

Apex Real Estate School  
Next Generation Learning, LLC Catalog  
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**Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board**

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## Introduction

Apex Real Estate School (hereinafter referred to as the School) offers the finest technology and coursework for real estate training and is staffed with qualified, approved instructors. It is found online at [www.apexreschool.com](http://www.apexreschool.com). The mailing address for the school is 1575 Dover St., Broomfield, CO 80020

The School is owned by Next Generation Learning, LLC. The Director of the school is C. Vann Hilty. Mr. Hilty is a REALTOR® Emeritus who has previously opened and operated a real estate school in Colorado and has more than 25 years of experience teaching real estate in Colorado.

While the School works hard to recommend students the correct program to meet their needs, all students should check with the Colorado Real Estate Commission, Division of Real Estate to confirm that the program/course selected will satisfy the initial or renewal licensing or certification necessary to meet the goals of the student.

## Educational Services

### Programs/Courses Offered

Instruction in the following programs shall be offered via Online Distance Education. These programs are available online year-round, including holidays. Instructional support is available on regular business days. Students' terms of enrollment may start on any day and end at the completion of their selected course or program.

#### Certificate Programs:

Real Estate Pre-Licensing, 168 Hours

Occupational Objective: The graduate will be eligible to sit for the state licensing examination

This course is designed to provide you with the 168 hours of instruction required to be eligible for a Colorado real estate broker's license. This course prepares you for the Colorado state licensing exam as well as providing the practical business knowledge and foundation necessary to be a successful real estate salesperson in Colorado.

Colorado Real Estate Licensing Program for Out-of-State Licensees,

Occupational Objective: The graduate will be eligible to sit for the state licensing examination.

This program provides the required education for licensees who have held a real estate license in another state for less than 2 years and wish to obtain a Colorado license. The Colorado Real Estate Commission requires students to complete at least 120 hours of the 168 hour pre-licensing program. Both the national and state portions of the Colorado Real Estate Broker's Exam administered by PSI must also be passed. All students receive Law & Practice free to use as an exam refresher.

### Colorado Real Estate License Recovery Program, 72 Hours

Occupational Objective: The graduate will be eligible to sit for the state licensing examination.

This program provides the 72 hours of education required to reinstate an expired Colorado Broker license. Both the national and state portions of the Colorado Real Estate Broker's Exam administered by PSI must also be passed. This program can also be used for expired Broker licenses from other states wishing to obtain a Colorado Broker license.

### Colorado Attorney Real Estate Education Program, 12 Hours

Occupational Objective: Attorneys completing this course will be eligible to sit for the state licensing examination.

This course is only for attorneys who are members of the BAR and who will be attaining a real estate brokers license. This course may also be used by active brokers for continuing education credit.

### Brokerage Administration 24 Hours *Continuing Education*

Occupational Objective: Completion of this course is one of the requirements necessary to upgrade a real estate license to the employing broker level of authority.

### Broker Reactivation 24 Hours *Continuing Education*

Occupational Objective: Completion meets continuing education requirements and/or allows inactive licensees (up to 36 months) the opportunity to reactivate an expired Broker or Broker-Associate license in Colorado.

There are no additional costs to students who need to complete make-up hours if those are applicable.

## Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	+	<u>Books/Supplies</u>	+	<u>Equipment</u>
168-hours:	\$ 500	\$0	\$ 500		\$0		\$0
72-hours:	\$ 250	\$0	\$ 250		\$0		\$0
12-hours:	\$ 150	\$0	\$ 150		\$0		\$0
Continuing Ed:	\$ 200	\$0	\$ 200		\$0		\$0
(Subject to Cost Change)							

See [www.apexreschool.com](http://www.apexreschool.com) for more details on Programs/Courses offered.

Apex Real Estate School does not offer financial aid or assistance.

## Class Schedule

Full time Students: Full time students should plan on spending 4-8 weeks completing a pre-licensing program while part time students will take anywhere between 8-24 weeks.

Students have one year from registration to complete coursework and may register online at any time.

When an unexpected disruption occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by email on procedures for continuation of services or extensions. Classes are available online and may be started on any date.

## **Entrance Requirements**

No person eighteen years of age or older shall be excluded from enrollment based on race, sex, religion, ethnic or national origin, disability, gender, gender identity and/or expression, marital status, sexual orientation, or military status.

Prospective students must be 18 years of age or older to be accepted for enrollment. Applicants must submit any required forms such as enrollment agreements as required by state regulations.

Students who wish to register must have at least one internet compatible device and be able to access the internet throughout the course of study.

## **Enrollment**

Prospective students may enroll online at any time. A signed enrollment agreement will be returned to the student which serves as verification of acceptance into any Apex qualifying education program and as a contract between the student and the school.

## **Records**

Student records are retained for the minimum time required by state regulations. Student records may be requested in writing by the student at any time. Online student files are maintained online in the LMS, or Learning Management System. Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, family members, or other schools unless a written request has been made by the student.

## **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees

within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Placement Assistance/Job Placement**

Apex Real Estate School does not offer employment assistance to graduates, consisting of job lead referrals and job skills development. While taking part in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Attendance Requirements**

Students are expected to complete each class and properly utilize the materials provided. An overall attendance rate of at least 100% of the required content is mandatory. Instructors may request your withdrawal from a course or program if students do not pass at least 0% of the online examinations.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. Students under medical leave will be eligible to return at a later date for no additional fee.

## **Progress Policy**

Students must complete 100% of the learning material presented in a course or program and demonstrate understanding of the material by passing all quizzes and the final exam (where required by the regulatory entity) to receive credit for the course and a certificate of completion. Students who do not complete the material will not be issued a certificate of completion and will not receive credit for the course. Apex Real Estate School does not have a probation policy in place for courses. All courses and programs are offered through the Learning Management System (LMS).

## **Grading System**

70% or higher = Passing

69% or lower = Not-Passing

Grades are available online and students must achieve a 70% score or higher on all individual course examinations to be granted certificates of completion.

## **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Posting of rude, inflammatory language or hate speech of any kind on school message boards or shared systems are not allowed at any time while using school resources. Any violation of school policies may result in dismissal from school.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Executive Officer, after consultation with all parties involved, makes the final decision.

The Executive Officer may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Executive Officer will review each case and decide upon re-admittance.

## **Facilities & Equipment**

Apex Real Estate School is an online only school. All students shall provide their own computers, tablets, cell phones, or other internet enabled equipment. Students shall bear the cost of internet access and shall be solely responsible for any fees to equipment or service. The school shall supply all coursework in a format that is accessible via equipment designed to access the internet. Any additional materials offered as a part of a package is included in the cost of the program.

## **Previous Credits**

Credits from another institution will be evaluated on a case-by-case basis. Apex Real Estate School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Students are advised to verify with the Division of Real Estate on the applicability of credits being eligible for licensure.

## **Student Grievance Procedure**

Students may contact Apex Real Estate school via email directed to the Program Manager via email to [info@apexreschool.com](mailto:info@apexreschool.com) with any reports or complaints. The school will reply within one business week. If a student is not satisfied with the outcome the student may seek an appeal with the Director. Director decisions are final with regards to all grievances.

## Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higherred.colorado.gov/dpos>, 303-862-3001.

Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S, may be filed in writing with the Board within two years after the student's last date of attendance at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. Students must file all complaints in writing. No action regarding third party complaints is required, except as required by § 23-64-121(4)(a), C.R.S.

## Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of number of lessons completed as described in the table below. The refund is based on the official date of termination or withdrawal.

<i>Student is entitled to upon withdrawal/termination</i>	<i>Refund</i>
Within first 10% of the selected program or 3 lessons	90% less cancellation charge
After 10% but within first 25% of selected program or 10 lessons	75% less cancellation charge

After 25% but within first 50% of selected program or 20 lessons	50% less cancellation charge
After 50% but within first 75% of selected program or 30 lessons	25% less cancellation charge
After 75% or 31 lessons [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

### **Certificates and Transcripts Available (HB22-1049 Notice)**

Certificates of Completion and any Transcripts are never withheld from students. Upon any written request from a student via mail, email, or text message, Apex Real Estate School will deliver certificates and/or transcripts to the student or, at the direction of the student, another recipient. No condition of payment is associated with student records requests, and no fee is charged for responding to student requests for certificates or transcripts.