

Sea Coast Real Estate Academy

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Policies & Procedure Disclosure

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Legal Name of Education Provider: Innovative Career Education, LLC

Advertised Name of Education Provider: **Sea Coast Real Estate Academy**

Name of Education Director: Alexandria Gillen

Names of Full-Time Officials and Faculty: Brian Moxey, Alex Gillen, Sam Hassell

Education Provider Certification:

Sea Coast Real Estate Academy is approved by South Carolina Real Estate Commission.

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

Course Offerings

Sea Coast Real Estate Academy conducts:

- the **Prelicensing for Real Estate Salespersons (Unit 1) course** is required to qualify to take the license examination to become licensed as a real estate provisional broker in South Carolina; and
- the **Advanced Real Estate Principles (Unit II) Modules A – E course** which is required to complete prior to

Prelicensing for Real Estate Salespersons (Unit 1)

Purpose of the Unit I Course:

Successful completion of the *Unit I Course* is generally required to qualify for the South Carolina (SC) real estate license examination and to obtain a SC real estate broker license. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate salespersons in South Carolina in a manner that protects and serves the public interest and (2) to prepare students for the SC real estate license examination. This course may only be offered by education providers certified by the SC Real Estate Commission. At Sea Coast Real Estate Academy, the *Unit I course* consists of a total of **60** instructional hours, including the end-of-course examination.

After passing the Unit I course, a student may submit a license application to the SC Real Estate Commission at <https://llr.sc.gov/re/>. The minimum age requirement to obtain a real estate license in South Carolina is 18 and applicants must have a High School diploma or equivalent.

Course Description:

In the *Unit I* course students will learn about basic real estate principles and practices, real property, governmental controls and laws affecting real estate, pricing of real properties, real estate finance, settlement/closing, agency and other brokerage relationships, contracts, & ethics. At the end of the course, you'll qualify to take the real estate license examination. *Real estate mathematics is an important component of this course and calculations will be required.*

Course Materials - Unit I

Each student is required to use Aware Textbook. This will be shipped directly to the address on file in the week prior to class. In the rare case a book is sent to the incorrect address due to an error by the student, the student will be charged the price of book and shipping to the correct address. STUDENTS must furnish their own calculators and note-taking materials.

End-of-Course Exam – Unit I

The end-of-course exam will be administered at the Sea Coast Real Estate Academy classroom location on the last scheduled day of the course for In-Class courses; or online and proctored on the last scheduled day of the course for “synchronous” courses.

An end-of-course exam will **not** be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam.

Missed Exams – Unit I

Sea Coast Real Estate Academy WILL allow a *Unit I* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time. If student missed initial end-of-course exam and takes the makeup exam, student forfeits the opportunity to retest should they fail.

Failed Exams – Unit I

Sea Coast Real Estate Academy WILL allow a *Unit I* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam one (1) time. The student will coordinate with instructor to retake the exam.

Eligibility Requirements for Course Completion Certificate – Unit I

To successfully complete the *Unit I 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 70%.

All-Inclusive Tuition/Fees – Unit I

Tuition for the **Unit I** course is \$375; this includes textbook (shipping and handling). To register for a course and to receive the course textbook the week before class, STUDENT must pay a \$150 **non-refundable** deposit. **Full tuition must be paid by the FIRST class.**

Advanced Real Estate Principles (Unit II) Course

Purpose of the Unit II Course

The primary objective of **Advanced Real Estate Principles (Unit II)** is to provide instruction at a level beyond that provided in the *Prelicensing for Real Estate Salespersons (Unit I)* on topics deemed to be of special importance to licensees.

Unit II consists of one 30-hour course. Upon completion of this course students must send in the Certificate of Completion to SCREC to be awarded their salesperson license.

Course Description:

This 30-hour Unit II course will bring together the topics of Agency, Contracts, Ethics, Measurement/Valuation and Fair Housing as required by the South Carolina Real Estate Commission as the final step prior to obtaining your license.

Course Materials - Unit II

Each student is required to use the provided Advanced Real Estate Principles Unit II workbook. This will be emailed to students prior to class starting.

End-of-Course Exams - Unit II

There is no end-of-course examination for this course. Each of the 5 modules will have a compulsory quiz but does not have a minimum score requirement.

Eligibility Requirements for Course Completion Certificate(s) - Unit II

To successfully complete a *Broker Postlicensing 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) Take each of the 5 end-of-module quizzes.

All-Inclusive Tuition/Fees - Unit II

Tuition for each **Unit II** course is \$275. This payment may be separated into a \$150 deposit and \$125 second payment. Full payment is due no later than first day of class. STUDENTS must furnish their own calculators and note-taking materials.

Registration, Enrollment, and Conduct

Registration:

To enroll in a course at **Sea Coast Real Estate Academy**, prospective students must register. Online registration is available at www.SeaCoastRealEstateAcademy.net Students will receive an email confirmation with instructions for books/eBooks, online links (if applicable), and course information about 5 days prior to class start.

Tuition and Fees:

Sea Coast Real Estate Academy accepts the following forms of payment: MasterCard, Visa, American Express, and PayPal. Tuition for all courses must be received **no later than** the first day of class.

Attendance:

- Students in an in-person or synchronous distance learning Unit I and Unit II must attend 100% of all scheduled instructional hours.
- Attendance will be closely monitored, including late arrivals and early departures from all class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. For synchronous courses, students must be always present/visible on video (except breaks). A student not visible on camera will receive a warning to return and/or turn on camera and then be removed from class if they do not comply.

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 24-hour 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 Unit I or a Unit II 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 that terminates enrollment in a Unit I or Unit II 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. 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 within six (6) months from the scheduled start of the forfeited course, based on available classes and seating. There will be a \$150 Administrative Transfer Fee to re-enroll in another class. This re-enrollment privilege will be applied only to the first withdrawn course. STUDENT may be required to buy a new textbook/workbook if the previous edition has become outdated.

Requirements for online, synchronous courses:

REQUIRED

- Computer – Laptop or desktop
- Broadband internet access (preferably wired) *
- Webcam and Microphone
- Keyboard
- A strong, consistent internet connection to stream audio and video in both directions

RECOMMENDED

- Wired connection (as opposed to Wi-Fi)
- Headphones

* "Broadband" means minimum speeds equivalent to DSL, satellite, or cable connections of at least 8 mbps. Note: WIFI connections are typically significantly slower than wired connections.

PROHIBITED

Login from a cell phone or other small device.

Engagement and Attendance

- 100% attendance policy requirement for Unit I And Unit II courses.
- Requirement to take the course from a quiet environment, free from distractions.
- Requirement to connect prior to the start of each class session, but as early as possible is preferred.
- Requirement to reply to all prompts and quizzes during the session to receive credit.
- Agreement not to disconnect from room during breaks.
- Requirement to close other programs/apps while class is in session EXCEPT eBook, or as required/requested by instructor.
- Video cameras must be on and students visible to receive attendance credit.

Student Conduct:

Students are expected to conduct themselves in a professional, and respectful 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, or hinders the learning opportunity for others. Please respect others by not eating, drinking, sleeping, talking out of turn, surfing the internet, texting, making, or accepting phone class, smoking or any 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 muted.

Cheating:

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course grade, will not be eligible for any retake, makeup policies or refund. Student found to be cheating will be reported to the South Carolina Real Estate Commission.

Special Accommodations Request Procedure:

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. Students requesting special accommodations must contact Sea Coast Real Estate Academy in writing 30 days before start of class as to the exact accommodations being requested.

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 *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website www.seacoastrealestateacademy.net and are also available upon request.

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 for in-class courses.

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 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 disruptions and are not acceptable student conduct.
- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. 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 in-class sessions.
- The possession and use of electronic devices (other than a basic calculator) are 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 without the prior approval of the Education Director.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the policies and information contained in this Policies & Procedures Disclosure is true and correct and that Sea Coast Real Estate Academy will abide by the policies herein.

*Alexandria Gillen
School Director
Sea Coast Real Estate Academy*

CERTIFICATION OF RECEIPT

I certify that I received a copy of Sea Coast Real Estate Academy's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student.