



The REal School
121 Commerce Pkwy Ste 102
Garner NC 27529
TheREalSchoolNC.com

Policies & Procedure Disclosure

Date of Publication: 8/29/2023

Legal Name of Education Provider: The Real School LLC

Advertised Name of Education Provider: The REal School

Name of Education Director: Keith Bonham

Names of Full-Time Officials and Faculty: Instructor: Ronnie Thomas

Education Provider Certification

The REal School is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

Per *Commission Rule 58H .0204*, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

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

Course Offerings

The REal School conducts:

The *Broker Prelicensing Course* required to qualify to take 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; and

The annual *Continuing Education Courses* needed to maintain a real estate license on active status.

Broker Prelicensing Course

Purpose of the Course

Successful completion of the *Broker Prelicensing Course* is generally required to qualify for the North Carolina (NC) real estate license examination and to obtain a NC 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 brokers in North Carolina in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. This course may only be offered by education providers certified by the NC Real Estate Commission. At The REal School the *Broker Prelicensing Course* consists of a total of 75 instructional hours, including the 3.5 hour 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* (RELINC) which is available on the Commission's website at www.ncrec.gov. The minimum age requirement to obtain a real estate license in North Carolina is 18.

Course Description

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and 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 property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law and Commission Rules, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

End-of-Course Exam

The end-of-course exam will be administered as a written exam at Provider's classroom location on last scheduled day of course.

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. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

Missed Exams for In-Person Courses

The REal School WILL allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

The REal School WILL allow a *Broker Prelicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time(s); however all retakes must be completed within 30 days of the completion of the course at a time and date stated by the Education Provider

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Prelicensing 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%.

Tuition/Fees

\$450 (In Person only) Tuition includes the NC course material. Students will be required to purchase separately the textbook Dearborn Modern Real Estate Practice in North Carolina, 10th Edition - Real Estate Guide on Law, Regulations, and More in the State of North Carolina which can be purchased online at: <https://www.amazon.com/Dearborn-Modern-Estate-Practice-Carolina/dp/1475486529> Students may also purchase the e-version copy.

Annual Summary Report

During the July 2022 - June 2023 license year, The REal School did not offer prelicensing classes and had 0 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 0 of those students successfully passed the course, 0 of those students completed the course but did not pass the end-of-course exam, and 0 students did not complete the course.

License Examination Performance Report

During the July 2022 - June 2023 license year, The REal School had 0 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 0 of those students passed, resulting in a 0 % pass rate on the North Carolina license examination.

Broker Postlicensing Education Courses

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 General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The Postlicensing program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a postlicensing course will expire two (2) years after its completion date. 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 NC Real Estate Commission.

Course Descriptions

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales 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 a broker 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 selected real estate license status and education issues.

Post 303 - NC Law, Rules, and Legal Concepts

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

Course Materials

Each student is required to use the current edition of the NC Real Estate Manual in each postlicensing course and the Commission's License Law & Rule booklet that is a required text for postlicensing course 303. For onsite classes, The REal School recommends students taking onsite courses to have a physical printed copy of these materials. While it is possible for a student to access the online version of the North Carolina Real Estate Manual, The REal School cannot guarantee internet access or sufficient power connections for all students. The printed or online version of the NC Real Estate Manual may be purchased from the North Carolina Real Estate Commission (www.ncrec.gov).

- i. Purchase a physical copy of the NCRE Manual here: <https://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>
- ii. Purchase a subscription to the digital version of the NCRE Manual here: <https://rem.ncrec.gov/>

iii. Obtain a free PDF copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrec.gov/Pdfs/Rules/NCRECLawAndRules.pdf>

iv. Purchase a physical copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrecpubs.org/north-carolina-real-estate-law-commission>.

End-of-Course Exams

The end-of-course exam will be administered as a written exam at Provider's classroom location on last scheduled day of course for in person learning. For Synchronous and Blended Courses, exams will be administered at Provider's classroom location at a predetermined date and time within 7 days of completing the course

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. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam commences.

Missed Exams for In-Person, Synchronous, and Blended Courses

The REal School WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam 1 time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

The REal School WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time(s); however, all retakes must be completed within 30 days of the completion of the course at a time and date stated by the Education Provider

Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a *Broker 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%.

All-Inclusive Tuition/Fees

\$225 per course or \$600 3 course package (In-Person or Synchronous)

Note:

All students must have their digital or physical pocket card available for registration on the first day of class. The REal School will not knowingly enroll any student in a postlicensing course if they do not have a real estate license. It is the student's responsibility to ensure they are licensed before enrolling and paying for a postlicensing course.

Broker Continuing Education Courses

Purpose of the Continuing Education Program

The primary objective of the mandatory *Continuing Education Program* is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves real estate consumers and the public interest.

Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission in order to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must be comprised of an Update course and four credit hours of elective courses.

Course Description

2023-2024 General Update (GENUP)

- Section 1: NCREC Top Complaints
- Section 2: NCREC On Your Side FAQs
- Section 3: Challenges of a Changing Market
- Section 4: Legislative Desk: Law and Rules Updates
- Section 5: Lifestyles Desk: Licensing & Education

2023-2024 Broker-In-Charge Update (BICUP)

- Section 1: NCREC Top Complaints
- Section 2: NCREC On Your Side FAQs
- Section 3: Challenges of a Changing Market
- Section 4: Legislative Desk: Law and Rules Updates
- Section 5: Lifestyles Desk: Licensing & Education
- Section 6: Business News: BIC Policies

Course Materials

The REal School will provide each student with a copy of course materials.

Eligibility Requirements for Course Completion Certificate

Per Commission Rule 58A .1705(a):

In order to receive credit for completing an approved continuing education course, a broker shall:

- (1) attend at least 90 percent of the scheduled instructional hours for the course;
- (2) provide his or her legal name and license number to the education provider;
- (3) present his or her pocket card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.

Tuition

\$60 (In-Person or Synchronous)

Registration, Enrollment, and Conduct

Registration

To enroll in a course at The REal School Real Estate School, prospective students must register at www.therealschoolnc.com, review our Policies and Procedures, upload a copy of your pocket card, and pay your registration fee. Students who participate via synchronous distance learning will also be required to review The REal School's Distance Learning Agreement.

Synchronous Learning Requirements

All students enrolled in synchronous online courses at the REal School will be required to have access to a PC equipped with a functioning camera, speakers and microphone. Additionally, access to suitable internet connection which can establish and maintain video and audio capability through Zoom software through the duration of the course. Students will not be permitted to complete entire courses utilizing handheld personal technology such as phones, though such may be allowed on an emergency connection basis as needed throughout the administration of courses.

Technical support for Zoom can be contacted at **+1.888.799.9666**

*****Students are prohibited from accessing course while in a vehicle per NCREC rules.*****

Tuition and Fees

The REal School accepts the following forms of payment: Debit and Credit Card via online registration only at www.TheREalSchool.com

Tuition must be received prior to the start of class.

The penalty for a check returned for insufficient funds is \$25

Attendance

- Students in an in-person or synchronous distance learning Broker Prelicensing Course must attend a minimum of 80% of all scheduled instructional hours.
- Students in an in-person or synchronous distance learning Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours.
- Students in an in-person or synchronous distance learning Broker Continuing Education Course must attend a minimum of 90% of all scheduled instructional hours
- Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.
- Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.

Course Cancellation or Rescheduling / Refunds

The REal School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 7-day notice of the cancellation or revised course schedule. If a course is cancelled or rescheduled, students will have the following options: Refund or exchange

Withdrawals and Transfers / Refunds

A student may transfer from an in-person or synchronous CE course within the same “CE Season” (July 1-June 30) by giving 10 day written notice to the Education Provider prior to the start of the course. In such event, the student will have the option if the class is NOT sold out to incur a \$25 transfer fee paid prior to making the transfer and prior to the start of the class transferring from. There are no class transfers, withdrawals, or refunds of asynchronous classes. No transfers, withdrawals, or refunds for any sold-out class. A refund will be granted by giving a 30-day written notice prior to the start of class provided class isn’t sold out. There are no refunds on any of our tutoring or coaching sessions. If a student is unable to make a scheduled tutoring or coaching session, we may reschedule one time within 30 days from the original appointment date provide a minimum of 48 hour notice was provided in advance.

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course will not be entitled to a refund of any portion of paid Tuition.

Student Conduct

Students are expected to conduct themselves in a professional manner. Students not adhering to this policy may be dismissed from the course by the Director or Instructor and will not be entitled to a refund. *Examples may include sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, etc.*

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 or makeup policies, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

Special Accommodations Request Procedure

The REal School complies with the Americans with Disabilities Act (ADA) 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 the educational director at least 7 days prior to the beginning date of the course.

Inclement Weather

In the event of inclement weather or a local or national emergency, you will receive updates to delays and/or cancellations.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider’s website www.TheRealSchoolNC.com and are also available upon request.

Use of Technology in the Classroom

The REal School is not responsible for lost or stolen electronic devices.

The REal School DOES provide wireless Internet access.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

The REal School DOES allow the use of laptops, tablets, and similar devices in the classroom.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line 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, they will receive 1 warning before being dismissed from the class without a refund.
- 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 they will receive 1 warning before being dismissed from the class without a refund.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

Visitors

Classroom courses at The REal School are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that The REal School will abide by the policies herein.

*Keith Bonham
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of The REal School Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student