

Encompass Real Estate School LLC

Administrative Office:

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www.encompassrealestateschool.com

School Address: (Hampton Inn & Suites) 119 Gallery Center Dr, Mooresville, NC 28117

Date of Bulletin Publication: March 19, 2020

Legal Name of School: Encompass Real Estate School LLC

Legal Name of School Owner: Encompass Real Estate School LLC

Name of School Director: Brittney Bucholtz

Names of Full-Time School Officials and Faculty: Dani Bucholtz, Founder & Instructor

Purpose of School:

Encompass Real Estate School LLC conducts the Broker Pre-licensing Course required to qualify for the license examination to become licensed as a real estate provisional broker in North Carolina and the Post-licensing Education Program needed for a provisional broker to remove the provisional status of such license.

School Licensure:

Encompass Real Estate School LLC is licensed by the North Carolina Real Estate Commission. Any complaints concerning the School should be directed in writing to:

North Carolina Real Estate Commission
ATTN: Education & Licensing Division
P.O. Box 17100
Raleigh, NC 27619

Per Commission Rule 58H .0205: the School must provide each Pre-licensing and Post-licensing course student with a copy of this School Bulletin prior to payment of any non-refundable tuition or fee. The Bulletin, which is required and approved by the North Carolina Real Estate Commission, outlines School policies plus the rights and obligations of the School and the student. A signed certification that a student received a copy of the Bulletin must be retained by the School.

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

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Published March 19, 2020, Revised May 13, 2020

COURSE DESCRIPTIONS

Broker Pre-licensing Course

Purpose of the Course:

The primary objectives of the *Broker Pre-licensing Course* are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in NC in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. At this School the Pre-licensing course consists of a total of 79 classroom hours of instruction, 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* which is available on the Commission's website at www.ncrec.gov.

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, the North Carolina Real Estate License Law and North Carolina Real Estate Commission Rules and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

Course Enrollment Requirements:

To enroll in the *Broker Pre-licensing Course* at Encompass Real Estate School LLC:

Students are not required to have a formal educational background but a high school diploma/GED is highly recommended. The minimum age requirement to obtain a real estate license in North Carolina is 18. This course requires good reading/comprehension/basic math skills, as the curriculum is challenging, to best prepare potential licensees for the professional responsibilities of a real estate broker in North Carolina.

Broker Post-licensing Education Program

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.

Until June 30, 2020, Provisional Brokers (PBs) must complete at least one Post-licensing course in each of the first three years following initial licensure in order to retain eligibility to actively engage in real estate brokerage.

Effective July 1, 2020, PBs must complete all 3 Post-licensing courses within 18 months of initial licensure to retain eligibility to actively engage in real estate brokerage.

A post-licensing education program consisting of ninety (90) hours of classroom instruction in subjects determined by the Commission" [G.S.93A-4(a)1]. The program consists of three 30-hour courses which may be taken in any sequence. However, the Commission recommends the following course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind. 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 Commission.

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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 Enrollment Requirements:

To enroll in the Broker Post-Licensing Course at Encompass Real Estate School LLC:

The minimum age requirement to obtain a real estate license in North Carolina is 18. Each student will be required to complete and sign a Certification form, found on Page 9 of this bulletin, at the beginning of the first class. This agreement is required by the North Carolina Real Estate Commission and outlines the rights and responsibilities of Encompass Real Estate School LLC and the student.

Per Commission Rule 58H.0209: A school shall not enroll an individual in a Post-licensing course if the first day of the Post-licensing course occurs while the individual is enrolled in a Pre-licensing course.

Per Commission Rule 58A .1904, a provisional broker is subject to withdrawal or denial of Post-licensing education credit by the Real Estate Commission if s/he enrolls concurrently in Post-licensing courses (at the same or different schools) that result in the provisional broker being in class for more than 30 classroom hours in any given seven-day period.

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REGISTRATION/ENROLLMENT

Special Accommodations:

Encompass Real Estate School LLC complies with the Americans with Disabilities Act 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 should contact the school at 980-402-7172 at least one week prior to the start of the course.

Detailed Schedule of Tuition and Fees:

Encompass Real Estate School LLC accepts the following forms of payment:

Checks, credit cards (Visa, Mastercard, American Express, Discover, Paypal) for the full tuition at the time of enrollment. Full tuition payment is due prior to the start of the course with no exceptions. Course tuition includes all student course materials, determined by the specific course. An approved textbook is required for each pre and post-licensing course and will be provided at first session. Checks returned for any reason are subject to a \$25.00 return check fee and a payment with certified funds will be required to replace that check plus the return check fee.

Tuition Schedule:

A) Broker Pre-licensing Course:

\$395.00

Textbook is additional and you will need to order it prior to class.

(Mangum and Keck, *North Carolina Real Estate Principles and Practices, 8th edition*)

LINK TO ORDER BOOK ABOVE: <http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>

LINK TO ORDER DIGITAL VERISION: <https://rem.ncrec.gov/Account/Register?AspxAutoDetectCookieSupport=1>

B) Broker Post-Licensing Course:

\$195.00 per 30-hour course Textbook is additional and you will need to order it prior to class.

(Mangum and Keck, *North Carolina Real Estate Principles and Practices, 8th edition*).

LINK TO ORDER BOOK ABOVE: <http://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>

LINK TO ORDER DIGITAL VERISION: <https://rem.ncrec.gov/Account/Register?AspxAutoDetectCookieSupport=1>

This is the same book used in Pre-licensing and all three Post-Licensing Courses.

C) Repeat Broker Pre-Licensing Course (after failing examination): \$150.00

D) Repeat Broker Post-Licensing Course (after failing examination): No Additional Charge

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SCHOOL POLICY

Cancellation, Withdrawal and Refund Policy

If Encompass Real Estate School cancels or reschedules any of our real estate courses, the student(s) are entitled to a full refund. Students who withdraw prior to session, prior to start of first session and no shows will not receive a refund but can utilize the full amount paid towards another class within 90 days.

Student Conduct:

Students are expected to dress and conduct themselves in an adult-like, professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Encompass Real Estate School LLC. Students dismissed for misconduct will not be granted credit towards a future class or a refund.

Attendance:

Broker Pre-licensing Course students must attend a minimum of 71.5 scheduled session hours (of the 79 hour course). Absences may not exceed 7.5 hours and students MUST be present for the entire scheduled first Broker Pre-licensing session (no exceptions). Students not present for the entire first scheduled Broker Pre-licensing session will be required to reschedule to a later date. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Students will not be allowed to make up missed session hours for any reason.

Broker Post-licensing Course students must attend a minimum of 27 scheduled 30 session hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Students will not be allowed to make up missed session hours for any reason.

Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every session or any scheduled break times. All time missed will be recorded for each student.

Eligibility Requirements for Course Completion Certificate:

To pass 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, and
- c) pass the end-of-course exam with a minimum score 75 percent or higher on final exam.

To pass a *Post-licensing Course* and receive a course completion certificate, a student must

- a) meet the attendance requirements,
- b) timely submit completed in-session and take-home assignments, and
- c) pass the end-of-course exam with a minimum score 75 percent or higher on final exam.

Students failing to achieve a 75% or higher on the final exam may retake the final exam one time within 20 days of the course end date and must coordinate this with the school.

Per Commission Rule 58H .0210(f): A Pre-licensing or Post-licensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

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End-of-course Exam Make-up and Re-take:

Broker Pre-licensing Course

Encompass Real Estate School LLC will allow a *Broker Pre-licensing Course* student who does not take the end-of-course exam on the last scheduled day of a course to take it as a makeup one time within 20 days of the last scheduled day of the course at a time and date stated by the School.

Per Commission Rule 58H .0210(f): A Pre-licensing or Post-licensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

Electronic device policy:

Students are not permitted to bring laptops, tablets, cell phones or similar electronic devices (other than a basic calculator) to the classroom on the day of an exam. Any student who brings such a device to the classroom on the day of an exam will be required to remove it from the classroom before the exam commences. If a student is discovered to be using such a device or cheating in any other manner during an exam, the student will be immediately dismissed, will receive a failing 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 .0210(h)*].

Broker Post-licensing Education Courses

Encompass Real Estate School LLC will allow a *Post-licensing Education Course* student who does not take the end-of-course exam on the last scheduled day of a course may take it as a makeup one time within 20 days of the last scheduled day of the course at a time and date stated by the School.

A *Post-licensing Education Program* student who takes but does not pass the end-of-course exam may retake the end-of-course exam one time; however, all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the School.

Per Commission Rule 58H .0210(f): A Pre-licensing or Post-licensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

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CONTINUING EDUCATION

Encompass Real Estate School LLC is approved by the North Carolina Real Estate Commission to offer live, in-person Real Estate Continuing Education Courses. Our course schedule is located on our website, www.encompassrealestateschool.com.

Tuition Schedule:

Continuing Education Classes: \$65.00/per class

Withdrawal/Transfer Policy:

If you are unable to attend a CE session that you registered and paid for, Encompass Real Estate School LLC for will transfer the paid amount to another class within the same CE year as long as a three day written notice is provided, via email or USPS.

ADDITIONAL SCHOOL POLICIES

Inclement Weather:

In the event of inclement weather or a local or national emergency, students are asked to view our website for School closing information.

Course Schedules:

Course schedules are published separately from this bulletin. Schedules are posted on the School's website, www.encompassrealestate.com and on the North Carolina Real Estate Commission website, nrec.gov.

Use of Technology in the Classroom:

Encompass Real Estate School LLC:

- 1) Is not responsible for lost or stolen electronic devices.
 - 2) Provides wireless internet access to access materials needed for session(s) only. We cannot ensure that Wifi will be accessible 100% of the time in session and highly recommend that you use the provided manual to avoid potential issues with Wifi access.
 - 3) Allows the use of laptops, tablets, and other devices in the classroom provided they do not distract 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.
 - Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during session. 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 be asked to leave for the day and no make up hours will be permitted for missed class time.
 - Sound on electronic devices must be muted during session.
 - The possession and use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

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Visitors / Guests

Courses at Encompass Real Estate School LLC are open to enrolled students only. Enrolled students may not bring visitors or guests to the classroom without prior approval of the School Director.

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that Encompass Real Estate School LLC will abide by the policies herein.

Brittney Bucholtz

Brittney Bucholtz, School Director
Encompass Real Estate School LLC

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**Encompass Real Estate School LLC
CERTIFICATION**

This agreement between the Encompass Real Estate School LLC (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT"), is entered into this ____ day of _____, 20____, and constitutes the complete agreement of the parties.

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

A) _____ *Broker Pre-licensing Course (79 classroom hours)*

B) *Broker Post-licensing Education Courses (30 classroom hours each):*

_____ #301 - Broker Relationships and Responsibilities (BRR)

_____ #302 - Contracts and Closing (C&C)

_____ #303 - NC Law, Rules, and Legal Concepts (LRLC)

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

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days / Times)</u>
Pre-licensing	_____	_____	_____
BRR	_____	_____	_____
C&C	_____	_____	_____
LRLC	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$_____, such tuition to be paid as follows:

4. Special Accommodations Provided [if any]: _____

5. By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Bulletin to STUDENT and STUDENT acknowledges receipt of such Bulletin.

Signature of STUDENT

Signature of Encompass Real Estate School LLC
Official

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