



**North Carolina Real Estate Commission**  
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### **Note to Private School Applicant:**

This *Private School Bulletin Template* has been produced by the NC Real Estate Commission to aid private schools in drafting a school bulletin. The use of the template is not mandatory, but it is a reliable guide to the disclosures that must be made and the policies that must be addressed. The law and rules governing private school bulletins are found in G.S. 93A-34 and Commission Rule 58H .0205.

In addition to fully addressing all the points required by law and rule, explanatory statements or policies are included that have proven extremely helpful to schools and to prospective students. If a school does not wish to adopt all the policies stated in this template, the school may draft its own bulletin in compliance with the Real Estate License Law and Commission rules. Any text portion of this template may be used in a school's draft.

The Commission strongly recommends that Private School Bulletins reference the Real Estate License Law and Commission Rules as noted throughout the template.

**DISCLOSURE:** This document is intended to provide initial guidance and should be tailored to meet your specific requirements. It should not be construed as legal advice for any particular facts or circumstances.

All proposed private school bulletins and bulletin changes must be submitted to the Commission for review and approval. Please direct all questions regarding private school requirements to the Commission's Education & Examination Officer (919.875.3700).

Real Estate Education, LLC  
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www.seacoastrealestateacademy.net

## School Bulletin

**Date of Bulletin Publication:** July 1, 2017

**Legal Name of School:** Sea Coast Real Estate Academy

**Legal Name of School Owner:** Real Estate Education, LLC

**Name of School Director:** Sue Wehner

**Names of Full-Time School Officials and Faculty:** Sue Wehner, Gabriela Clontz, Ann Hughes, Lee Eatmon, Susan Burke, PJ Doherty

### Purpose of School

**Sea Coast Real Estate Academy** 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 of such license.

### School Licensure

**Sea Coast Real Estate Academy** is licensed by the North Carolina Real Estate Commission.

Any complaints concerning the School should be directed in writing to:

North Carolina Real Estate Commission

ATTN: Education & Licensing Division

P.O. 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 School Bulletin prior to payment of any non-refundable tuition or fee. The Bulletin, 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 Bulletin 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 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](http://www.ncrec.gov).

### Course Description:

Major topics addressed in the *Broker Prelicensing Course* include basic real property 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 estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house 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 **Sea Coast Real Estate Academy**, prospective students must register. Registration is available at the school office during regular business hours: 8:30 am until 5:00 pm Monday through Friday. On line registration is available at [www.seacoastrealestateacademy.net](http://www.seacoastrealestateacademy.net).

## 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 three (3) years 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, at least one of which must be completed in each of the first three (3) years following initial licensure in order 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 sales transactions and a real estate agent's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate agent when working with residential sellers and buyers, a review of issues associated with transactions in progress when an agent 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 disclosures preparation, contracts for deed, options, and real estate license status and education issues.

### Post 303 - Selected Topics

Topics addressed in this course include commercial real estate brokerage, residential property management, land use controls, loan fraud, brokerage compensation issues, license law issues and case studies, selected fair housing issues and case studies, establishing a brokerage firm, manufactured and modular homes and issues relating to short sales.

## 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 or if that individual has not passed the license examination.*

*Per Commission Rule 58A .1904, a provisional broker is subject to withdrawal or denial of Postlicensing education credit by the Real Estate Commission if s/he enrolls concurrently in Postlicensing courses (at the same or different schools) that result in the provisional broker being in class for more than 30 classroom hours in any given seven-day period.*

## Registration & Enrollment

### Procedure for Requesting Special Accommodations

Students requesting special accommodations must contact Sea Coast Real Estate Academy in writing seven days before start of class as to the exact accommodations being requested.

**Sea Coast Real Estate Academy** 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.

### Detailed Schedule of Tuition and Fees

**Sea Coast Real Estate Academy** accepts the following forms of payment: cash, personal check, Mastercard and Visa.

Tuition must be received by: Tuition for the **Broker Prelicensing** course is \$399 (includes textbook and handouts). To register for a course and to receive the course textbook prior to class, STUDENT must pay a \$150 non-refundable deposit. Full tuition must be paid by the FIRST class.

Tuition for the **Broker Postlicensing** course is \$175 and is due at the first class meeting or at time of registration. Students who do not have the most current publication of the *North Carolina Real Estate Manual* (required text) may purchase the *Manual* from the School at an additional cost of \$50.00. An online version or CD Rom version is also available from the Commission. If the online version is used, the laptop may only be used for that purpose. If STUDENT is found to be misusing their laptop for non-class related activity, they will be asked to turn it off and purchase a *Manual*. STUDENTS must furnish their own calculators and note-taking

materials.

The penalty for a check returned for non-sufficient funds will be: \$25.

Tuition Schedule:

*Broker Prelicensing Course*: \$399 Textbook\*  IS included  IS NOT included in *Broker Prelicensing Course* Tuition. \*Textbook price is \$50.

*Broker Postlicensing Courses*: \$175 per 30-hour course. Required *NC Real Estate Manual* is not included in *Broker Postlicensing Course* Tuition.

NOTE: Each student is required to use the current edition of the *NC Real Estate Manual* in each *Broker Postlicensing Course*. The printed version of the textbook may be purchased directly from the School. The printed, online, or CD-ROM version may be purchased from the North Carolina Real Estate Commission ([www.ncrec.gov](http://www.ncrec.gov)).

**Sea Coast Real Estate Academy**  DOES allow  DOES NOT allow students to use the online and CD-ROM versions of the *NC Real Estate Manual* during classes. Each student must bring his/her copy of the *NC Real Estate Manual* to every Postlicensing class session.

### Course Cancellation or Rescheduling / Refunds

**Sea Coast Real Estate Academy** reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 3 day notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: receive a full refund or transfer to a different class.

### Withdrawals and Transfers / Refunds

A student may withdraw from the Broker Prelicensing or a Postlicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options: Receive a full refund or transfer to a different class.

A student who terminates enrollment in a Prelicensing or Postlicensing course either with written notice to the School or by no longer attending a course on or after the first class will not be entitled to a refund of any portion of paid Tuition. Absolutely no refunds will be made after STUDENT completes the first scheduled class. STUDENT understands that withdrawal after the first class does not allow a refund, but does allow STUDENT to re-enroll in another course at a later date. Any non-refundable deposits will be applied towards the tuition of the new course. STUDENT will be allowed to re-enroll within six (6) months from the scheduled start of the forfeited course, based on available classes and seating. This re-enrollment privilege will be applied only to the first withdrawn course. In the event that STUDENT withdraws after the first class, STUDENT will be allowed to re-enroll one time within six (6) months from the scheduled start date of the original course for a \$150 administrative fee. STUDENT may be required to buy a new textbook/workbook if the previous edition has become outdated. Any STUDENT not receiving a passing grade on the End-of-Course Examination may retake the course one time within twelve (12) months for a \$150 administrative fee.

## 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 **Sea Coast Real Estate Academy**. Please respect others by not eating, drinking or side conversations while class is in session. Students shall direct their attention to the instruction being provided and refrain from activities unrelated to the instruction and which are distracting to other students. All phones are to be turned off. No tape recorders are allowed in class.

## 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 recorded for each student.

## 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 77%.

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:

**Sea Coast Real Estate Academy**  WILL allow  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 one time within 30 days of the last scheduled day of the course at a time and date stated by the School.

**Sea Coast Real Estate Academy**  WILL allow  WILL NOT allow a *Broker Prelicensing Course* student who takes but does not pass the end-of-course exam to retake the end-of-course exam 1 time(s); 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 **Sea Coast Real Estate Academy**, a student may retake a *Broker Prelicensing Course* for \$150, subject to the following conditions: Any STUDENT not receiving a passing grade on the End-of-Course Examination may retake the course one time within twelve (12) months for a \$150 administrative fee.

### **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  time(s); 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 **Sea Coast Real Estate Academy**, a student may retake a *Postlicensing Education Program* course for \$155, subject to the following conditions: There is availability in a particular class.

## **Additional School Policies**

### **Inclement Weather**

In the event of inclement weather or a local or national emergency, students will be emailed, called or texted to receive class schedule updates.

### **Course Schedules**

Course schedules are published separately from this bulletin. Schedules are available at the School and upon request by phone, fax, email, or U.S. mail. They are also posted on the School's website [www.seacoastrealestateacademy.net](http://www.seacoastrealestateacademy.net)

### **Use of Technology in the Classroom**

**Sea Coast Real Estate Academy** is not responsible for lost or stolen electronic devices.

**Sea Coast Real Estate Academy**  DOES provide  DOES NOT provide wireless Internet access.

If wireless Internet access is provided, **Sea Coast Real Estate Academy** is not responsible for disruptions in or problems with the service.

**Sea Coast Real Estate Academy**  DOES allow  DOES NOT 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 or CD-ROM version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are considered to be disruptions and are not acceptable student conduct. If an instructor discovers

that a student is using an electronic device for these (or similar) purposes, the student will be asked to stop the activity.

- If the wireless Internet access is disrupted during a *Postlicensing Education* course, **Sea Coast Real Estate Academy** will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* must be returned at the end of the class. A student who fails to return a loaned *NC Real Estate Manual* textbook will be charged \$50.
- 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 use student may be asked to leave the classroom.
- Sound on electronic devices must be muted during class sessions.
- The use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

### Visitors / Guests

Courses at **Sea Coast Real Estate Academy** are open to enrolled students only.

Enrolled students  MAY  MAY NOT bring visitors or guests to the classroom.

[This section intentionally left blank.]



**Sea Coast Real Estate Academy**  
**CERTIFICATION**

This agreement between the **Sea Coast Real Estate Academy** (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 Prelicensing Course* (75 classroom hours)

*Broker Postlicensing Education Courses* (30 classroom hours each):

\_\_\_\_\_ #301 - Broker Relationships and Responsibilities (BRR)

\_\_\_\_\_ #302 - Contracts and Closing (C&C)

\_\_\_\_\_ #303 - Selected Topics (ST)

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>
Prelicensing	_____	_____	_____
BRR	_____	_____	_____
C&C	_____	_____	_____
ST	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$\_\_\_\_\_, such tuition to be paid as follows: \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of STUDENT

*Sue Wehner*

\_\_\_\_\_  
Signature of **Sea Coast Real Estate Academy** Official