



Humber Real Estate Education Programs

Registration Policy

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1 Registration – Program Components

Learners must be admitted to a Real Estate Education Program prior to any program component registration. Registration requirements, including any prerequisites, will differ for the Real Estate Salesperson Program and the Real Estate Broker Program. <See: Admission Policy>

There are (2) two phases to the Real Estate Salesperson Program, the Pre-Registration Phase and the Post-Registration Phase. Prior to registering for any program component in the Post-Registration Phase, a learner must register with RECO as a Salesperson. <See: [RECO Registration Policies](#)>

Registration for courses, exams, and simulation sessions can only be completed using the Learner Portal. Registration can be made up until 1 day prior to the start of a course; 7 days prior to the date of an exam; and 3 days prior to the start date of a simulation session, unless otherwise stated in the Calendar. Learners must be in good standing with the Real Estate Education Program including not having any outstanding fees. Learners may not register if they have not met the program progression time period. <See: [Curriculum Policy: Program Progression Requirements](#)>

1.1 Timetable

Program components are offered at various Ontario locations with different time-slots and varied start and end dates. Some components are available with multiple delivery options. A program is scheduled to ensure a learner will be able to complete all requirements within the program progression time period. Program timetables are available on the program website.

1.2 Program Components Prerequisites

Learners are not permitted to register for any program component if they have not completed and/or passed any prerequisite. It is the learner's responsibility to be aware of any program component prerequisite. All prerequisites are listed on the program website.

1.3 Waitlist

Waitlist is a self-serve option available to learners in the Learner Portal for courses and simulation sessions only. The waitlist feature will only be available when a course or simulation session has reached the enrollment capacity. Learners that choose to place themselves on the waitlist will be notified via email when a space becomes available. Upon receiving the notification, a learner will have 48 hours to complete registration and payment or the seat will be made available to the next learner on the waitlist.

1.4 Registration Changes

A learner may make changes to their registration up to (7) seven days prior to the start of any program component. All changes incur an administrative fee and are subject to all prerequisites and registration policies. Changes can only be made online using the Learner Portal.



There may be times when a program component is cancelled by the Real Estate Education Program Office. Learners are notified by email at minimum (5) five business days in advance of the start date when a program component is cancelled.

A cancellation notification includes re-scheduling instructions and options. Options may include:

- 1) Transfer to another modality of the same course, or
- 2) Transfer to a different offering of the program component, or
- 3) A full refund without any administration fee.

1.5 Cancellation due to Inclement Weather or Unscheduled Location Closures

A program component may be cancelled in the event that severe weather conditions, or any unscheduled closure should occur. Recognizing that weather conditions can change quickly, every effort is made to reach a decision regarding cancellation of a program component as early as possible. The Real Estate Program Office notifies learners and communicates closures on the Learner Portal as soon as possible.

Learners will be contacted if alternative arrangements are required to complete the program component.