

# Series 63 Class

## Series 63 Pre-Study Instructions

1. Read the study manual and complete the chapter exams after each chapter.
2. Schedule your exam after allowing time to complete your final exams.

**DO NOT** take the test without completing the final exams.

Class moves quickly. **Be prepared!!**

If you are unable to complete the work required prior to class, you need to delay your class until the next month. There is no penalty.

**Class begins at 8:30 am and ends around noon. Bring a note pad and calculator. You do not have to bring your books with you to class, but do have them available for evening study. Dress is casual, but no hats/caps in class.**

**Class will be held at:  
Ten Main Center  
920 Main Street, Suite 650  
Kansas City, MO 64105**

**The best access to our building is the entrance on 10<sup>th</sup> Street. The door on Main may be used, but you must press the button to contact security to enter. Parking is available at the Library Parking garage, 10<sup>th</sup> & Baltimore. The rate is \$5 if you are in before 8:00 am, with a \$10 maximum if you enter after 8:00am. Parking is also available at the Standard Parking garage, 9th & Baltimore. You may enter off Baltimore or Main. The cost for parking is \$16 per day.**

**If you have any questions, please feel free to call us at 816-472-5459.**

# Policies

## TUITION

***Tuition is due in full upon enrollment for class.*** Texts are shipped when fees are received. Tuition includes text, practice examinations and lecture. Tuition does not include licensing and testing fees, lodging, transportation or meals. Registrations are good for 12 months from initial purchase.

## CLASS GUARANTEE

If you attend the Maggie Shine live class and do not pass the test, you may repeat the class at no charge. Class must be repeated within 12 months of the original registration. Additionally, in order to repeat the class at no charge, the student must demonstrate that they have done the required study by completing both the Q & A and Closed Book finals.

The repeat policy does not apply to virtual classes.

## REFUND POLICY

If, for any reason, a student cannot attend class, he/she may obtain a refund upon return of ***unopened*** class materials, less a nonrefundable registration fee of \$25.00 or 10% of total fees, whichever is greater, or they may apply the full tuition to a class at a later date, providing the cancellation occurs prior to the start of class.

If the student cancels out of a class in which he/she is enrolled **after the scheduled starting time, *tuition will not be refunded.*** If the student fails to attend class and does not call or write this office prior to the class starting time to request a refund or reschedule, it will be considered a nonrefundable cancellation.

If the class materials are not returned unopened and not used, the cost of these materials will be deducted from the refund. **The materials must be returned with freight paid no later than 30 days after the date of shipping.** No refunds are given on the online products.

## CANCELLATION

Maggie Shine, LLC reserves the right to cancel or reschedule any course for which there is not a minimum number of students, death in the family or illness. Students enrolled in any class which is canceled or rescheduled have the right to enroll in another class or obtain a full refund less the cost of the books if they have been used or online access has been accessed.

## Hotel Information

Your best bet is to find one on the internet. You will get a better rate.