SRP School of Real Estate

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**Policies & Procedure Disclosure**

**Date of Publication: \_\_\_April 20, 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Legal Name of Education Provider: \_\_\_Flowers Ministries Inc.\_\_\_\_\_\_\_\_\_\_**

**Advertised Name of Education Provider: \_SRP School of Real Estate\_\_\_\_\_\_\_\_\_\_**

*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: \_\_\_\_\_\_\_Elizabeth A. Mosley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Full-Time Officials and Faculty: \_\_Elizabeth A. Mosley\_\_\_\_\_\_\_\_\_\_**

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**Education Provider Certification**

[SRP School of Real Estate ] 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**

[SRP School of Real Estate] conducts:

X 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

X the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such

license; and

**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 [SRP School of Real Estate], the *Broker Prelicensing Course* consists of a total of **\_\_75\_\_\_\_** instructional hours, including the 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](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 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: Written exam will be administered on the last day of class at the provider’s classroom location, 128 S. Tryon Street, Floor 21, Charlotte, NC 28204.

*NOTE: Education Provider should include when, where, and how the course exam(s) will be administered (e.g., written exam at Provider’s classroom location on last scheduled day of course; at stated physical location within “****x”*** *days after last day of online instruction).*

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**

[SRP School of Real Estate] 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 \_\_5\_\_ days of the last scheduled day of the course at a time and date stated by the Education Provider.

**Failed Exams**

[SRP School of Real Estate] 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 \_\_2\_\_ time(s); however all retakes must be within \_10\_\_\_ days of the last scheduled day 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 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 \_\_80\_\_%.

**All-Inclusive Tuition/Fees**

**Annual Summary Report**

During the July 2019 – June 2020 license year, [SRP School of Real Estate 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 2019 – June 2020 license year, [SRP School of Real Estate 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 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 *Postlicensing* course session.

[SRP School of Real Estate DOES allow a student to use the online versions of the *NC Real Estate Manual* and *NC License Law & Commission Rules* booklet during classes.

**End-of-Course Exams**

End-of-course exams will be administered by *written exam at SRP School of Real Estate 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 commences.

**Missed Exams**

[SRP School of Real Estate] WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within \_\_5\_\_ days of the last scheduled day of the course at a time and date stated by the Education Provider.

**Failed Exams**

 SRP School of Real Estate] 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 within \_5\_\_\_ days of the last scheduled day 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 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 \_80\_%.

**All-Inclusive Tuition/Fees**

**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 Materials**

[SRP School of Real Estate 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**

**Registration, Enrollment, and Conduct**

**Registration**

To enroll in a course at [SRP School of Real Estate], prospective students must \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(e.g., requirement for provisional broker license or license on inactive or expired status to enroll in Postlicensing courses; presentation of pocket card for a CE or Postlicensing course; specific hardware, software, or webcam requirements for online course sessions; etc.).*

**Tuition and Fees**

[SRP School of Real Estate] accepts the following forms of payment: cash, credit, check, online payments

Tuition must be received by: \_5 days prior to first day of class. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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The penalty for a check returned for insufficient funds is: \_\_\_\_\_\_\_\_$25.00\_\_\_\_\_\_\_\_\_\_\_\_.

**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.*
* *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**

[SRP School of Real Estate] 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\_\_ [hours] notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: to *transfer to a later or different course or receive a refund if another course is not being offered;).*

**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: \_ to *transfer to a later or different course or receive a refund if another course is not being offered;).*

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

**Student Conduct**

Students are expected to\_not be *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, will not receive a refund and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

**Special Accommodations Request Procedure**

[SRP School of Real Estate 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 school immediately.

**Inclement Weather**

In the event of inclement weather or a local or national emergency, contact the school immediately.

**Course Schedules**

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

**Use of Technology in the Classroom**

[SRP School of Real Estate] is not responsible for lost or stolen electronic devices.

[SRP School of Real Estate DOES or DOES NOT provide wireless Internet access.

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

[SRP School of Real Estate] 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, student will be asked to leave class for the day and will not receive credit.

* If the wireless Internet access is disrupted during a course, [SRP School of Real Estate] will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* must be returned at the end of the session. A student who fails to return a loaned *NC Real Estate Manual* textbook will be charged the retail price of the book.
* 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 class for the day and will not receive credit.
* 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 [SRP School of Real Estate 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 [SRP School of Real Estate] will abide by the policies herein.

[Elizabeth Mosley

Education Director

### CERTIFICATION OF RECEIPT

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Prospective Student] Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Legal Name of Prospective Student