



The CE Shop LLC
5670 Greenwood Plaza Blvd, Suite 340W
Greenwood Village, Colorado 80111
Phone: 888.850.0889
www.TheCEShop.com

APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER
EDUCATION, PRIVATE OCCUPATIONAL SCHOOL BOARD

The CE Shop LLC Enrollment Agreement

Program:

Total purchase price:

Payment method:

Start Date:

Student Name:

Student Address:

Student Email:

ADMISSION REQUIREMENTS

The CE Shop does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status. Prospective students must be at least 18 years of age; submit a signed Enrollment Agreement; have access to internet-compatible devices; possess base-level computer skills, including ability to read text on screens, click through course material, and take exams online; and pay tuition in full at the time of enrollment.

EDUCATIONAL PROGRAMS

CO 168-Hour Principles and Practices of Real Estate for Brokers

Tuition - All prices are current as of publication date and subject to change

Colorado Real Estate Broker Pre-License Standard Package	\$495.00
---	-----------------

CO 168-Hour Principles and Practices of Real Estate for Brokers

Also included:

Exam Prep Edge - National & Colorado

Colorado Real Estate Broker Pre-License Value Package	\$569.00
--	-----------------

CO 168-Hour Principles and Practices of Real Estate for Brokers

Also included:

Exam Prep Edge - National & Colorado

Kickstarter Professional Development Program*

*Supplementary courses not regulated by the Division of Private Occupational Schools

Colorado Real Estate Broker Pre-License Premium Package	\$705.00
--	-----------------

CO 168-Hour Principles and Practices of Real Estate for Brokers

Also included:

Exam Prep Edge - National & Colorado

Kickstarter Professional Development Program*

16-Hr. CO Real Estate Broker CE Package*

Real Estate Basics and Beyond eTextbook

*Supplementary courses not regulated by the Division of Private Occupational Schools

Fees

The CO 168-Hour Principles and Practices of Real Estate for Brokers program must be completed within 12 months of enrollment. If the program is not completed within 12 months of enrollment, The CE Shop will allow students to repurchase at a 50% discount of the current retail price up to 30 days after the expiration date.

Length

The CO 168-Hour Principles and Practices of Real Estate for Brokers program is 168 hours.

Number of Courses

The CO 168-Hour Principles and Practices of Real Estate for Brokers program contains 6 courses.

Type of Instruction

The CO 168-Hour Principles and Practices of Real Estate for Brokers program is delivered via asynchronous distance education.

120-Hour Colorado Real Estate Licensing Program for Out-Of-State Licensees

Tuition - All prices are current as of publication date and subject to change

Colorado Real Estate Licensing Program for Out-Of-State Licensees	\$349.00
--	-----------------

120-Hour Colorado Real Estate Licensing Program for Out-of-State Licensees

Also included:

Exam Prep Edge - National & Colorado

Fees

The 120-Hour Colorado Real Estate Licensing Program for Out-of-State Licensees must be completed within 12 months of enrollment. If the program is not completed within 12 months of enrollment, The CE Shop will allow students to repurchase at a 50% discount of the current retail price up to 30 days after the expiration date.

Length

The 120-Hour Colorado Real Estate Licensing Program for Out-of-State Licensees is 120 hours.

Number of Courses

The 120-Hour Colorado Real Estate Licensing Program for Out-of-State Licensees contains 5 courses.

Type of Instruction

The 120-Hour Colorado Real Estate Licensing Program for Out-of-State Licensees is delivered via asynchronous distance education.

72-Hour Colorado Real Estate License Recovery Program

Tuition - All prices are current as of publication date and subject to change

Colorado Real Estate License Recovery Program	\$255.00
--	-----------------

72-Hour Colorado Real Estate License Recovery Program

Also included:

Exam Prep Edge - National & Colorado

Fees

The 72-Hour Colorado Real Estate License Recovery Program must be completed within 12 months of enrollment. If the program is not completed within 12 months of enrollment, The CE Shop will allow students to repurchase at a 50% discount of the current retail price up to 30 days after the expiration date.

Length

The 72-Hour Colorado Real Estate License Recovery Program is 72 hours.

Number of Courses

The 72-Hour Colorado Real Estate License Recovery Program contains 2 courses.

Type of Instruction

The 72-Hour Colorado Real Estate License Recovery Program is delivered via asynchronous distance education.

22-Hour Colorado Mortgage Loan Originator Pre-Licensing Program

Tuition - All prices are current as of publication date and subject to change

Colorado MLO Pre-Licensing Course Only Package	\$435.00
---	-----------------

20-Hour SAFE Comprehensive: Mortgage Loan Originator Pre-Licensing Course

2-Hour Colorado SAFE: Pre-licensing Course

Colorado MLO Pre-Licensing Standard Package

\$545.00

20-Hour SAFE Comprehensive: Mortgage Loan Originator Pre-Licensing Course

2-Hour Colorado SAFE: Pre-licensing Course

Also included:

SAFE Mortgage Loan Originator Exam Prep Edge

Colorado MLO Pre-Licensing Premium Package

\$659.00

20-Hour SAFE Comprehensive: Mortgage Loan Originator Pre-Licensing Course

2-Hour Colorado SAFE: Pre-licensing Course

Also included:

SAFE Mortgage Loan Originator Exam Prep Edge

Residential Mortgage Lending: Principles and Practices, 7th Edition (eTextbook)

8-hour CE course for future renewal*

*Supplementary course not regulated by the Division of Private Occupational Schools

Fees

The 20-Hour SAFE Comprehensive: Mortgage Loan Originator Pre-Licensing Course has a specified start and end date. Students must select their course start date within 90 days of purchase. Once the start date has been selected, students will have that day plus an additional 12 full calendar days to complete their course. The 2-Hour Colorado SAFE: Pre-licensing Course must be completed within 90 days from the date of purchase. If the program is not completed prior to expiration, The CE Shop will allow students to repurchase at a 50% discount of the current retail price up to 30 days after the expiration date.

Length

The 22-Hour Colorado Mortgage Loan Originator Pre-Licensing program is 22 hours.

Number of Courses

The 22-Hour Colorado Mortgage Loan Originator Pre-Licensing program contains 2 courses.

Type of Instruction

The 22-Hour Colorado Mortgage Loan Originator Pre-Licensing program is delivered via distance education.

GRADING POLICY

Students are graded on a pass/fail system. Upon successful completion of the program, a certificate of completion and transcript will be provided by the school.

Reporting Grades to Students

Students are informed of course grades through the Learning Management System (LMS), their The CE Shop student account, and email notifications.

A certificate of completion and transcript shall be conferred only upon the successful completion of the prescribed course of instruction as stated in this catalog and approved by the Private Occupational School Board. Upon request and if applicable, the school will provide a certificate of completion within a reasonable amount of time, not to exceed 60 days, to the student who has satisfied all academic and financial obligations currently due and payable to the school, or who

meets the criteria set forth in § 23-5-113.5(2)(b), C.R.S.

Student transcripts and records of completion will be provided to students after completion of training within a reasonable time and according to statute requirements, not to exceed 45 days. Upon request, the school shall provide an official transcript or record of completion within seven (7) days to the student who has satisfied all financial obligations currently due and payable to the school or who meets the criteria set forth in § 23-5-113.5(2)(b), C.R.S.

Transcript/Certificate Financial Hold Exemption Policy Pursuant to Colorado HB22-1049

1. Current and former students may be subject to a transcript/certificate hold when such individual owes certain debts to The CE Shop for tuition. Individuals will be subject to such a hold if they fail to make a scheduled payment of any amount by the designated due date, per the Payment Plan terms outlined in The CE Shop Terms & Conditions. If an individual is subject to such a hold, their transcripts or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/certificate request is required for one of the following reasons:
 - a. Job application
 - b. Transferring to another postsecondary institution
 - c. Applying for state, federal, or institutional financial aid
 - d. Pursuit of opportunities in the military or national guard
 - e. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/certificate request and documentation to verify an exemption, The CE Shop will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, The CE Shop will release the requested transcript/certificate. If The CE Shop determines that the individual does not meet the exemption criteria, The CE Shop will provide a written explanation of the denial of the request within seven business days.
4. Registration Holds: Individuals will no longer be able to register or enroll for courses if they fail to make a scheduled payment of any amount by the designated due date, per the Payment Plan terms outlined in The CE Shop Terms & Conditions. When payment is 60 days past due, the outstanding balance will be referred to a third-party collection agency.
5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to The CE Shop should contact The CE Shop at 888.850.0889.
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

REFUND POLICY

An applicant will receive a full refund if the applicant is not accepted by the school. An applicant will receive a full refund if the applicant withdraws within three days after signing the Enrollment Agreement or making an initial payment if the applicant has not commenced coursework. The student may cancel the Enrollment Agreement at any time prior to midnight of the third business day after signing the Enrollment Agreement.

In the case of a student withdrawing after commencement of the program, the school will retain a percentage of tuition, which is based on the percentage of number of courses completed in the program, as described in the tables below. The refund is based on the official date of termination or withdrawal. No cancellation fees apply.

CO 168-Hour Principles and Practices of Real Estate for Brokers Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program completed (no more than 60% progress in 1st course)	90%
After 10% but within first 25% of program completed (more than 60% progress in 1st course to 50% progress in 2 nd course)	75%
After 25% but within first 50% of program completed (more than 50% progress in 2 nd course to completion of 3 rd course)	50%
After 50% but within first 75% of program completed (commencement of 4 th course to 50% progress in 5 th course)	25%
After 75% of program completed (more than 50% progress in 5 th course to completion of 6 th course)	0%

120-Hour Colorado Real Estate Licensing Program for Out-Of-State Licensees Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program completed (no more than 50% progress in 1st course)	90%
After 10% but within first 25% of program completed (more than 50% progress in 1st course to 25% progress in 2 nd course)	75%
After 25% but within first 50% of program completed (more than 25% progress in 2 nd course to 50% progress in 3 rd course)	50%
After 50% but within first 75% of program completed (more than 50% progress in 3 rd course to 75% progress in 4 th course)	25%
After 75% of program completed (more than 75% progress in 4 th course to completion of 5 th course)	0%

72-Hour Colorado Real Estate License Recovery Program Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program completed (no more than 20% progress in 1st course)	90%
After 10% but within first 25% of program completed (more than 20% progress in 1st course to 50% progress in 1st course)	75%
After 25% but within first 50% of program completed (more than 50% progress in 1st course to completion of 1st course)	50%
After 50% but within first 75% of program completed (commencement of 2 nd course to 50% progress in 2 nd course)	25%
After 75% of program completed (more than 50% progress in 2 nd course to completion of 2 nd course)	0%

22-Hour Colorado Mortgage Loan Originator Pre-Licensing program Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program completed	90%

(no more than 20% progress in 1st course)	
After 10% but within first 25% of program completed (more than 20% progress in 1st course to 50% progress in 1st course)	75%
After 25% but within first 50% of program completed (more than 50% progress in 1st course to completion of 1st course)	50%
After 50% but within first 75% of program completed (commencement of 2 nd course to 50% progress in 2 nd course)	25%
After 75% of program completed (more than 50% progress in 2 nd course to completion of 2 nd course)	0%

All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives written notice of the student's intention to discontinue the program; or
2. The date on which the student violates published school policy, which provides for termination.
3. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition and fees paid if the school discontinues a program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. In the event the school ceases operation, the student shall be entitled to 100% of the prepaid, unearned tuition and fees at the time of closure unless a teach-out is available and accepted by the student. The policy for granting credit for previous training shall not impact the refund policy.

STUDENT GRIEVANCE PROCEDURE

Students who have a grievance with the school may submit a complaint to:

The CE Shop
5670 Greenwood Plaza Blvd, Suite 340W
Greenwood Village, Colorado 80111
Phone: 888.850.0889

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S., may be filed electronically with the Board through the Division's established process within two years after the

student's last date of attendance at the school, or at any time prior to the commencement of training.

The CE Shop shall attempt to resolve internally filed or noticed student complaints promptly and fairly in accordance with the procedures stated in its grievance policy and shall not subject a student to punitive action because the student filed a grievance/complaint with the school or the Board.

NOTICE

CONCERNING HOLDERS OF THIS CONTRACT: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

ACKNOWLEDGMENTS

By signing below, the student agrees to pay The CE Shop ("School") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog, Volume 10, dated June 1, 2025 ("Catalog"). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met or if the student meets the criteria set forth in C.R.S. 23-5-113.5(2)(b), the school will award the certificate of completion and transcript to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

This agreement is not valid until acceptance by the student. Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our Terms and Conditions"; and B) clicking "Submit Order".

I have received a copy of this Enrollment Agreement and a current School Catalog, Volume 10, dated June 1, 2025.

Student Signature (digitally signed) Date

Signature of Authorized School Official Date