

# Western NY School of Real Estate - Paralegal/Legal Assistant - Application for Admission

Full Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Numbers & Email addresses: \_\_\_\_\_

**This is the initial application required for students who wish to enroll in the Western NY School of Real Estate Paralegal training program. Please read it carefully and complete all items thoroughly. Contact us if you do not understand a question on this form so we can assist you.**

## ***PROGRAM PREREQUISITES***

Have you graduated from high school or have you earned a G.E.D? If yes indicate school & year of graduation: \_\_\_\_\_

Do you have an Associate's level degree or higher? If yes indicate school(s) & year of graduation along w/major: \_\_\_\_\_

\*Transcripts will be required if you have an A.S. degree or higher sent to the Educational Coordinator - there is no need to have high school/GED transcripts sent if you've completed college.

Have you completed a New York State recognized Salesperson or Broker Qualifying Course? If yes, indicate which program you've completed along with the School, date of completion and provide documentation: \_\_\_\_\_

## ***FINANCIAL AID REQUEST***

Financial aid is granted based on availability of funds, the student's resources and past academic/professional accomplishments. Factors which are not part of the determining process include: age, race, color, ethnicity, familial status and the other NY State and Federally protected categories. If you wish to apply for financial aid, complete the following section (if it is not completed, we will assume you are not requesting financial assistance). Federal & State financial aid & loan programs will not cover this program due to the duration and price (as it falls below the minimum threshold amounts).

Employer Name & Address: \_\_\_\_\_

Position, Years employed & Current Supervisor with phone #: \_\_\_\_\_

Current yearly income (the applicant): \$\_\_\_\_\_ (please project a full year this calendar year) Last year's total personal income: \$\_\_\_\_\_

TOTAL household income: \$\_\_\_\_\_ Total savings: \$\_\_\_\_\_ (including retirement programs) \$\_\_\_\_\_ (exclusive of retirement funds)

PERSONAL STATEMENT: (Please explain in 30 words or less why you are requesting financial aid): \_\_\_\_\_

Applicants must have original transcripts forwarded to the Educational Coordinator at: Western NY School of Real Estate, PO Box 702 E. Amherst NY 14051 along with a signed application for admission. Once all materials are received, you will be notified within 20 days of the status of your application. There is no fee for this process. Unofficial transcripts can be reviewed for your convenience in lieu of official documentation, however, the student will not be considered matriculated in the program until official documents are received. Information should not be faxed to the School - please send all correspondence to our East Amherst address above. Your notification will include information on financial aid (if requested), your provisional or formal acceptance and what you will need to do next. This letter will outline what courses you may begin with as well as what waivers were granted. Once prerequisites are completed, students may progress through the program at their own pace and choose which courses they'd like to work on and in the order they choose. Students will not be eligible for the internship part of the program until ALL prerequisites and educational components are completed. Payment is required before you can begin any part of the program. Transcripts and certificates may be withheld for non-payment. Please refer to our web site for refund and cancellation policies.

\_\_\_\_\_  
YOUR PRINTED NAME

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
DATE

By my signature above, I authorize the WNY School of Real Estate and it's authorized representatives to confirm any information contained within this application for admission to the Paralegal/Legal Assistant Training/Certification Program.