



## Coastal Advantage Real Estate Academy

301-C Western Boulevard

Jacksonville, NC 28546

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## Policies & Procedure Disclosure

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Coastal Advantage, LLC  
Shirley Morrison & Jeff Sweyer, Owners  
Shirley Morrison, Education Director  
Paul Melson, Instructor

### Education Provider Certification

Coastal Advantage Real Estate Academy (CAREA) 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](http://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

Coastal Advantage Real Estate Academy conducts:

- 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
- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- the annual *Continuing Education* courses needed to maintain a real estate license on active status.

### 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 Coastal Advantage Real Estate Academy, 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 at our classroom location, 301-C Western Blvd, Jacksonville, NC 28546 on the last schedule day of the course for both in-person and online courses.

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

Coastal Advantage Real Estate Academy WILL NOT allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam.

## Failed Exams

Coastal Advantage Real Estate Academy 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 1 time; 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 75%.

## All-Inclusive Tuition/Fees

Broker Prelicensing Course: \$400.00 which includes the required textbook, along with our exclusive CAREA Student Workbook.

All students have the option of obtaining mandatory course materials prior to the start of class at our corporate location at 301-C Western Blvd, Jacksonville, NC 28546, Monday - Friday from 9am -5pm. For those students who would like the mandatory course materials mailed, there will be a \$25.00 mailing fee charged to the student.

## Annual Summary Report

During the July 2019 - June 2020 license year, Coastal Advantage Real Estate Academy had 114 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 74 of those students successfully passed the course, 20 of those students completed the course but did not pass the end-of-course exam, and 19 students did not complete the course.

## License Examination Performance Report

During the July 2019 - June 2020 license year, Coastal Advantage Real Estate Academy had 21 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 8 of those students passed, resulting in a 38% pass rate on the North Carolina license examination.

During the July 2019 - March 2020 for only the first 3 quarters, Coastal Advantage Real Estate Academy had 17 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 8 of those students passed, resulting in a 47% 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.

Coastal Advantage 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.

### End-of-Course Exams

End-of-course exams will be administered at our classroom location, 301-C Western Blvd, Jacksonville, NC 28546 on the last schedule day of the course for both in-person and online courses.

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**

Coastal Advantage Real Estate Academy WILL NOT allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam.

## **Failed Exams**

Coastal Advantage Real Estate Academy 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; 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(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 75%.

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

Broker Postlicensing Course: \$185.00 per 30-hour course. Required textbooks are not included in the cost of tuition.

Note: Each student is required to use the current editions of the NC Real Estate Manual AND North Carolina License Law and Commission Rules booklet in each postlicensing course. Each student must bring his/her copy of the required publications to every Postlicensing class session.

Coastal Advantage Real Estate Academy does allow students to use the online versions of the NC Real Estate Manual and North Carolina License Law and Commission Rules booklet during classes.

## 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 Description(s)

2020-2021 General Update (GenUp): 9921-In Person GenUp Course

5921-Synchronous GenUp Course

2020-2021 Broker-in-Charge Update (BICUP): 8821-In Person BICUP Course

5821-Synchronous BICUP Course

Elective: 3461 - In Person - Between the Lines - Insights from the Real Estate Bulletin

Elective: 3780 - Synchronous - Between the Lines - Insights from the Real Estate Bulletin

Elective: 3581 - In Person - Agency V. Procuring Cause: And the Winner Is...

Elective: 3854 - Synchronous - Agency V. Procuring Cause: And the Winner Is...

### Course Materials

Coastal Advantage 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; and
- (4) personally perform all work required to complete the course.

### Tuition

Broker CE Courses: 1 Course \$60.00, 2 Courses within the same day \$110.00 which includes the required textbook. In person course students will receive the courses materials on the first day of class, Synchronous course students will be emailed a PDF version.

## Registration, Enrollment, and Conduct

### Registration

To enroll in a Prelicensing *In-Person Course* at Coastal Advantage Real Estate Academy, prospective students must:

- Fill out the CAREA Registration Form complete with class start/end dates, class times, payment information, Student signature and date which acknowledges receipt of CAREA Policy and Procedures Disclosure.

To enroll in a Prelicensing *Synchronous Distance Learning Course* at Coastal Advantage Real Estate Academy, prospective students must:

- Fill out the CAREA Registration Form complete with class start/end dates, class times, payment information, Student signature and date which acknowledges receipt of CAREA Policy and Procedures Disclosure.
- Once CAREA receives the completed signed Registration Form, students will receive the current CAREA Synchronous Learning and Equipment via e-mail to review, sign, date, and e-mail back. CAREA Synchronous Learning and Equipment Form includes that all students must have a computer with audio, webcam and internet (no mobile devices or tablets allowed). The executed CAREA Synchronous Learning and Equipment Form must be received prior to the start of the first day of class.

If you are enrolling into a Postlicensing Course or Continuing Education Course:

- Students must fill out the CAREA Registration Form complete with payment information, student signature which acknowledges receipt of CAREA Policy and Procedures Disclosure, date and copy of current pocket card.
- Once CAREA receives the completed Registration Form and Current Pocket Card, Synchronous Distance Learning students will receive the current CAREA Synchronous Learning and Equipment via e-mail to review, sign, date, and e-mail back. AREA Synchronous Learning and Equipment Form includes that all students must have a computer with audio, webcam, and internet (no mobile devices or tablets allowed). The executed CAREA Synchronous Learning and Equipment Form must be received prior to the start of the first day of class.

If you are enrolling into a Postlicensing Course or Continuing Education Course and/or you have an inactive or expired license, special requirements may be necessary for enrollment, please see school official for more information.

## Tuition and Fees

Coastal Advantage Real Estate Academy accepts the following forms of payment: Cash; Check; Visa; Mastercard; Discover and American Express.

Tuition must be received prior to the beginning of class or at time of enrollment.

The penalty for a check returned for insufficient funds will be \$35.00.

## 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

Coastal Advantage 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 hours' notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: if the course is cancelled, the student will have a full refund; if the course is rescheduled, the student has the option to withdraw by giving written notice to the school prior to the start of class.

## Withdrawals and Transfers / Refunds

A student may withdraw from a Prelicensing or Postlicensing course by giving written notice to the Education Provider at our physical address or email address prior to the start of the course. In such event, the student will have the following options: Students may withdraw from enrollment more than 3 business days before the first class will receive a full refund. There is a \$50 cancellation fee if a student withdraws less than 3 business days before the first class. This \$50 may be credited as partial payment for the next course offered. For those students who have received the prelicensing textbook and/or workbook in advanced and withdraw from the course, for any reason, or choose not to take the class if delayed, they acknowledge they will be charged \$50 for the textbook and \$25.00 for the CAREA workbook.

A student may withdraw from a Continuing Education course by giving written notice to the Education Provider at our physical address or email address prior to the start of the course. In such event, the student will have the following options: Students who withdraw from enrollment more than 10 days before the class date will receive a full refund. Students who withdraw less than 10 days before the class date or who do not attend the schedule class session will not receive a refund of any portion.

A student who terminates enrollment in a Prelicensing or Postlicensing course either with written notice to the Education Provider at our physical address or email address or by no longer attending a course on or after the first day of class begins will not be entitled to a refund of any portion of paid Tuition.

## Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in sole judgement of the instructor or staff reflects negatively on Coastal Advantage Real Estate Academy. Such examples of unacceptable student conduct that would result in dismissal include sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to



the course, etc. Students are expected to come to each class on time with a calculator, writing materials and mindset ready to learn.

## **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)*].

## **Additional School Policies**

### **Special Accommodations Request Procedure**

Coastal Advantage 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 have a certified care giver provide written specifications for needed accommodations at least two weeks prior to the commencement of the requested class.

### **Inclement Weather**

In the event of inclement weather or a local or national emergency, any cancelled classes will be rescheduled.

### **Course Schedules**

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

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

Coastal Advantage Real Estate Academy is not responsible for lost or stolen electronic devices.

Coastal Advantage Real Estate Academy does provide wireless Internet access.

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

Coastal Advantage Real Estate Academy does allow the use of laptops, tablets, and similar devices in the classroom provided they do not distract from the learning environment.

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 the student will receive a warning. If the violation persists, the student will be dismissed from class.
  
- If the wireless Internet access is disrupted during a Postlicensing Education course, Coastal Advantage Real Estate Academy 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 owe the cost of the textbook.
  
- 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 the student will be dismissed from that class.

- 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 Coastal Advantage 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 Coastal Advantage Real Estate Academy will abide by the policies herein.*

*Shirley Morrison  
Education Director*

**CERTIFICATION OF RECEIPT**

*I certify that I received a copy of Coastal Advantage Real Estate Academy 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*

