

# Directions: Return of course materials

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**NOTE: Key Realty School will not accept the return of any course materials when the original enrollment was completed more than 30 days prior.**

This document is intended to provide students who are withdrawing from an educational course with the information needed to return course materials.

NOTE: Course materials must be in new condition to be returned for credit for said materials.

The fee charged for any material not returned or unable to be returned will be the MSRP for said product. This retail price can be found on the publishers website and said fee will be assessed should any tuition be refundable.

Course materials may be returned to Key Realty School through any of the following methods:

## **In person –**

Key Realty School is located at 3320 East Flamingo Las Vegas Nevada 89121

Course materials should be returned in the school admissions office. The admissions office is open Monday through Friday from 8AM to 6PM Pacific Time. No appointment is necessary.

## **Shipping –**

Course materials can be shipped to Key Realty School via UPS, FedEx or US Mail.

Course materials should be sent to:

Key Realty School

3320 East Flamingo Admin 31

Las Vegas NV 89121

\*It is recommended that the enrollment record or the withdrawal record be included with the shipment of course materials. (The copy of the withdrawal confirmation that was emailed to you)

Contact Key Realty School with any questions: 800 472 3893