



Coastal Advantage Real Estate Academy
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School Bulletin

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Coastal Advantage LLC- Shirley Morrison & Jeff Sweyer, Owners

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Purpose of School

Coastal Advantage Real Estate Academy conducts the *Broker Prelicensing Course* required to qualify for 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.

School Licensure

Coastal Advantage Real Estate Academy 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 Prelicensing and Postlicensing 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.

Prelicensing and Postlicensing Courses

Broker Prelicensing Course

Purpose of the Course:

The primary objectives of the *Broker Prelicensing 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 Prelicensing course consists of a total of 75 classroom hours of instruction, including the end-of-course 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* which is available on the Commission's website at www.ncrec.gov.

Course Description:

Major topics addressed in the *Broker Prelicensing Course* include basic real property 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 estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house 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:

The minimum age requirement to obtain a real estate license in North Carolina is 18.

To enroll in the *Broker Prelicensing Course* at Coastal Advantage Real Estate Academy, prospective students must be at least 18 years of age and skilled in basic reading and math.

Broker Postlicensing Education Program

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 Commission Rule 58A .1902: Provisional Brokers must complete, within three (3) years following initial licensure "a postlicensing 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, at least one of which must be completed in each of the first three (3) years following initial licensure in order to retain eligibility to actively engage in real estate brokerage.

The *90-hour Postlicensing Education Program* consists of three 30-hour courses prescribed by the Commission 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.

Course Descriptions:

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate sales transactions and a real estate agent's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate agent when working with residential sellers and buyers, a review of issues associated with transactions in progress when an agent 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 disclosures preparation, contracts for deed, options, and real estate license status and education issues.

Post 303 - Selected Topics

Topics addressed in this course include commercial real estate brokerage, residential property management, land use controls, loan fraud, brokerage compensation issues, license law issues and case studies, selected fair housing issues and case studies, establishing a brokerage firm, manufactured and modular homes and issues relating to short sales.

Course Enrollment Requirements:

Per Commission Rule 58H .0209: A school shall not enroll an individual in a Postlicensing course if the first day of the Postlicensing course occurs while the individual is enrolled in a Prelicensing course or if that individual has not passed the license examination.

Per Commission Rule 58A .1904, a provisional broker is subject to withdrawal or denial of Postlicensing education credit by the Real Estate Commission if s/he enrolls concurrently in Postlicensing 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.

A student must have a current North Carolina provisional broker license to enroll in the post-licensing courses, and must present evidence of meeting this requirement prior to, or at the time of, enrollment. A prospective student may also enroll in order to be eligible for reinstatement of an expired or cancelled real estate license or because of a disciplinary consent order issued by the Commission. The prospective student must present evidence to the school in the form of official documentation if they do not possess a current pocket card.

Registration & Enrollment

Procedure for Requesting Special Accommodations

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.

Coastal Advantage Real Estate Academy 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.

Detailed Schedule of Tuition and Fees

Coastal Advantage Real Estate Academy accepts the following forms of payment: cash; check; Visa; MasterCard

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

The penalty for a check returned for non-sufficient funds will be: \$35.00.

Tuition Schedule:

Broker Prelicensing Course: \$400.00 Textbook is included in *Broker Prelicensing Course* Tuition.

Broker Postlicensing Courses: \$185.00 per 30-hour course. Required *NC Real Estate Manual* is not included in *Broker Postlicensing Course* Tuition.

NOTE: Each student is required to use the current edition of the *NC Real Estate Manual* in each *Broker Postlicensing Course*. The printed, online, or CD-ROM version may be purchased from the North Carolina Real Estate Commission (www.ncrec.gov).

Coastal Advantage Real Estate Academy DOES allow students to use the online and CD-ROM versions of the *NC Real Estate Manual* during classes. Each student must bring his/her copy of the *NC Real Estate Manual* to every Postlicensing class session.

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 hour 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 the class.

Withdrawals and Transfers / Refunds

A student may withdraw from the Broker Prelicensing or a Postlicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options: Students that 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.

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

Student Progress and Grades

Student Conduct

Students are expected to conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the sole judgment of instructor or staff, reflects negatively on Coastal Advantage Real Estate Academy. Students are expected to come to each class on time with a calculator, writing materials and a mindset ready to learn.

Attendance

Broker Prelicensing Course students must attend a minimum of 80% all scheduled classroom hours. *Postlicensing Education Program* students must attend a minimum of 90% of all scheduled classroom hours. An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

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

Eligibility Requirements for Course Completion Certificate

To pass 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, c) pass the end-of-course exam with a minimum score of 75% (worth 75% of overall grade), and d) complete a midterm exam (worth 25% of overall grade). Should a student score less than 75% on the final exam and/or have an overall course grade of less than 75%, there will be one re-take final exam offered.

To pass a *Postlicensing Course* and receive a course completion certificate, a student must a) meet 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%.

The end-of-course exam will be administered on the last scheduled day of the course.

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)*].

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

Broker Prelicensing Course:

Coastal Advantage Real Estate Academy WILL allow a *Broker Prelicensing 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 14 days of the last scheduled day of the course at a time and date stated by the School.

Coastal Advantage Real Estate Academy WILL allow a Broker Prelicensing who takes but does not pass the end of course exam to retake the end of course exam one time; however, all retakes must be within 14 days of last scheduled day of the course at a time and date stated by the school.

Per *Commission Rule 58H .0210(f)*: A Prelicensing or Postlicensing 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.

At Coastal Advantage Real Estate Academy, a student may retake a *Broker Prelicensing Course* for \$300.00 subject to the following conditions: The student must have a current version of the textbook.

Broker Postlicensing Education Courses:

A *Postlicensing Education Program* 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 14 days of the last scheduled day of the course at a time and date stated by the School.

A *Postlicensing Education Program* student who takes but does not pass the end-of-course exam may retake the end-of-course exam 2 time(s); however all retakes must be within 14 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 Prelicensing or Postlicensing 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.

At Coastal Advantage Real Estate Academy, a student may retake a *Postlicensing Education Program* course for \$185, subject to the following conditions: Student must have a current version of the textbook.

Additional School Policies

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 bulletin. Schedules are available at the School and upon request by phone, fax, email, or U.S. mail. They are also posted on the School's website www.CoastalNCRealEstateSchool.com.

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.

Coastal Advantage Real Estate Academy 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:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line or CD-ROM 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 that 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 class. A student who fails to return a loaned *NC Real Estate Manual* textbook will owe the school the cost of the textbook.
- Sound on electronic devices must be muted during class sessions.
- The use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Visitors / Guests

Courses at Coastal Advantage Real Estate Academy are open to enrolled students only. Enrolled students MAY NOT bring visitors or guests to the classroom.

**Coastal Advantage Real Estate Academy
CERTIFICATION**

This agreement between the **Coastal Advantage Real Estate Academy** (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.

_____ *Broker Prelicensing Course* (75 classroom hours), \$400.00

_____ *Broker Postlicensing Education Courses* (30 classroom hours each), \$185.00,
Plus, purchase of separate textbook

_____ #301 - Broker Relationships and Responsibilities (BRR)

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

_____ #303 - Selected Topics (ST)

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>
Prelicensing	_____	_____	_____
BRR	_____	_____	_____
C&C	_____	_____	_____
ST	_____	_____	_____

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

_____ Check (Check #_____)

_____ Cash

_____ Visa

_____ MasterCard

Card #: _____

Expiration Date: _____ SVC: _____

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 Coastal Advantage Real Estate Academy Official

STUDENT NAME / License Number, if app.

Address

Email

Phone Number