



Triangle Real Estate School

5600 Woodard Ln.

Raleigh, NC 27606

919-233-9700

www.TriangleRealEstateSchool.com

Policies & Procedure Disclosure

Date of Publication: July 1, 2025

Legal Name of Education Provider: Triangle Homes Realty, LLC

Name of Education Director: R. Edna Sexton

Names of Full-Time Officials and Faculty: R. Edna Sexton

Education Provider Certification

Triangle Real Estate School (TRES) 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.

Broker Continuing Education Program

Triangle Real Estate School conducts the annual **Continuing Education** courses needed to maintain a real estate license on active status.

Course Description(s)

2025-2026 General Update (GenUp): This is the mandatory update course for real estate brokers who are NOT Brokers-in-Charge (BICs) or BIC-eligible.

2025-2026 Broker-in-Charge Update (BICUp): This mandatory update course is ONLY for Brokers-in-Charge (BICs) or those who are BIC-eligible.

Elective Course(s): TBD

Course Materials

Triangle Real Estate School will provide each student with a copy of course materials prior to the start of class in the email containing the Zoom link.

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

Tuition and Fees

Triangle Real Estate School accepts the following forms of payment: Credit Card or Debit Card.

Tuition must be received by: Prior to the start of class.

Update Course(s): **\$55**

Elective Course(s): **\$55**

General Information

Registration

To enroll in a course at Triangle Real Estate School, prospective students must enroll via the Triangle Real Estate School website: TriangleRealEstateSchool.com (or TriangleRESchool.com).

Students will be expected to:

- Display their pocket card showing their name and real estate license number.
- Attend the synchronous course via computer or tablet, not by cell phone, unless given permission by TRES staff.
- Have their video camera ON during the instruction portions of the course.
- Be in a stationary location.
- Be in a location with a strong internet connection.

Attendance

To receive credit for the course, students must attend at least **90%** of the course. Student class time is monitored via the manual initial check-in and all post-break check-ins. Additionally, Attendance metrics will be captured by Zoom and analyzed by Triangle Real Estate School staff.

Early departures from CE courses are prohibited by Rule 38A.1705.

Course Cancellation or Rescheduling / Refunds

Triangle Real Estate 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 of **24 hours'** notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: **Reschedule or receive a full refund.**

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such event, the student will have the following options: **Reschedule or receive a full refund.**

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

Student Conduct

Throughout the class, students will be expected to actively participate in various ways including but not limited to:

- Answering poll questions when presented
- Participating in breakout rooms for small-group activities
- Using the chat function when requested to comment or respond to questions posed by the instructor.
- Students may send a private message to the moderator but should refrain from sending private chats to the instructor.

This participation will be monitored by TRES staff.

Failure to adhere to the class requirements could result in ejection from the class. If a student is ejected from the class for failing to meet the attendance, participation, equipment, or environmental requirements, the student may reschedule the course. If they opt not to reschedule, they will not receive a refund.

Special Accommodations Request Procedure

Triangle Real Estate 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 accommodation must notify Triangle Real Estate School **at least 1 week prior to the scheduled course date**.

Inclement Weather

In the event of inclement weather or a local or national emergency, Triangle Real Estate School will communicate by updating the TriangleRealEstateSchool.com website, and via the student's email of record.

Course Schedules

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

CERTIFICATION OF TRUTH AND ACCURACY

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

R. Edna Sexton

Education Director

CERTIFICATION OF RECEIPT

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

Full Legal Name of Prospective Student