

PROFESSIONAL TRAINING SERVICES

Course Registration Form

FOR OFFICE USE ONLY

Amt. PD \$ _____

Date ____/____/____

Cash **or** Money Order

Company/Agency Check

Ck # _____

VISA / MASTERCARD /
or DISCOVER

TEXTBOOK: Yes No

I understand textbook return
policy. Initials _____

NAME: _____

VERY IMPORTANT: Print Name as it Appears on Driver's License

ADDRESS: _____

CITY/ST/ZIP: _____

PHONE: _____ FAX: _____

DATE OF BIRTH: ____/____/____ E-MAIL: _____

INSURANCE CO. & MANAGER NAME: _____

INSURANCE PRE-LICENSING COURSES:

LIFE ONLY

HEALTH ONLY

LIFE/HEALTH COMBO

PROPERTY ONLY

CASUALTY ONLY

PROPERTY/CASUALTY

PROP/CAS/LIFE/HEALTH PROP/CAS/LIFE OR HEALTH PERSONAL LINES

FINRA COURSES: SERIES 7 SERIES 6 SERIES 63 SERIES 65/66 SERIES 24/26

CLASS DATES REQUESTED: _____

For tuition payment by Credit Card, please complete the following:

VISA MC DISCOVER CARD # _____ EXP. ____/____

NAME OF CARDHOLDER: _____ 3 digit # _____

AUTHORIZED SIGNATURE: _____ Zip Code _____ (on back of card)

Please mail my textbook to me. I understand that there is an additional \$15 charge for this service. Yes No

IMPORTANT REGISTRATION INFORMATION

TUITION:

INSURANCE

SECURITIES

LIFE ONLY	\$259	FINRA (NASD) SERIES 7	\$419
HEALTH ONLY	\$259	FINRA (NASD) SERIES 6	\$269
LIFE/HEALTH COMBO	\$389	FINRA (NASD) SERIES 63	\$ 89
PROPERTY or CASUALTY	\$359	FINRA (NASD) SERIES 6&63	\$319
PERSONAL LINES	\$419	FINRA (NASD) SERIES 7&63	\$475
PROPERTY and CASUALTY	\$559	FINRA (NASD) SERIES 65/66	\$299
PROP/CAS/LIFE/HEALTH	\$799	FINRA (NASD) SERIES 24/26	\$449
PROP/CAS/LIFE or HEALTH	\$665		

➔ METHOD OF REGISTRATION:

- 1) **In-person** pre-registration (**money order, company/agency check, cash, or Visa/MC/Disc. only**) - receive textbook in advance.
- 2) Course registration (**money orders or company/agency check only**) may be mailed or faxed to our Administrative Office at least one week in advance: PTS, East Gate Business Center, 125C Gaither Drive, Mt. Laurel, NJ 08054; Our fax number: 856-802-9444. [Please note that advance registration is recommended.] **Include an additional \$15.00 if you would like the textbook to be mailed to student.**
- 3) Walk-in registration on the first day of class if seats are available.

➔ **Tuition may be paid by cash, Money Order, Cashier's check, Insurance Company/Agency check, or Visa/MC/Discover. We offer a \$10 discount on Insurance Prelicensing and Securities course tuition for payment by cash, Money Order, Cashier's check or Insurance Company / Agency Check -- absolutely NO PERSONAL CHECKS.**

IMPORTANT:

PTS DOES **NOT** ACCEPT PERSONAL CHECKS.

STUDENT CANCELLATIONS REQUIRE 48-HOUR NOTICE TO PTS.

- \$15 CANCELLATION FEE APPLIES.

- PTS DOES **NOT** ACCEPT RETURNED TEXTBOOKS. A TEXTBOOK FEE WILL APPLY TO CLASS CANCELLATIONS.

TUITION WILL **NOT** BE REFUNDED ONCE A CLASS HAS BEGUN.

School Policy Form -- PROFESSIONAL TRAINING SERVICES - "Your Competitive Edge"
East Gate Business Center / 125C Gaither Drive / Mt. Laurel, NJ 08054 / (856)802-9400

WELCOME TO PROFESSIONAL TRAINING SERVICES!! By enrolling in our pre-licensing education program, you are ensuring that you will receive the highest quality training possible. We are absolutely committed to your success!! In order for us to honor that commitment, we have developed the following policy regarding our education program.

REGISTRATION / REFUND OF TUITION: All students are to be registered before attending any course. Pre-registration with advance payment of tuition is **STRONGLY ADVISED** so that students may **read and thoroughly study the course textbook prior to the class date**. Walk-in registration is permitted if necessary for some students. Students must arrive at least 15 minutes BEFORE the scheduled start time for the course if they are not pre-registered. If a pre-registered student is unable to attend the course, tuition may be applied to the next available course.

ONCE A COURSE BEGINS, NO REFUNDS WILL BE MADE.

CLASSROOM CONDUCT: Class will begin promptly at 8AM for weekday courses and at 6PM for evening courses. Students are required to be in their seats and ready to begin ON TIME. **Students may not leave the classroom while class is in session.** Breaks will be provided. The course is designed to ensure that you will have a thorough understanding of the concepts presented. For that reason, any question pertinent to the material being covered will be addressed during class time. Questions that are beyond the scope of the discussion will be addressed at the end of the day. You will find the following materials helpful in class: highlighter, pencils, a notebook, & your undivided attention. **RECORDING DEVICES ARE NOT PERMITTED IN ANY CLASS FOR ANY REASON.**

EXAMINATIONS: All exams will be done in pencil. Each exam will consist of 2 parts: Part 1 – questions pertaining to the insurance policies and provisions and Part 2 – questions pertaining to NJ Insurance Law. A grade of 75% or above is required on **each exam given** in class in order to pass the course. Students who receive grades below 75% on an exam will be required to retake that exam in order to pass. Retesting must be scheduled as soon as possible, must be completed within 30 days from the scheduled completion date of the original class, and may be done certain evenings after class or other days by appointment arranged with the Instructor.

Any exam may be taken a total of 3 times – once in class, one retake at no charge, and another retake after paying a \$10 fee. If a student cannot earn a 75% after three (3) attempts on an exam (one in-class exam and two re-take exams), that student will be **required to take the entire course again** (50% tuition discount if within 3 months from the scheduled completion date of the original class). **PLEASE NOTE THAT CHEATING IS STRICTLY PROHIBITED. Anyone found cheating will be dismissed from the course without a refund. PTS reserves the right to void any examination if, in its sole opinion there is reason to question its validity. Your student signature below indicates that you accept this condition for taking your examinations.**

CERTIFICATE OF COMPLETION: Will be issued to all students who pass each examination (as above), who have attended **all required hours** of instruction, and who have paid their tuition. **INCOMPLETE COURSE:** The course of instruction will be deemed incomplete for any student who has missed any portion of class. Course hours are set by State law, and must be completed. Students are required to attend the entire course consecutively. Any extenuating circumstances will be evaluated on an individual basis. Incomplete hours must be made up during the next scheduled course offering of the same type (i.e., weekday/evening). If any student does not pass one or more classroom exams, he/she may retake the exam(s) as arranged with the Instructor. If a student fails to make up any hours or classroom exam(s) **within 30 days** of the scheduled completion date of the original class, he/she must re-take the entire course in order to receive a certificate. A 50% tuition discount will apply if the new course is taken within 3 months from the scheduled completion date of the original class. The same discounted price will be allowed for a student who fails the NJ State Exam to retake the prelicensing course within 3 months of failing and upon presentation of proof of failure. Thereafter, full tuition will be required.

MISCELLANEOUS: Food is not permitted in the classroom. Drinks and/or snacks will be allowed, however they may only be obtained during breaks. **NO SMOKING** on the premises. **Students may not use school phones. CELL PHONES & ALL OTHER DEVICES MUST BE TURNED OFF AND PUT AWAY AT ALL TIMES DURING CLASS.** **RECRUITMENT ACTIVITY:** Any recruitment activity is **expressly prohibited**. Anyone found attempting to recruit any other student will be summarily discharged from class without a refund.

I certify that I have read this School Policy Form. I understand and agree to its terms & conditions.

(Student Signature / Date)

Please Print Student Name

(Rev.0709)