

# Commercial Trading Services Applied Practice Course



BRITISH COLUMBIA  
REAL ESTATE  
ASSOCIATION

## 2009 APPLICATION FOR ADMISSION

1420 – 701 Georgia St. W.  
PO Box 10123, Pacific Centre  
Vancouver, BC V7Y 1C6  
Telephone: (604) 742-2795  
Fax: (604) 683-8601

### INSTRUCTIONS

1. **Please read carefully** all instructions and information on the back page.
2. Print clearly or type.
3. Enclose a cheque or money order in the amount of \$630 (\$600 tuition + \$30 GST) payable to the British Columbia Real Estate Association (BCREA). If paying by credit card, please complete the form below. **Cheque or money order must be attached to the application form.** BCREA reserves the right to change the fee without notice.

### PERSONAL DATA

LEGAL NAME IN FULL:  Mr.  Mrs.  Ms.  Miss

LAST NAME: \_\_\_\_\_ FIRST NAME (legal): \_\_\_\_\_ MIDDLE NAMES: \_\_\_\_\_

MAILING ADDRESS: APT#: \_\_\_\_\_ STREET NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME NO.: \_\_\_\_\_ BUSINESS NO.: \_\_\_\_\_ CELLULAR NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### ONE OF THE FOLLOWING MUST BE FILLED IN OR YOUR REGISTRATION WILL BE REJECTED:

- A. LICENSING EXAM: (DATE EXAM WAS WRITTEN)    Year:                      Month:                      Day:
- B.  Commerce Degree                      OR                      C.  Urban Land Degree

### COMMERCIAL COURSE INFORMATION

Applications for the Commercial Trading Services Applied Practice Course must be accompanied by a letter confirming the applicant's primary practice is commercial real estate and signed by a managing broker, director or officer of a brokerage.

Yes, the confirmation letter is attached.

If paying by  Visa or  MasterCard, please complete the following:

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Name (please print): \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

COURSE NO.

# Commercial Trading Services Applied Practice Course

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## INSTRUCTIONS

1. Incomplete applications may be returned. This will delay processing.
2. Applicant will be registered in the first available class.
3. NSF cheques are subject to a \$30 plus GST administration charge and applicants will be removed from the wait list.

ALL APPLICATIONS AND DOCUMENTS SUBMITTED BECOME THE PROPERTY OF THE ASSOCIATION.

Should withdrawal from the course **prior to the course commencement date** be necessary, **requests for refunds must be made in writing**. A refund will be issued subject to an administration charge of:

- a. 10% of the tuition fee plus GST, for withdrawal up to ten or more working days prior to course commencement; or
- b. 20% of the tuition fee plus GST, for withdrawal one to nine working days prior to course commencement.

**THERE IS A TRANSFER FEE TO CHANGE COURSES (10% OF THE TUITION FEE PLUS GST)**. No transfer will take place without prior approval. There will be **NO REFUND** for withdrawal **on or after the course commencement date**. Refunds are made by cheque. Please allow three weeks for processing refunds. If you miss your scheduled course, you must reapply and repay the full tuition fee.

## ATTENDANCE

Attendance at the Commercial Trading Services Applied Practice Course is mandatory. **Absence from the course will not be approved except for serious illness or compassionate reasons** (i.e., death in immediate family). Failure by the licensee to successfully complete this course within six months of the date of the licence, may result in the termination of the licence.

## PRIVACY STATEMENT

When you register for a course, we establish a confidential file that is kept in our offices. Access to information is limited to selected employees for education purposes and for reporting to the Real Estate Council of British Columbia to update your licensing records. All information is kept confidential.

## DISCLAIMER

The British Columbia Real Estate Association reserves the right to amend course schedules, course availability, fees, content, policies, manual and other reference materials without notice at its sole and absolute discretion. Students may be required at any time to incur expenses such as travel and accommodation expenses in relation to the course, whether the course schedule is amended or not, and those expenses shall be the sole responsibility of the student.