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INTRODUCTION

The purpose of this catalog is to provide information for the prospective and/or current student regarding the academic programs and policies of Bennett Academy of Real Estate. This Academy is designed to provide students with the clock hours of instruction necessary to register for the Real Estate License examination in the Washington metropolitan area including the state of Maryland. Students who register for this program will receive 60 clock hours of instruction that will assist them in their preparation for testing. Students having questions or concerns that are not answered in this publication are invited to call our administrative offices at **(301) 459-5040**. You may also email us at www.ExitBennettRealty.com or write to:

**Bennett Academy of Real Estate
7701 Greenbelt Road, Suite 100
Greenbelt, MD 20770**

STATEMENT OF NON-DISCRIMINATION

Bennett Academy of Real Estate does not discriminate in its enrollment procedures against any applicants with regard to sex, race, color, national origin, or physical disability.

STATEMENT OF PURPOSE AND MISSION

The purpose of Bennett Academy of Real Estate is to teach the **Principles and Practices of Real Estate** licensing course. The programs will teach the fundamentals of real estate and prepare student for the activities and responsibilities in order to become a licensed real estate salesperson. The Mission of the school is to provide affordable, convenient and quality educational opportunities for those in the community who seek to pursue a career in the real estate industry.

STATEMENT OF OWNERSHIP

Bennett Academy of Real Estate is owned and controlled by Gregory Bennett.

OFFICERS

President, Gregory Bennett

GREETING FROM THE PRESIDENT

Dear Student:

Greetings and Welcome to the wonderful world of Real Estate. You are entering a whole new world of enterprise that can be fulfilling and financially rewarding. As you begin this endeavor, please keep in mind that this career is everything you put into it. It has the potential to be both financially and personally rewarding as you impact the lives of customers and clients you assist in selling or finding a home. Real Estate has many facets, as you will discover during your selected program of study. Take the time to seriously consider each of these options and select the career that best suits your aspirations.

You'll find that Real Estate and the transaction involved therein are products of teamwork and cooperation among professionals. The Real Estate market is challenging and complex and you as a Realtor will have to gain and maintain a high level of expertise in order to succeed.

HISTORICAL NARRATIVE

Mr. Bennett's purpose for establishing the Academy was to provide a systematic and well-structured academic study of the business of Real Estate for the purpose of preparation for licensing testing. Gregory Bennett has over 20 years of experience within this industry and holds a Real Estate Brokers license in Maryland, Virginia, and the District of Columbia. He is a member of:

National Association of Realtors (NAR)
Greater Capital Area Association of Realtors (GCAAR)
Washington, DC Association of Realtors (WDCAR)
Maryland Association of Realtors (MAR)
Prince George's County Association of Realtors (PGCAR)
Northern Virginia Association of Realtors (NVAR)
Virginia Association of Realtors (VAR)

ADMISSION PROCEDURES

Bennett Academy of Real Estate is an equal opportunity education institution which admits qualified applicants without regard to gender, ethnic group, handicap status, veteran status or denominational affiliation. A qualified applicant is described as a person who meets the following requirements:

1. Each applicant must be at least 18 years of age
2. Each applicant must submit a copy of their high school diploma, GED and/or transcript

3. Each applicant must complete all required application paperwork, including the application form and enrollment agreement.

All prospective students should apply for admission as early as possible. Applicants can register in person at the Academy office or applications can be mailed directly or hand delivered to the Bennett Academy of Real Estate office. Each application must be accompanied by the registration fee. The Bennett Academy of Real Estate office must receive all application materials prior to students registering for programs. Students will not be allowed to register until all application materials have been submitted.

PAYMENT

All financial obligations are the student's responsibility and must be met prior to the start of classes. Any student who fails to meet his/her obligation will not be allowed to begin class.

TEXTBOOKS

Once a student has completed the registration process, he/she is then eligible to purchase program textbooks. Books may be purchased from the Academy office during regular business hours, as well as during additional evening hours set by the Administration at the beginning of each semester. During the registration period, students may only purchase books for classes in which they have registered.

ACADEMY FACILITY/EQUIPMENT

The academic offices are located at 7701 Greenbelt Road, Suite 100, Greenbelt, Maryland. The classroom is 308 square feet. The students have access to a state-of-the-art classroom including video/audio technology. Each student will have ample desktop space to allow for comfortable note taking and textbook reference. The classroom also includes white boards for lesson and video presentations.

POLICY ON GRANTING CREDIT FOR PREVIOUS TRAINING

Bennett Academy of Real Estate will not accept credits from other organizations for the Principles and Practices of Real Estate Program and will not grant credit for previous training or experience.

THE ADMINISTRATION

The Director of Bennett Academy of Real Estate is Fred Jones.

Academy Administration Staff: Ashlee Goerd

Academy Instructors:

Elisabeth Salchow
Shaunte La Robert Parker

There is a 17:1 maximum student instructor ratio.

SCHEDULE OF FEES (Subject to Change)

Principles & Practices of Real Estate	
Pre-Licensing Program Tuition (60 clock hours)	\$199.00
Registration fee	(WAIVE) \$ 25.00
Books: Modern Real Estate Practice by Galaty, Kyle & Allaway	\$ 52.00
MD Real Estate Practice & Law by Crawford & White	\$ 28.00
Optional Study Guide: Study Guide for Modern Real Estate Practice	\$ 23.00

REFUND POLICY

1. All fees paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment agreement.
2. If a student chooses not to enroll after the seven day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If after the seven day cancellation period, expires a student withdraws or is terminated after the instruction begins, refunds shall be based on the total contract price for the program and shall include all fees, except the registration fee and any charges for materials, supplies or books which have been purchased by and are the property of the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the seven day cancellation period has expired and after instruction has begun, refunds will be made according to the following schedule:

Proportion of Total Program by Date of Withdrawal

Tuition Refund

Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

4. If the school closes, cancels or discontinues a program or programs, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees.
5. Students are requested, but not required, to notify the Director or designated school official if they are withdrawing from the school.
6. Refunds are based on the last date of attendance.
7. All refunds due will be paid within 60 days of the student's last day of attendance.
8. Books purchased are the property of the student and are not refundable after the seven day cancellation period.

GRADING SYSTEM

P = Passing is a score of 70% and above

I = Incomplete is any score below 70%

ACADEMIC REQUIREMENTS

To successfully complete the **Principles and Practices of Real Estate Program** a student must have achieved a minimum grade of 70 on all weekly quizzes, the midterm examination and on the final examination. The quizzes and midterm will each count toward 25% of the student's final grade, while the final exam will count toward 50% of the final grade. Students will receive written academic progress reports at the end of each quarterly grading period (at the 15, 30, 45, and 60 hour point). Additionally, students will receive an attendance progress evaluation at the end of each week. If a student does not achieve a 70% or better on any test, the student will be placed on an academic probationary period and allowed one week to retake the test and achieve a 70% or better score. Should the student achieve a 70% or better score on the previously failed test, the student will be taken off academic probation and allowed to continue the program of study. However, if the student scores below 70% upon retesting, the student will be dismissed from the program. Students who are terminated from the program for

unsatisfactory academic or attendance progress and wish to repeat the program much submit a formal letter for reinstatement to the Academy along with a viable plan to improve their academics or attendance.

ATTENDANCE

All students are expected to attend every class, be on time, and participate in the learning process. All clock hours must be made up consistent with the time and subject missed. If any student at the end of a quarterly evaluation period is not maintaining a minimum attendance rate of 90%, she/he will be placed on attendance probation through the next evaluation period. If by the end of the probation period the student is still not maintaining a minimum attendance rate of 90%, she/he will be dismissed from the program. If however by the end of the probation period the student is now maintaining a minimum attendance rate of 90% or better, she/he will be removed from probation. All missed clock hours, not to exceed 6 clock hours, must be made up during the other concurrent session. If the student cannot make up the clock hours at that time, the Saturday after the last Saturday of the program's conclusion will also be designated for make-up of any missed clock hours. Additionally, all who arrive more than 10 minutes late for class or depart more than 10 minutes early from class will not have fulfilled the hourly requirements and must reconcile the time missed. Should a student's absenteeism exceed 6 clock hours, the student will be dismissed.

GRADUATION REQUIREMENTS

In order to be graduated from the Bennett Academy of Real Estate, Principles and Practices of Real Estate program, the student must:

1. Complete all 60 clock hours of training with no more that 6 clock hours of classes made up, which is the equivalent of attending at a 90% attendance rate. Missed clock hours must be made up before a diploma will be awarded
2. Achieve a minimum grade of 70 on all weekly quizzes, the midterm examination and on the final examination, and therefore a minimum cumulative grade of 70
3. Satisfy all financial obligations to the Academy

Please note that criminal conviction may affect a student's ability to be licensed.

CLASS CANCELLATION POLICY

The administration reserves the right to cancel any class due to low enrollment or any unforeseen circumstance. In the event of a class cancellation, students will be notified prior to the start of classes, if possible, and given the option of registering for another class at no additional charge or receiving a full return of all tuition and fee payments.

STUDENT RE-ENTRANCE POLICY

Should a student be dismissed due to a failure to achieve satisfactory progress, the student has the option of a one time re-entrance into the program beginning the next available class but not later than 180 days. The student will not be required to pay a new program fee but will be required to pay a new registration fee to re-enter the program.

STUDENT RECORDS

All student records are housed in the Bennett Academy of Real Estate administrative office. All information is confidential and protected by the Privacy Act. Students will be allowed to view their records only in the presence of an office employee, and no student will be allowed to view the records of another student. No later than the end of each grading period, the Academy will record each student's daily attendance on an approved individual student permanent record and record the academic achievement on an approved individual student permanent record.

STUDENT CONDUCT AND DRUG-FREE POLICY

All students of Bennett Academy of Real Estate are expected and required to be drug free, as well as maintaining a respectful and professional conduct while attending the school. Violation of the Drug-Free policy and any other infractions that are illegal in nature on site are grounds for suspension or dismissal from the Academy. Bennett Academy of Real Estate has a no tolerance policy concerning drug use or illegal activities on school property. The work environment at Bennett Academy of Real Estate will remain "Drug Free".

ACADEMIC CALENDAR

PRINCIPLES AND PRACTICES OF REAL ESTATE

The Program will be offered in two separate part-time weekly schedules.

Weekly Option 1:

Wednesday & Friday & Saturday classes (6 weeks)

Wednesday & Friday, 6 pm to 9 pm (3 clock hours per day)

Saturday, 1 pm to 5 pm (4 clock hours per day) for a total of 10 clock hours a week and 60 clock hours for the program

Weekly Option 2:

Tuesday & Thursday & Saturday classes (6 weeks)

Tuesday & Thursday, 6 pm to 9 pm (3 clock hours per day)

Saturday, 8 am to 12 pm (4 clock hours) for a total of 10 clock hours per week and 60 clock hours for the program

Each student will select the weekly option at enrollment. Classes will be limited to 17 students per program.

2011 ACADEMIC CALENDAR

Option 1:

- Oct 23 On-site registration begins for Winter 2011 Program
- Oct 26 Winter Program Begins
- Nov 11 Veterans Day (Academy Closed)
- Nov 24 Thanksgiving Holiday (Academy Closed)
- Dec 3 Winter Program Ends

Option 2:

- Oct 15 On-site registration ends for Early Winter Program
- Oct 18 Early Winter Program Begins
- Nov 11 Veterans Day (Academy Closed)
- Nov 24 Thanksgiving Holiday (Academy Closed)
- Nov 29 Early Winter Program Ends

Bennett Academy of Real Estate will follow the inclement weather closings of Prince George's County Public Schools.

VOCATIONAL OBJECTIVES

The objective of the program is to teach the principles of the real estate business to students for pre-licensing, enabling them to sit for the Maryland Real Estate Salesperson examination. The program offered will prepare students for the activities and responsibilities in order to become a licensed real estate salesperson.

PROGRAM DESCRIPTIONS

Program Offerings for Principles and Practices of Real Estate (60 clock-hours)

1. Introduction to Real Estate
This includes an introduction to the many facets of the business of real estate, including types of real property and definition of the real estate market.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 3

2. Real Property and the Law
This will describe and educate the student concerning the characteristics of real estate; the ownership of real property, laws affecting real estate; land, real estate and real property and the differences between real property and personal property.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2

3. Concepts of Home Ownership
Class introduces the student to home ownership, housing afford ability, homeowner's insurance and Federal Flood Insurance Program.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2

4. Agency
The students will be introduced to real estate agency, the law of agency and the various types of agency relationships.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2

5. Real Estate Brokerage
This class will include the history of brokerage, real estate license laws, and real estate brokerage and anti-trust laws
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2

6. Listing Agreements and Buyer Representation
The student will learn about listing agreements and the listing process.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
7. Interests in Real Estate
This class will include the limitations on the rights of ownership; government powers; encumbrances and water rights.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
8. Forms of Real Estate Ownership
Students will learn of the different forms of ownership, trusts and the ownership of real estate by business organizations.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
9. Legal Descriptions of Real Property
The class will include describing land, methods of describing real estate, land units and measurements and preparing surveys.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
10. Real Estate Taxes and Other Liens
The class will concern liens, real estate tax liens and other liens on real property.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
11. Real Estate Contracts
The student will be introduced to contract law and the contracts used in the real estate business.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 3
12. Transfer of Title
Class will describe what a Title is, including what voluntary alienation, involuntary alienation and transfer of a deceased person's property involves.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2

13. Title Record
Students will learn of public records, proof of ownership and the Uniform Commercial Code.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 3
14. Real Estate Financing: Principles
The class will include Mortgage Law, security and debt, provisions of the Mortgage document and foreclosure.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2
15. Real Estate Financing Practices
The class introduces the students to the real estate financing market; financing techniques, and finance legislation.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 3
16. Leases
Students will be taught what leasing is in real estate, the types of Leases and Fair Housing and Civil Rights Laws.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2
17. Property Management
The class introduces the Property Manager as a Real Estate Professional. List Professional Associates, management functions and Risk Management.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2
18. Real Estate Appraisal
Students are introduced to appraising and the appraisal process.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 3
19. Land-Use Controls and Property Development
The class includes land-use controls, zoning, building codes and Certificates of Occupancy as well as regulations of land sales.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2

20. Fair Housing and Ethical Practices
Students learn of Equal Opportunity in Housing; the Fair Housing Act; Fair Housing Practices and the implications for Brokers and Salespeople. Additionally, students will be introduced to professional ethics.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2
21. Environmental Issues and the Real Estate Transaction
Students discuss environment issues. CERCLA and environmental protection and the liability of real estate professionals.
Instructor: All instructors will share responsibility for all classes.
Number of Clock-hours: 2
22. Closing the Real Estate Transaction
The class will include pre-closing procedures, RESPA requirements, preparation of closing statements and perorations.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 3
23. Real Estate Investment
Class will be made aware of investing in real estate.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 2
24. Ethics and Standards of Business Practices
Students will be introduced to the National Association of Realtor's Code of Ethics, the Maryland Association of Realtor's etiquette and professional courtesies, and discuss ethical issues such as privacy and disclosures in real estate, anti-trust in real estate, flipping and predatory lending practices, and disciplinary actions associated with ethical violations.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 3
25. Maryland Real Estate Practice and Law
Class will be made aware of the real estate laws and regulations specific to the State of Maryland under the jurisdiction of the Maryland Real Estate Commission.
Instructor: All instructors will share responsibility for all classes
Number of Clock-hours: 5

Total Number of Clock-hours of Instruction: 60 Clock-hours

PROGRAM PERFORMANCE

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of Bennett Academy of Real Estate. This includes but is not limited to information regarding the program's enrollment, completion rate and pass rate of graduates on any license examination. The Maryland Higher Education Commission may be contacted at:

The Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, Maryland 21401-3101
Telephone: 410-260-4500
Toll free: 800-974-0203
www.mhec.state.md.us

STUDENT SERVICES

Each student through the programs of study will be given preparation and information necessary to take the state licensing examinations. Bennett Academy of Real Estate does not take responsibility for guaranteeing employment at the completion of the programs and subsequent examination.

Once the student has passed the state licensing examination, if the student desires, the student will have the opportunity to interview for a real estate sales position at Exit Bennett Realty. The student is under no obligation to accept a real estate sales position at Exit Bennett Realty.

The student will also be provided with a list of at least three real estate firms in the local area, along with the addresses and phone numbers. The student can arrange an interview with the brokers or office managers of these companies or any other company of their choosing.

STUDENT GRIEVANCE PROCEDURE

All students have the right to file a grievance or appeal an Academy decision to the Secretary of Higher Education at the Maryland Higher Education Commission:

The Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, Maryland 21401-3101
Telephone: 410-260-4500
Toll free: 800-974-0203
www.mhec.state.md.us/career/pcs/gripe.asp.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to receive quality educational instruction from instructors who are licensed real estate agents in the state of Maryland. Students have the right to request any information about their own academic performance and to requirements necessary to complete the programs. The student can seek additional help from instructors outside of normal classroom hours at mutually agreeable times. Students are responsibility to be on time, attend all clock hours required, adhere to all school's policies and actively participate in the classroom activities. At Bennett Academy of Real Estate we look forward to helping our students become the best real estate professionals possible.

Welcome to our School!