. Registration form with payment guarantees placement in class. Messages can be left on the office-recording machine after working hours or on weekends.

**TO REGISTER BY MAIL:** Please complete and return the registration form accompanied by a check payable to Monmouth University to cover the total course fee (s). If payment is made using MasterCard, AMEX, Discover or VISA, complete information and a signature must be provided on the registration form.

**FEES:** Each course costs \$985 and includes instruction, textbook and supplemental handouts.

**COURSE CANCELLATION:** If a course is cancelled, registrants will be notified by phone. A full refund for the course will be provided, or an individual may sign up for the same course to be held at a later date.

**REFUND POLICY:** To withdraw from a class, an individual must notify the office in writing or by phone **NO LATER THAN 3 BUSINESS DAYS** prior to the class date. A full refund will be provided if this procedure is followed. No refunds will be given if an individual cancels a registration 0-3 business days prior to class. "NO SHOWS" will pay full tuition, no refunds will be provided.

**DISCOUNTS:** If three or more persons from the same organization register for a course at the same time, a 10% discount is extended. Special group rates are available if 6 or more persons register at the same time.

**TAX DEDUCTION:** A tax deduction can be made for all expenses associated with efforts to maintain and improve professional skills. (Treasury Regulation 1-162-5, Coughlin vs. Commissioner, 203 Fed 307).

**FOR FURTHER REGISTRATION INFORMATION:** Please call either Peter Reinhart 732-571-3660-or Theresa Lowy at 732 571-4412.