

The NC Real Estate School, LLC

4318 Bland Road

Raleigh, NC 27609

POLICIES AND PROCEDURES DISCLOSURE

December 2020

The NC REAL ESTATE SCHOOL, LLC

Carolyn H. Hriso – Owner

Carolyn H. Hriso – School Director

Faculty:

Carolyn H. Hriso – Instructor

James R. Hriso – Instructor

PURPOSE of SCHOOL:

The NC Real Estate School, LLC conducts the “Broker Prelicensing Course” required to qualify for the license examination to become licensed as a real estate provisional broker in North Carolina and the “Postlicensing Education Program” needed for a provisional broker to remove the provisional status.

SCHOOL LICENSURE:

The NC Real Estate School, LLC is licensed by the North Carolina Real Estate Commission. Any complaints concerning the School should be directed in writing to:

Carolyn H. Hriso

School Director

4318 Bland Road

Raleigh, NC 27609

OR

North Carolina Real Estate Commission

ATTN: Education and Licensing Division

PO Box 17100 Raleigh, NC 27619

Per “Commission Rule 58H .0205”: The School must provide each Prelicensing and Postlicensing course student with a copy of this Policies and Procedures Disclosure prior to payment of any non-refundable tuition or fee. The Policies and Procedures Disclosure, which is required and approved by the North Carolina Real Estate Commission, outlines School policies plus the rights and obligations of the School and the student. A signed

certification that a student received a copy of the Policies and Procedures Disclosure must be retained by the School.

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, FAMILIAL STATUS, NATIONAL ORIGIN, HANDICAP STATUS OR RELIGION.

Prelicensing and Postlicensing Courses

Broker Prelicensing Course

Purpose of the Course:

The primary objectives of the *Broker Prelicensing Course* are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in NC in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. At this School the Prelicensing course consists of a total of 75 classroom hours of instruction, including the end-of-course examination.

After passing a test at the end of the Prelicensing course, a student must submit a license application to the NC Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* which is available on the Commission's website at www.ncrec.gov.

Course Description:

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, the North Carolina Real Estate License Law and North Carolina Real Estate Commission Rules and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

Course Enrollment Requirements:

The minimum age requirement to obtain a real estate license in North Carolina is 18.

To enroll in the *Broker Prelicensing Course* at The NC Real Estate School, LLC, prospective students must log onto the School web site www.thencrealestateschool.com, register for the class and pay the registration fee.

Broker Postlicensing Education Program

Purpose of the Postlicensing Program:

The primary objective of *Postlicensing Education Program* is to provide instruction at a level beyond that provided in the *Broker Prelicensing Course* on topics deemed to be of special importance to licensees.

Per Commission Rule 58A .1902: Provisional Brokers must complete, within 18 months following initial licensure a "Postlicensing" education program consisting of ninety (90) hours of classroom instruction in subjects determined by the Commission" [G.S.93A-4(a)1]. The program consists of three 30-hour courses. They do not have to be taken in any sequence, to retain eligibility to actively engage in real estate brokerage.

The *90-hour Postlicensing Education Program* consists of three 30-hour courses prescribed by the Commission which may be taken in any sequence. However, the Commission recommends the following course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker's license will be automatically terminated by the Commission.

Course Descriptions:

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status and education issues.

Post 302 - Contracts and Closing

Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options, and selected real estate license status and education issues.

Post 303 - NC Law, Rules, and Legal Concepts

Topics addressed in this course include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous laws and legal concepts.

Course Enrollment Requirements:

Per Commission Rule 58H .0209: A school shall not enroll an individual in a Postlicensing course if the first day of the Postlicensing course occurs while the individual is enrolled in a Prelicensing course.

Registration & Enrollment

Procedure for Requesting Special Accommodations

The NC Real Estate School, LLC complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to participate in a course. Students requesting special accommodations must notify the School Director, Carolyn H. Hriso, prior to the first class meeting.

Detailed Schedule of Tuition and Fees

The NC Real Estate School, LLC accepts credit card payment at the time of registering for the class on the School web site, or by check at the first-class meeting. The penalty for a check returned for non-sufficient funds will be: \$35.00.

Tuition Schedule:

Broker Pre-licensing Course: \$320.00 including the Textbook. **Unless otherwise requested, class materials will be mailed to student upon registration.**

Broker Post-licensing Course: \$199.00 Tuition per 30-hour course. Textbook is not included in the tuition cost. NOTE: Each student is required to use the current edition of the "NC REAL ESTATE MANUAL" and "NORTH CAROLINA LICENSE LAW and COMMISSION RULES" booklet in each Postlicensing course. The NC Real Estate School, LLC allows students to use the online versions of the "NC Real Estate Manual" and "North Carolina License Law and Commission Rules" booklet during classes. Each student must bring his/her copy of the required publications to every Postlicensing class session.

Course Cancellation or Rescheduling

The NC Real Estate School, LLC reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given notice as soon as possible of the cancellation or revised course schedule.

Withdrawals and Transfers / Refunds

If you cancel up to 48 hours prior to the class start date:

There is a \$50 service charge. The remainder will be refunded.

If you cancel up to 48 hours prior to the class start date and received your materials:

1. You may return your materials and will be charged the \$50 service charge and issued a refund once we receive your undamaged materials. **OR**
2. You may keep your materials and will be charged \$75 in addition to the \$50 service fee (total of \$125). The remainder will be refunded.

If you cancel within 48 hours of the class start date, there will be no refund issued. However, you will be credited the full registration fee for a future class at the NCRES.

Please note: It may take 2-3 days for your credits to appear on your bank card statement.

Student Progress and Grades

Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on The NC Real Estate School, LLC.

Attendance

Broker Prelicensing Course students must attend a minimum of 80 % of all scheduled classroom hours. *Postlicensing Education Program* students must attend a minimum of 90 % of all scheduled classroom hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every class session or any scheduled break times. All class time missed will be recorder recorded for each student and will be counted towards the allowed missed class time.

Eligibility Requirements for Course Completion Certificate

To pass the *Broker Prelicensing Course* and receive a course completion certificate, a student must a) meet the attendance requirements, b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam with a minimum score of 80 %.

To pass a *Postlicensing Course* and receive a course completion certificate, a student must a) meet attendance requirements, b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam with a minimum score of 75 %.

The end-of-course exam will be administered on the last scheduled day of the course.

Students are not permitted to bring laptops, tablets, cell phones or similar electronic devices (other than a basic calculator) to the classroom on the day of an exam. Any student who brings such a device to the classroom on the day of an exam will be required to remove it from the classroom before the exam commences. If a student is discovered to be using such a device or cheating in any other manner during an exam, the student will be immediately dismissed, will receive a failing grade, will not be eligible for any retake or makeup policies, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0210(h)*].

End-of-course Exam Make-up and Re-take

Broker Prelicensing Course:

The NC Real Estate School, LLC WILL NOT allow a *Broker Prelicensing Course* student who does not take the end-of-course exam on the last scheduled day of a course to take it as a makeup.

The NC Real Estate School, LLC will allow a *Broker Prelicensing Course* student who takes but does not pass the end-of-course exam to retake the end-of-course exam one time if the student achieves a minimum of 60 % on the first exam. However, all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the School.

Per *Commission Rule 58H .0210(f)*: A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At The NC Real Estate School, LLC a student may retake a *Broker Prelicensing Course* for one-half the original cost as long as it is scheduled and completed within 12 months of their original class enrollment.

Broker Postlicensing Education Courses:

A *Postlicensing Education Program* student who does not take the end-of-course exam on the last scheduled day of a course may take it as a makeup one time within 30 days of the last scheduled day of the course at a time and date stated by the School.

A *Postlicensing Education Program* student who takes but does not pass the end-of-course exam may retake the end-of-course exam one time; however all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the School.

Per *Commission Rule 58H .0210(f)*: A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At The NC Real Estate School, LLC, a student may retake a *Postlicensing Education Program* course for one-half the original cost if done within 12 months from the date of their original class registration.

Additional School Policies

Inclement Weather

In the event of inclement weather or a local or national emergency, the School will follow the actions of the Wake County School District.

Course Schedules

Course schedules are published separately from this bulletin. Schedules are posted on the School's website www.thencrealestateschool.com.

Use of Technology in the Classroom

The NC Real Estate School, LLC is not responsible for lost or stolen electronic devices.

The NC Real Estate School, LLC does provide wireless Internet access.

If wireless Internet access is provided, the School is not responsible for disruptions in or problems with the service.

The NC Real Estate School, LLC does allow the use of laptops, tablets, and similar devices in the classroom provided they do not distract from the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes they will be asked to leave the class and their absence will count towards the time allowed to be missed.
- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue, they will be dismissed from the remaining time of that class.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Visitors / Guests

Courses at The NC Real Estate School, LLC are open to enrolled students only. Enrolled students may not bring visitors or guests to the classroom without prior approval of the School Director.

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that the The NC Real Estate School, LLC will abide by the policies herein.

*Carolyn H. Hriso, BS, BA, M.Ed, DREI, GSI, CMBA, SRES, ABR
School Director
The NC Real estate School, LLC*

[This section intentionally left blank.]

THE NC REAL ESTATE SCHOOL, LLC CERTIFICATION

This agreement between The NC Real Estate School, LLC, (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT") is entered into this _____ day of _____, 20 ____, and constitutes the complete agreement of the parties.

1. SCHOOL agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission.

_____ **Broker Pre-licensing Course (75 instructional hours)**

Broker Post-licensing Education Courses (30 instructional hours each)

_____ #301 – Broker Relationships and Responsibilities (BRR)

_____ #302 – Contracts and Closings (CC)

_____ #303 – NC Law, Rules, and Legal Concepts (NC LR& LC)

North Carolina Real Estate License # _____

2. Course Schedule(s) is/are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (days/times)</u>
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Pre-licensing _____

BRR _____

CC _____

NC LR& LC _____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$ _____, such tuition to be paid as follows: by check, credit card or cash prior to beginning of class.

4. Special Accommodations provided (if any): _____

5. By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Bulletin to STUDENT and STUDENT acknowledges receipt of such Bulletin.

Student Signature: _____ **Date:** _____

The NC Real Estate School, LLC Official: _____ **Date:** _____