

The NC Real Estate School, LLC

SCHOOL BULLETIN

The NC Real Estate School, LLC

Publication Date:

September 2017

Legal Name of School:

The NC Real Estate School, LLC

Legal Name of School Owner:

The NC Real Estate School, LLC

Name of School Director:

Carolyn H. Hriso

Name of Full-Time School Officials & Instructors:

Carolyn H. Hriso - President

Carolyn H. Hriso - School Director

Carolyn H. Hriso - Instructor

James R. Hriso - Instructor

Purpose of School:

The purpose of The NC Real Estate School, LLC is:

- to present courses of instruction that will provide students the basic knowledge and skills necessary to act as real estate brokers and to satisfy the requirements for obtaining and retaining a real estate license.
- to prepare Prelicensing course students for the appropriate NC licensing examinations and to become licensed as a real estate provisional broker.
- to offer Postlicensing courses needed for provisional brokers to remove the provisional status from their licenses.

School Licensure & Approval:

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

1. Carolyn H. Hriso, Director of Education
The NC Real Estate School, LLC
4334 Bland Rd., Raleigh, NC
27609

2. North Carolina Real Estate Commission
ATTN Education & Licensing Division
P.O. Box 17100
Raleigh, NC 27619

Broker Prelicensing Course

This is an introductory-level real estate principles and practices course with a strong emphasis on real estate brokerage law and practice. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and (2) to prepare students for the real estate license examination.

Major topics addressed in this course include basic real property law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing real estate transactions, real estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, North Carolina Real Estate Law, North Carolina Real Estate Commission Rules, North Carolina Trust Account Guidelines, and agent safety.

The total number of instructional hours for this course, including school examination, is 75 hours. Satisfactory completion of this course will qualify the student to take the real estate license examination.

Broker Postlicensing Courses

The primary objective of the three 30-hour Broker Postlicensing Courses is to provide a higher level of education for our students. Building on the Prelicensing program, these courses offer a more detailed and in-depth exploration, with examples and applications, of the topics that are of special importance to licensees.

301 - Broker Relationships and Responsibilities- 30 Hours

Topics addressed in this course include a review of agency relationships in real estate sales transactions and a real estate agent's legal duty to clients and customers, a step-by step reviewing 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.

302 - Contracts and Closing – 30 Hours

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

303 - Selected Topics - 30 Hours

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.

ENTRANCE REQUIREMENTS

NO STUDENT SHALL BE DENIED ADMISSION BASED ON AGE, SEX, RACE, COLOR, CREED, NATIONAL ORIGIN OR RELIGIOUS PREFERENCE, HANDICAPPING CONDITION OR FAMILIAL STATUS.

Broker Prelicensing Course

Students are not required to have any formal educational background, but a high school diploma equivalent is strongly recommended. The minimum age requirement for obtaining a real estate license in North Carolina is 18. The course follows a challenging curriculum to prepare licensees for their professional responsibilities and requires good reading comprehension and basic math skills.

Broker Postlicensing Courses

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.

Provisional Brokers must complete, within three years following initial licensure a Postlicensing education program consisting of ninety (90) hours of classroom instruction in subjects determined by the Commission]. The program consists of three 30-hour courses, at least one of which must be completed in each of the first three years following initial licensure to retain eligibility to actively engage in real estate brokerage [Commission Rule 58A.1902]. Please note that Postlicensing education requirements are in addition to continuing education requirements and the two are not synonymous.

Limited Instructional Hours in any seven-day period.

The NC Real Estate School, LLC shall not knowingly enroll an individual in a Postlicensing Course while the individual is taking another Postlicensing Course at the same school or a different school if such enrollment would result in the individual being in class for more than 30 instructional hours in any given seven-day period.

Per Commission Rule 58A.1904 - A provisional broker is subject to withdrawal or denial of Postlicensing education credit by the Real Estate Commission if he/she enrolls concurrently in Postlicensing classes (at the same or a different school) that result in the provisional broker participating in course sessions for more than 30 instructional hours in any given seven-day period.

REGISTRATION REQUIREMENTS & SCHOOL POLICIES**Broker Prelicensing & Postlicensing Requirements:**

Per Commission Rule 58H.0205 (e): The NC Real Estate School, LLC provides 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 is retained by the School.

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. Individuals requiring reasonable accommodations under the Americans with Disabilities Act (ADA) to participate fully in an educational event, should contact Carolyn H. Hriso, School Director, in writing at least two weeks prior to the start date of the course.

Tuition and Fees:

The NC Real Estate School, LLC accepts checks or credit cards (Visa, MasterCard, AMEX or Discover) for full tuition at the time of enrollment. Full tuition payment is due prior to the start of a course. Course tuition includes student course materials as determined by the specific course. Approved textbooks are required for each course.

- Broker Prelicensing Course: tuition - \$250.00
 - includes cost of textbook
- Broker Postlicensing Courses: tuition per 30-hour course - \$175.00
 - plus \$55 cost of textbook (used in all 3 courses)
- Repeating Broker Prelicensing Course: \$125.00
- Repeating Broker Postlicensing Course one time: No Charge.
- Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 return check fee and the check will be redeposited.

NOTE: Each student is required to use the **current** approved textbook, **Modern Real Estate Practice in North Carolina**, Ninth Edition by Dearborn for the Prelicensing course and the current edition of the **North Carolina Real Estate Manual** in each Postlicensing course. The printed version of the Prelicensing textbook may be purchased directly from the school.

Cancellation Policy:

The NC Real Estate School, LLC reserves the right to cancel or reschedule a course as needed. If The NC Real Estate School, LLC cancels a course, a full refund will be issued.

WITHDRAWAL/ TRANSFER POLICY

Broker Prelicensing Course:

Withdrawal/Transfer prior to course starting:

Upon written notice prior to start of course, the student may transfer to another course or receive a full refund. Written notice (emailed, mailed, or hand delivered) is required for withdrawals and transfers. No refund will be issued without written notice.

Withdrawal/Transfer once course has begun:

Upon payment of a \$125 administrative fee, a student who does not complete or pass a broker Prelicensing course offered by the school may retake the course within a period of (12) twelve months from the beginning date of the initial course.

With written notice, within 5 calendar days of the original course start date, students may withdraw and receive a tuition refund less a \$100 administrative fee.

Broker Postlicensing Course:

Withdrawal/Transfer prior to course starting:

Upon written notice prior to the start of a course, the student may transfer to another course or receive a full refund. Written notice (emailed, mailed, or hand-delivered) is required for withdrawals and transfers. No refund will be issued without written notice prior to the start of the course.

Withdrawal/Transfer once course has begun:

A student who does not complete or pass a broker Postlicensing course offered by the school may retake the course at no charge within a period of (12) twelve months from the beginning date of the initial course.

SCHOOL INFORMATION**Laptop & Electronic Device Usage Policy:**

While we are pleased to offer electronic access options, it is our highest priority to ensure that electronic devices and laptop computers are an enhancement and not a distraction to the classroom environment. The guidelines below provide a framework directing the use of laptop computers and electronic devices in our Prelicensing and Postlicensing classrooms:

1. Students will need to access the **NC Real Estate Manual** in class during all Postlicensing Courses. The student is required to purchase this text book.
2. We provide free Wi-Fi access at our licensing facility; however, we cannot guarantee that Wi-Fi access will be available 100% of the time.
3. Instructors will provide power strip outlets for students to use during the class. Power supply for laptops is available on a first-come, first-serve basis.
4. Instructors, at their discretion, will specify when the laptops and electronic devices may be used and when they should be put away.
5. Students who need to use a cell phone (phone call, texting, email, etc.) must do so at one of the course breaks outside of the classroom. All cell phones must be silenced during class time.
6. Visiting social networking sites, checking mail, or otherwise performing non-class related activities during class is considered a disruption to the classroom and is not acceptable student conduct.
7. The possession and use of laptops and wireless electronic devices is strictly prohibited during exams or quizzes.

We are not responsible for lost or stolen laptops or electronic devices.

Class schedules, registration information and forms, and general school information are available on our website at www.thencrealestateschool.com and upon request by phone, mail or e-mail.

Student Conduct:

Students are expected to conduct themselves in a manner befitting mature adults. Dress may be comfortable but in good taste. Dismissal without recourse will be imposed for behavior that, in the sole judgement of the instructor or staff, reflects negatively on the school. Students are not permitted to bring a computer or cell phone to class on the day of their final exams. Any possession or use of any device during a final exam will result in immediate failure and dismissal. The school is required to report students caught cheating to the NC Real Estate Commission.

Visitors/Guests:

Courses are open to enrolled students only. Enrolled students MAY NOT bring visitors or guests to the classroom.

Schedule/Hours/Holidays:

Course schedules are published separately from this bulletin and are available by mail or on our website at www.thencrealestateschool.com. Schedules will reflect beginning and ending dates as well as the hours of each class. A class or classes canceled due to weather or other reasons will be rescheduled as soon as possible. Holidays observed include New Year's Eve/Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Day After and Christmas Eve/Day.

Inclement Weather Policy:

In the event of inclement weather or a local or national emergency, please follow Wake County Public Schools or students are asked to call the instructor.

BROKER PRELICENSING & POSTLICENSING COURSE COMPLETION CRITERIA:

Attendance:

Students must attend all scheduled instructional hours.

- **Broker Prelicensing** students must attend a minimum of 67.5 scheduled instructional hours of the course (absences not to exceed 7.5 hours). Prelicensing students **MUST ATTEND all hours of the first scheduled broker Prelicensing course session**; Prelicensing students missing the first scheduled course session will be required to reschedule to another Prelicensing course.
- **Broker Postlicensing** students must attend a minimum of 27 scheduled instructional hours of the 30-hour course (absences not to exceed 3 hours).
- **Broker Prelicensing and Postlicensing** students are NOT permitted to make up missed time due to tardiness or absences. Students should ensure they can attend the required instructional hours before registering for a class.

NOTE: Instructors will take attendance for every course session.

COURSE EXAMS & GRADING

Broker Prelicensing Course:

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. Students must pass with a score of 75 percent or higher on the final exam. Students are allotted four hours for the exam. To successfully complete the course, Prelicensing students must meet all the following criteria:

- attendance requirements
- timely submission of completed in-class and take-home assignments

- passing the final exam with a minimum score of 75%

STUDENTS ARE REQUIRED TO TAKE THEIR FINAL EXAM ON THE LAST DAY OF THE SCHEDULED CLASS! IF A STUDENT DOES NOT TAKE THEIR SCHOOL EXAM AS REGULARLY SCHEDULED, THE STUDENT IS ELIGIBLE TO TAKE ONE EXAM AT ANOTHER TIME BUT FORFEITS THEIR OPPORTUNITY FOR A SECOND EXAM.

A student failing to achieve a score of 75% or higher on the final exam may retake the final exam one time within 30 days of the course ending date, at a date and time specified by the School.

If a student is unsuccessful in passing the retake exam, the student will be allowed to repeat the course in its entirety for an administrative fee of \$125 provided the course is retaken within a period of 12 months from the beginning date of the initial course.

Those who have registered for the retake exam and are no-shows will forfeit their right to retake exam. Written notice (e-mailed, mailed, or hand-delivered) is required for all retake exam withdrawals and transfers. Written notice must be received prior to the date of the retake exam.

Broker Postlicensing Course

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. Postlicensing students must: a) meet attendance requirements, b) timely submit completed in-class and take-home assignments and c) pass the final exam with a minimum score of 75%.

A student failing to achieve a score of 75% or higher on the final exam may retake the final exam one time within 30 days of the course ending date, at a date and time specified by the School.

If a student is unsuccessful in passing the retake exam, the student will be allowed to repeat the course in its entirety at no charge provided the course is retaken within a period of 12 months from the beginning date of the initial course.

Those who have registered for the retake exam and are a no-show will forfeit their right to retake the exam. Written notice (e-mailed, mailed, or hand-delivered) is required for all retake exam withdrawals and transfers. Written notice must be received prior to the date of the retake exam.

CONTINUING EDUCATION

The NC Real Estate School, LLC is approved to offer in-class Continuing Education Courses. A complete course schedule is available on our website www.thencrealestateschool.com.

Withdrawal/Transfer Policy:

If you are unable to attend the class for which you are registered, The NC Real Estate School, LLC will transfer your tuition to another class within the same CE year if notice is given prior to class.

Tuition and Fees:

- Continuing Education Course: \$50.00 per course

- Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 return check fee and the check will be redeposited.

LOCATION

2500 Gateway Center Blvd.
Suite 100
Morrisville, NC 27560
919.801.4103

This training facility meets all the safety and health requirements as outlined in city, state and federal regulations. This location provides free and accessible student parking.

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 Prelicensing Course*** (75 instructional hours)
 _____ ***Broker Postlicensing Education Courses*** (30 instructional hours each)
 _____ #301 – Broker Relationships and Responsibilities (BRR)
 _____ #302 – Contracts and Closing (CC)
 _____ #303 – Selected Topics (ST)

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

Course	Start Date		End date		Class Schedule (days/times	
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: 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.

Signature of Student _____ Date: _____

The NC Real Estate School, LLC

Official _____ Date: _____