

Southport Real Estate Academy  
1530 East Black Squirrel Lane SE  
Bolivia, NC 28422  
910-721-0395  
[admin@SPREAcademy.com](mailto:admin@SPREAcademy.com)  
[www.SPREAcademy.com](http://www.SPREAcademy.com)

## **Policies & Procedure Disclosure**

Date of Publication: 9-29-2023

**Legal Name of Education Provider: Gabriela Clontz Corp**

**Advertised Name of Education Provider: Southport Real Estate Academy**

*NOTE: This may differ from the Legal Name only if the Education Provider has registered an assumed or trade name with the NC Secretary of State.*

**Name of Education Director: Anna Gabriela Huffman**

**Names of Full-Time Officials and Faculty: Anna Gabriela Huffman**

### **Instructors:**

Gabriela Huffman: Instructor #1675

Brittani Metts: Instructor # 2441

Theresa Lobdell: Instructor #1698

Melissa McGhee: Instructor #2597

Jackie Headley: Instructor #2562

### **Education Provider Certification**

**Southport Real Estate Academy** 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 (School), 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.**

# **Southport Real Estate Academy**

## **Our Vision**

Southport Real Estate Academy has a saying, “We teach real estate the right way, with no brokers left behind.” Our students walk away ahead of the rest!

## **Mission Statement**

Southport Real Estate Academy is passionate about real estate. We educate and train the people of our community to assist our family, friends and neighbors with their most important purchase, a place to call home! We believe success starts with preparation. SPREA produces agents that are to be assets not only to their firms but also to their communities. Our continuing education programs provide growth with our custom tools, tips, and industry techniques! Our instructors ARE practicing agents who will keep you informed with “local” market changes, using ‘real world’ applications and modern education resource materials. We aim to keep our student’s expertise sharpened by listening not lecturing! We love what we do, and our goal is to be a beacon of ‘hands on’ education and a reliable source of reference for the entire real estate community here in southeastern North Carolina.

## Available Courses

**Southport Real Estate Academy** provides:

- The **Broker Pre-Licensing Course**: required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina
- The **Post-Licensing Education Program** required for a provisional broker to remove the provisional status of such license
- The annual **Continuing Education** courses required to maintain a real estate license on active status.

### Broker Pre-Licensing Course

#### Course Overview

Successful completion of the **Broker Pre-Licensing 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 Southport Real Estate Academy, the **Broker Pre-Licensing Course** consists of a total of 75 instructional hours, including the end-of-course examination.

After passing the **Pre-Licensing 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](http://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 Pre-Licensing 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.*

#### School's End of Course Exam(s)

The end-of-course exam will be administered online with a proctor on the last day of the course class. An exam proctor will be provided to the students. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

#### Attendance Policy

**NC Real Estate Commission** requires an 80% attendance participation for Synchronous Courses and 100% attendance participation for Asynchronous Courses. There are no exceptions to these state requirements and are non-negotiable.

#### Missed Exams

**Southport Real Estate Academy** WILL allow a **Broker Pre-Licensing 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**

**Southport Real Estate Academy** WILL allow a **Broker Pre-Licensing Course** student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time; all re-takes must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

### **Returning Pre-Licensing Student Discount**

Students that do not successfully pass either of the end of course **Pre-Licensing Exams** will be allowed to re-take the entire 75 hours of the **Broker Pre-Licensing Course** at a discounted tuition cost of \$280. Discounted tuition does NOT include the cost of a textbook or a new subscription to the North Carolina QBank.

### **Eligibility Requirements for Course Completion Certificate**

Course completion certificates are valid for three years. To successfully complete the **Broker Pre-Licensing 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
- c) Pass the end-of-course exam with a minimum score of 75%.

### **All-Inclusive Tuition/Fees**

Tuition for the **Synchronous** and **Asynchronous Broker Pre-Licensing Course** is \$399, which includes a hard copy textbook and a six month subscription to the North Carolina QBank. Hard copy textbooks will be mailed to the student's provided mailing address. Tuition must be paid in full upon registration. Acceptable payment methods: Cash, Check, Debit Card, Credit Card. Students with dishonorable or returned payments will be penalized \$35.00.

### **Course Format**

Southport Real Estate Academy will offer two learning formats for **Broker Pre-Licensing Course**:

- Synchronous distance learning meaning the instructor and students are separated only by distance and not time, allowing for real-time monitoring of student participation
- Asynchronous Distance education meaning instruction is accomplished through the use of media whereby teacher and student are separated by distance and time.

### **Annual Summary Report**

<https://spreacademy.com/performance-record>

### **License Examination Performance Report**

<https://spreacademy.com/performance-record>

# **Broker Post-Licensing Education Courses**

## **Purpose of the Post-Licensing Program**

The primary objective of **Post-Licensing Education Program** is to provide instruction at a level beyond that provided in the **Broker Pre-Licensing 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 post-licensing 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 **Post-Licensing Education 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 **Post-Licensing 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 Format**

Southport Real Estate Academy will offer two learning formats for **Post-Licensing Education Program**:

- Synchronous distance learning meaning the instructor and students are separated only by distance and not time, allowing for real-time monitoring of student participation
- Asynchronous Distance education meaning instruction is accomplished through the use of media whereby teacher and student are separated by distance and time.

## **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 and have immediate access to the current editions of the NC Real Estate Manual and North Carolina License Law and Commission Rules booklet during each **Post-Licensing Education Course** session. **Southport Real Estate Academy** DOES allow a student to use the online versions of the NC Real Estate Manual and NC License Law & Commission Rules booklet during classes.

## Attendance Policy

**NC Real Estate Commission** requires an 90% attendance participation for **Synchronous Broker Post-Licensing Education Courses** and 100% attendance participation for **Asynchronous Broker Post-Licensing Courses**. There are no exceptions to these state requirements and are non-negotiable.

### End-of-Course Exams

End-of-course exams for **Synchronous Broker Post-Licensing Education Course** will be administered online with a proctor on the last day of the course class. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

End-of-course exams for **Asynchronous Broker Post-Licensing Courses** will be administered online with a proctor through the asynchronous course provider. The provided proctor has already been paid for through Southport Real Estate Academy and will not be charged to the student. Course completion, including passing the end-of-course exam, must be completed within 180 days of course registration. There are no exceptions or extensions allowed. Students must allow time to schedule their end-of-course exam. Proctor times for scheduling an end-of-course exam are first come, first serve.

- 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 75 %.

### Missed Exams

**Southport Real Estate Academy** WILL allow a **Synchronous Broker Post-Licensing Education 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. **Asynchronous Broker Post-Licensing Course** student who misses their scheduled exam time, no-shows, or fails to cancel within 48 hours of their scheduled appointment, will be required to register through Customer Support, 1-888-213-5124, and will be charged a \$25 fee.

### Failed Exams

**Southport Real Estate Academy** WILL allow a **Broker Post-Licensing Education Course** student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time. All **Synchronous Post-Licensing** students must retake within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

All **Asynchronous Post-Licensing** students must retake within 180 days of course registration. There are no exceptions or extensions allowed. Students must allow time to schedule their end-of-course exam. Proctor times for scheduling an end-of-course exam are first come, first serve.

**Returning Post-Licensing Student Discount** Students that do not successfully pass either of the end of course Post-Licensing Exams or their course has timed out, a returning student will be allowed to re-take the entire 30 hours of the Broker Post-Licensing Course at a discounted tuition cost of \$145. Discounted tuition does NOT include the cost of a textbook.

### Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a **Broker Post-Licensing Education 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 75%

### All-Inclusive Tuition/Fees

Tuition for **Asynchronous Post-Licensing Education Course** is \$185. Tuition is due and payable in full before but no later than the first day of class. Cost of course does not include a textbook. Student must use the current NC Real Estate Manual for the Post-Licensing classes. Students may purchase a hard copy textbook or digital copy directly from the North Carolina Real Estate Commission [www.NCREC.gov](http://www.NCREC.gov)  
Acceptable payment methods: Cash, Check, Debit Card, Credit Card. Students with dishonorable or returned payments will be penalized \$35.00.

## **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 Format**

Southport Real Estate Academy will offer two learning formats for **Continuing Education Programs**:

- In-Person learning meaning the instructional method occurs in real time between the instructor and students
- Synchronous distance learning meaning the instructor and students are separated only by distance and not time, allowing for real-time monitoring of student participation
- Distance education meaning instruction is accomplished through the use of media whereby teacher and student are separated by distance and time.

### **Course Description(s)**

#### **2023-2024 General Update (GENUP): Synchronous Course #5924; In-Person Course # 9924**

The *2023-2024 General Update (GENUP) Course* is a four (4) hour course that must be completed by all provisional and non-provisional brokers who are not brokers-in-charge and/or do not have *BIC-Eligible* status and who wish to renew their licenses on active status on July 1, 2023, for the 2023-2024 license year. Refer to Commission Rules 58A .1702 and 58A .1703 for a full explanation of brokers' annual continuing education requirements and continuing education required for license activation. This four (4) hour course Law and Rules Updates, will include 210 minutes of classroom instruction and 30 minutes of breaks. Topics: Material Facts, Dual Agency, and Licensing and Education. This course format is available In-Person and Synchronous distance learning.

#### **2023-2024 Broker-in-Charge Update (BICUP): Synchronous Course # 5824; In-Person Course # 8824**

The 2023-2024 Broker-in-Charge Update (BICUP) Course is a four (4) hour course that must be completed by all brokers-in-charge and brokers who have BIC-Eligible status and who wish to renew their licenses on active status on July 1, 2023, for the 2023-2024 license year.

Brokers-in-charge and brokers with BIC-Eligible status must take the BICUP course each year to satisfy the Update course requirement and to maintain BIC-Eligible status, as prescribed by Commission Rules 58A .1702. and 58A .0110. This four (4) hour course will include 210 minutes of classroom instruction and 30 minutes of breaks. Topics: Material Facts, Dual Agency, BIC Responsibilities, and Licensing and Education. This course format is available In-Person and Synchronous distance learning.

#### **Elective: Everyday Ethics in Real Estate: Synchronous Course #3724**

2nd Edition Update | Doris Barrell, GRI, DREI

This is a four (4) hour course. The fifth in a series of ethics courses, this title provides the latest information from the Code of Ethics and Standards of Practice of the National Association of REALTORS® (NAR). Students will gain greater insight into the responsibilities and duties required of REALTORS® and recommended sanctions for violations of the Code. This title meets NAR's requirements for new members to complete ethics training and continuing members to complete biennial ethics training. CONTENTS: Ethics in Today's World • Ethics and the Real Estate Professional • National Association of REALTORS® Code of Ethics • Enforcement of the NAR Code of Ethics • Ethical Challenges Today • Appendix A: Code of Ethics and Standards of Practice of the National Association of REALTORS® • Answer Key • Glossary. This course format is Synchronous distance learning.

### **Elective: Everyday Ethics in Real Estate: Online Video Course #3300**

Version 2.1

This six (6) hour, online course is part of a series of ethics courses and reflects the latest information from the *Code of Ethics and Standards of Practice of the National Association of REALTORS® (NAR)*. This title meets NAR's ethics training requirement for new and continuing members. It features rules to apply when determining an ethical decision and offers an in-depth discussion of the National Association of REALTORS® (NAR)'s Code of Ethics, articles of the Code and Standards of Practice, plus enforcement of the Code of Ethics. Your students will gain greater insight into the responsibilities and duties required of REALTORS® and recommended sanctions for violations of the Code. CONTENTS: Ethics in Today's World • Ethics and the Real Estate Professional • National Association of REALTORS® Code of Ethics • Enforcement of the NAR Code of Ethics • Ethical Challenges Today • Final Exam. This course format is distance education.

### **Elective: Foreclosures, Short Sales, and REOs: Online Video Course (Asynchronous) #2983**

Version 3.0 | Ted Highland with Sandy Williams, DREI, Contributing Editor

This is a four (4) hour course. With the number of homes going into foreclosure and short sales today reaching unprecedented highs, it is increasingly important for licensees to stay current on these topics so as to remain competitive and successful in the market. This continuing education title discusses four hot topics in today's market: foreclosures, short sales, REOs, and auctions. Focusing on the legal ramifications of these topics, this title also reviews ways that agents can successfully market these properties. Each chapter contains vocabulary words and learning objectives, as well as end-of-chapter quizzes to emphasize key concepts. CONTENTS: Explain the foreclosure process and be able to discuss how foreclosure procedures vary from state to state • List seven potential alternatives to foreclosure. • Analyze a property to determine its potential for a short sale and determine a seller's financial status to qualify for a short sale. • Discuss the derogatory credit ramifications of short sales and foreclosures. • Explain the short sale process to clients and demonstrate how to effectively work with lenders when dealing with a short sale. • Use the MLS effectively to market short sale properties and indicate how to show a short sale listing • Identify and explain lender approval issues, including time frame, which is inherent in short sale transactions. • Describe the special contractual issues involved in short sale transactions, including buyer deposits, seller credit ramifications, responding to lender approval with a counteroffer, and material changes to the purchase agreement • Develop strategies to overcome the time issues involved in lender approval of short sales. • Explain what is included in the lender short sale submission package and how to submit it in order to gain approval • Determine how to arrive at a realistic value opinion on a short sale property and discuss what a borrower must emphasize in the cover and hardship letter. • Recognize and alert the borrower to the consequences of mortgage fraud • Indicate what becoming involved in the REO business means for a licensee • Explain the significance of a master listing agreement and identify the additional listing, sales, marketing, property management, accountability, and licensee liability issues involved in REO listings • Demonstrate the proper way to do a "cash for keys" transaction and recognize the liability issues in a trash out • Demonstrate how to write an effective offer on an REO listing • Explain how to get an approval/counteroffer from an asset manager and analyze a nonstandard purchase agreement form. • Comply with the agency disclosure requirements of the law in REO transactions, including the potentially limited disclosure of physical deficiencies in REO sales. • Final Exam for distance education course

### **Elective: The Contract Maze: In-person course #2430. Synchronous course # 3633**

This is a four (4) hour course designed to provide a risk management tools for brokers to better understand the potential perils of contract law, and to "learn from the mistakes of others." CONTENTS: Legal concepts, the offer, the counteroffer, acceptance of an offer and counteroffers, multiple offers, back-up offers and backup contract, and miscellaneous issues.

### **Elective: What Would Your Mama Say REALTOR Ethics: In-person course # 3524. Synchronous course # 3819**

This is a four (4) hour course designed to address the REALTOR Code of Ethics, with emphasis on the 88-Standards of Practice as found in the 17-Articles, followed by case studies based upon real-world situations. CONTENTS: Honesty Test, General News Articles regarding Ethics and Ethical Behavior, History and Origins of the Code of Ethics, Pathways to Professionalism, Summation of each Article, Disciplinary Measures for Violations & Alternative Dispute Resolutions, REALTOR Code of Ethics, Assurance of Public Service and year of amendments, Composition of the Code, Preamble, Duties to Clients and Customers: Articles 1 to 9, Duties to the Public: Articles 10 to 14, Duties to REALTORS®: Articles 15 to 17, General Case Studies.



**Elective: Re-purposing Property: Friend, Foe, or the American Dream? Online Video Course**

**(Asynchronous) course # 3599**Version 1.0

What does it mean to re-purpose property, and how does it apply to today's real estate market? This course presents many opportunities currently untapped for buyers, sellers, and Licensees, including strategies for bringing people together to make these projects possible. Students will learn tips for obtaining community support that can result in successful projects that benefit entire neighborhoods. The text-plus-video format and a series of case studies will engage students and inspire them to seek opportunities in re-purposing properties. Contents: The supersizing of homes in the US • Crowdfunding • putting foreclosed properties back to use • urban re-purposing trends • re-purposing suburbia • rural re-purposing • final exam

**Elective: Buyer Representation in RE. Online Video Course**

**(Asynchronous) course # 3292**

How Buyer agency came to be. The benefits of Buyer Agency representation. How agency is created, how to receive informed consent, how to terminate, and the duties of a Buyer's Agent. Final exam

**Elective: Liars, Cheaters, & Thieves: Averting Client Catastrophe. Online Video Course**

**(Asynchronous) course # 3510**

Be able to recognize fraud, negligence, breach of contract, misleading statement, and the ramifications that can follow. Final exam

**Elective: Twenty Cost-Effective Home Improvements Online Video Course**

**(Asynchronous) course # 1845**

Discover the most valuable improvements homeowners can make to increase the value of their homes. Using the latest national data to conclude about cost & value. Final exam

**Elective: Water: How it affects Property Online Video Course**

**(Asynchronous) course # 3903**

This course covers issues such as storm water run-off, ponds, wetlands and streams, safe drinking water from private & municipal well sources, who owns water assets, and who is responsible for associated costs. Final exam

**Elective: Introduction to Commercial Real Estate Sales Video Course**

**(Asynchronous) course # 2489**

Learn the different categories of commercial property, financial elements involved in real estate investments, and developing a marketing plan. Final exam

**Elective: The Tiny House: Is it a Phase or Craze? Video Course**

**(Asynchronous) course # 1910**

Origin of the tiny house, Basic structural elements & construction standards, Financing and valuing a tiny house, tiny house communities. Final exam

**Elective: Property Management & Managing Risk Video Course**

**(Asynchronous) course # 1024**

"Liability Alerts" that offer suggestions for avoiding liability from both owners and tenants, as well as case studies. How to comply with regulations and avoid liability. Final exam

**End-of-Course Completion**

All Asynchronous Continuing Education Courses, per Commission Rule 58H .0404, must be completed within 30 days of course registration. If an Asynchronous Continuing Education student registers in the month of June, that course must be completed no later than 11:59pm on June 10th. There are no exceptions or extensions allowed. Education providers are not allowed to offer, conduct, or allow a student to complete any continuing education course between June 11 and June 30, inclusive.

### Course Materials

**Southport Real Estate Academy** 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
- (4) Personally, perform all work required to complete the course.

### Tuition

**Update** and **Elective** courses are priced at \$60 each. Tuition includes digital copy of the course book which will be emailed to the student's email address prior to the start of the class.

## Registration, Enrollment, and Conduct

### Registration

To enroll in a course at **Southport Real Estate Academy**, prospective students must visit [www.SPREAcademy.com](http://www.SPREAcademy.com) Student's will receive an email confirmation with instructions for receiving course materials and course information. Students to provide their legal name as registered with the North Carolina Real Estate Commission and license number. Students to provide a copy of their pocket card.

### Tuition and Fees

**Southport Real Estate Academy** accepts the following forms of payment: Cash, Check, Debit Card, Credit Card. Tuition must be received by: Before but no later than the first day of class.

The penalty for a check returned for insufficient funds is: \$35.

### Attendance

- Students in **Synchronous** distance learning learning **Broker Pre-Licensing Course** must attend a minimum of 80% of all scheduled instructional hours.
- Students in **Synchronous** distance learning **Broker Post-Licensing Education Course** must attend a minimum of 90% of all scheduled instructional hours.
- Students in **Asynchronous** distance learning **Broker Post-Licensing Education Course** must attend a minimum of 100% of all scheduled instructional hours.
- Students in a **Synchronous** distance learning and **Asynchronous CE Course** must attend a minimum of 90% of all scheduled instructional hours.
- Early departures from **CE Courses** delivered via **Synchronous** distance learning and **In-Person Update Courses** 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 **Synchronous** distance learning courses. All time missed will be recorded for each student. **Synchronous** students must be in a "class-room" like setting. No credit will be given to **Synchronous** students who are mobile, not in a stationary location, or those attending other appointments such as home inspections.

## **Course Cancellation, Rescheduling, Withdrawals and Transfers, Refunds**

**Southport 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 tuition to another class.

### In-Person and Synchronous Continuing Education Courses:

Should student fail to show up for class or arrive(s) too late/ leave(s) too early therefore violating the attendance policy, there is No refund and no Course Credit. Students that wish to terminate an In-Person or Synchronous Continuing Education Courses must provide Southport Real Estate Academy a written notice of termination 24 hours before the course start date to receive a full refund of the course.

### Teacher-Led Online/Zoom Pre-Licensing Courses:

A student who wishes to terminate their enrollment in the Teacher-Led Online/Zoom course format must provide Southport Real Estate Academy with a written notice of termination no later than the third (3) day of class to admin@SPREAcademy.com.

### All Self-Paced/On Demand Courses:

A student who wishes to terminate their enrollment in the Self-Paced/On Demand course format must provide Southport Real Estate Academy with a written notice of termination no later than thirty (30) days within the course purchase to admin@SPREAcademy.com. It does not matter if the student never started the course or only spent a few hours within the course. Students have thirty (30) days to provide a written notice to Southport Real Estate Academy to terminate.

### Refund options for Synchronous and Asynchronous Pre-Licensing Courses and Post-Licensing Courses:

1. Refund of the course tuition of \$399 and student must return all provided course materials (unmarked). A refund will only be applied once the course materials have been received by Southport Real Estate Academy. Mailing costs is at the expense of the student.
2. Refund of the course tuition minus the cost of the provided materials should the student not be able to return course materials or has already marked up the course material books. Refund amount \$351.69
3. Apply tuition to another course.

### Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgement of the instructor or staff, reflect negatively on **Southport Real Estate Academy**. Examples of unacceptable student conduct that would result in dismissal includes sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, side conversations during class time, aggressive attitude towards a student or the instructor, or constant interruption that disrupts the class.

### Requirements for Synchronous and Asynchronous/Distance Learning (Online) Courses:

- Computer, Laptop, or Tablet devices allowed. Use of phones prohibited.
- Broadband Internet Access (preferable wired)
- Webcam and Microphone (not required for Asynchronous Continuing Education)
- A strong consistent internet connection to stream audio and video in both directions
- Keyboard

“\*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 from logging in to a Synchronous Course from a phone. A Synchronous Course must be taken in a quiet environment in a home or office setting. Student cannot drive while attending Synchronous Course. Students must stay engaged during the Synchronous Course by replying to all prompts and questions to receive course credit. Student must stay logged into the Synchronous Course the entire time.

### **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**

**Southport Real Estate Academy** 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 be listed on the Certification Page of this Bulletin.

### **Inclement Weather**

In the event of inclement weather or a local or national emergency, students will receive an email, call and text (if applicable) to receive information on rescheduling missed class time.

### **Course Schedules**

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider’s website [www.SPREAcademy.com](http://www.SPREAcademy.com) and are also available upon request.

### **Use of Technology in the Classroom**

**Southport Real Estate Academy** is not responsible for lost or stolen electronic devices.

**Southport Real Estate Academy** DOES provide wireless Internet access for in-classroom course.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service. **Southport Real Estate Academy** 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, will be asked to stop. If student continues to violate student conduct, student will be asked to leave the classroom and not receive course credit or refund of any monies paid.
- 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 will be asked to leave the classroom and not receive course credit or refund of any monies paid.
- 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/Guests**

Classroom courses at **Southport Real Estate Academy** 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 Southport Real Estate Academy will abide by the policies herein.*

**Southport Real Estate Academy  
CERTIFICATION and COURSE CONTRACT**

This agreement between the Southport Real Estate Academy (hereinafter "SCHOOL") and \_\_\_\_\_ (hereinafter "STUDENT"), is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and constitutes the complete agreement of the parties.

SCHOOL agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission. Check only one:

- \_\_\_\_\_ **Broker Pre-Licensing Course** (75 instructional hours) \$399
- \_\_\_\_\_ **Broker Pre-Licensing Course** Returning Student Discount (75 instructional hours) \$280
- \_\_\_\_\_ **Elective** (4-6 instructional hours) \$60
- \_\_\_\_\_ **GENUP** (4 instructional hours) \$60
- \_\_\_\_\_ **BICUP** (4 instructional hours) \$60
- \_\_\_\_\_ **#301 - Asynchronous (Self-Paced)Broker Relationships and Responsibilities (BRR)** (30 instructional hours)\$185
- \_\_\_\_\_ **#302 - Asynchronous (Self-Paced)Contracts and Closing (C&C)** (30 instructional hours) \$185
- \_\_\_\_\_ **#303 - Asynchronous (Self-Paced)NC Law, Rules, and Legal Concepts (LRLC)** (30 instructional hours) \$185

1. Course schedule(s) is/are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days / Times)</u>
<b>Pre-licensing</b>	_____	_____	_____
<b>Elective</b>	_____	_____	_____
<b>GENUP</b>	_____	_____	_____
<b>BICUP</b>	_____	_____	_____
<b>BRR</b>	_____	_____	_____
<b>C&amp;C</b>	_____	_____	_____
<b>LRLC</b>	_____	_____	_____

- 2. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$ \_\_\_\_\_, such tuition to be paid as follows: \_\_\_\_\_
- 3. Special Accommodations Provided [if any]: \_\_\_\_\_
- 4. By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Policies & Procedure Disclosure to STUDENT and STUDENT acknowledges receipt of such Policies & Procedure Disclosure.

**CERTIFICATION OF RECEIPT**

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

\_\_\_\_\_  
*Signature Full Legal Name of Prospective Student*

Anna Gabriela Huffman  
Signature of Education Director

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Real Estate License # or Last 4 digits SS#

\_\_\_\_\_  
Emergency Contact