

Real Estate Education, LLC
4911 Old Long Beach Rd
Southport, NC 28461
910-202-2845
www.seacoastrealestateacademy.net

School Bulletin

Date of Bulletin Publication: January 1, 2019

Legal Name of School: Sea Coast Real Estate Academy

Legal Name of School Owner: Real Estate Education, LLC

Name of School Director: Ann Hughes

Names of Full-Time School Officials and Faculty: Ann Hughes, PJ Doherty, Alison Keller, Donna Chase, Sue Wehner, Angela Brady

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.

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, property insurance basics, 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.

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 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 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 disclosure preparation, contracts for deed, options, and real estate license status and education issues.

Post 303 - NC Law, Rules, and Legal Concepts

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

Course Enrollment Requirements:

Per Commission Rule 58.0209: 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 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 \$180 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. 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 Required Textbook* IS included in *Broker Prelicensing Course Tuition*.
*Textbook price is \$50.

Broker Postlicensing Courses: \$180 per 30-hour course. Required *NC Real Estate Manual** is **not** included in *Broker Postlicensing Course Tuition*. *Manual price is \$50. The required *NC Real Estate License Law and Commission Rules* IS included in the *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 version may also be purchased from the North Carolina Real Estate Commission (www.ncrec.gov). 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. If student is found to be misusing their laptop for non-class related activity, they will be asked to turn it off. 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 combined score of **78%**; and a minimum of 72% on BOTH of the individual sections of the final exam (National section and State section).

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 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 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 AS LONG AS student scores a minimum overall score of 65% on the end-of-course exam; however if a student passes one section and

fails the second section the retake exam will be the entire 2 section exam, no scores will be combined from multiple exams. 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 1 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 Sea Coast Real Estate Academy, a student may retake a *Postlicensing Education Program* course for \$160, 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

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 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 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 or researching class topics. 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.
- 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 NOT bring visitors or guests to the classroom.

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**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 _____, 2019, 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 - NC Law, Rules, and Legal Concepts (LRLC)

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	_____	_____	_____
LRLC	_____	_____	_____

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

Ann L. Hughes

Signature of Sea Coast Real Estate Academy Official

Phone #

Email

Last 4 digits of SS# / License #

Emergency Contact