

SOUTHERN CHOICE REAL ESTATE ACADEMY

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Policies & Procedure Disclosure For Prelicensing Courses

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Legal Name of Education Provider: Southern Choice Real Estate Academy, LLC

Name of Education Director: Lee Eatmon

Names of Full-Time Officials and Faculty:

- Kerrie Landers – Assistant Director
- Meleah Lewis – Assistant to the Director
- Jennifer Boyd – Instructor
- Jack Burnish – Instructor, CE Instructor
- PJ Doherty – Instructor, CE Instructor
- Debi Dolan-Prince – Instructor
- Laurie Ann Gardner – Instructor
- Kasey Kline – Instructor
- Kelly Stegall – Instructor
- Stephen Sulkey – Instructor
- Jessica Mote – Instructor
- Pam Ward – Instructor

PURPOSE OF THE ACADEMY

The Southern Choice Real Estate Academy, LLC conducts the *Broker Prelicensing Course* required for an individual to qualify for the real estate license examination to become licensed as a “provisional” broker. The ACADEMY also conducts the Broker Postlicensing courses required in order for a licensee to remove the “provisional” status of his/her broker license.

EDUCATION PROVIDER CERTIFICATION

Southern Choice Real Estate Academy is certified by the North Carolina Real Estate Commission. Any complaints concerning the Education Provider, or its affiliated instructors, should be directed in writing (form is provided on the Commission’s homepage) to:

North Carolina Real Estate Commission
1313 Navaho Dr.
Raleigh, NC 27609

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, HANDICAP STATUS, OR RELIGION.

COURSE OFFERINGS

Southern Choice Real Estate Academy offers:

- 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 Southern Choice Real Estate Academy the *Broker Prelicensing Course* consists of a total of 75 instructional hours, including the end-of-course examination.

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 of this course and calculations will be required.*

Entrance Requirements: All Prelicensing students must be high school graduates or equivalent and have basic reading and math skills.

End-of-Course Exam will not be administered to any student who does not satisfy the course attendance requirement (attend 80% of class). In-person classroom 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. For Zoom proctored exams, the School will email the Exam, and it will be monitored by the teacher with the assistance of a Proctoring application. A passing grade is 80%.

Missed Exams: Southern Choice Real Estate Academy will allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a make-up exam one (1) on the Retake Day that is predetermined by Southern Choice.

Failed Exams: Southern Choice 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 one (1) time; however all retakes must be taken on Retake Day predetermined by Southern Choice. There will not be any extra Retake Days scheduled.

Eligibility Requirements for Course Completion Certificate: To successfully complete the *Broker Prelicensing Course* and receive a course completion certificate, a student must:

- Meet the attendance requirements (attend 80%)
- Timely submit completed in-class and take-home assignments, and
- Pass the end-of-course exam with a minimum score of 80%

Repeat Privilege: As STUDENT, you receive a repeat privilege for any course in which you have enrolled. Repeat privilege means that the student may re-enroll one (1) time within six (6) months of the beginning date of the course if he/she failed the end of course exam or dropped out of the course for any reason for 50% of the original tuition plus the cost of a book if a new edition is needed. Repeat privileges will be based on space availability.

STUDENT PROGRESS AND GRADES

Attendance: STUDENT must attend at least 80% of the Prelicensing course in order to satisfactorily complete the course and comply with requirements set forth by the North Carolina Real Estate Commission.

Course Completion Requirements: For Prelicensing all missed quizzes/tests and homework assignments must be completed prior to the last class session, in order to take the final course examination during the last class session, complete the course, and receive a course completion certificate.

If a STUDENT misses the final examination, the STUDENT may make-up the test on the predetermined Retake Day. Final examination retakes will be scheduled prior to the beginning of class. There is only one Retake allowed. Note: Retake examinations are a different version from the original end-of-course examination and must be passed by the same percentage score as the original course examination (80%).

REGISTRATION, ENROLLMENT, AND CONDUCT

Registration: To enroll in a Prelicensing course at Southern Choice, prospective students must put down at least the down payment to reserve their seat. The balance being due by the first day of class. The student may register on our website or by phone.

Tuition and Fees: Southern Choice accepts the following forms of payment: VISA, Mastercard, Discover, American Express, cash or check. For Zoom classes the payment must be paid for in advance. For Live classes, payment is allowed when checking into class. The tuition fee for the Prelicensing course is \$399 (includes book). A minimum \$100 deposit is required to reserve a seat. The remainder will be due by the first day of class.

Returned checks shall be immediately paid in full by STUDENT plus a \$25 processing fee. No STUDENT may continue in a class unpaid.

Attendance:

- Students in an in-person or synchronous (Zoom) distance learning *Broker Prelicensing Course* must attend a minimum of 80% of all scheduled instructional hours (can miss up to 15 hours).
- 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: Southern Choice reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 3 days' notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options:

1. Move to another class
2. Receive a refund

All-Inclusive Tuition/Fees: Southern Choice accepts the following forms of payment: check, cash, or any major credit cards.

Payment for Pre will require the STUDENT to certify that they have read the ACADEMY's official PPD and to abide by all of the outlined policies. STUDENTS may read PPD and agree to the terms either digitally during online registration or in person at the ACADEMY office.

Late Registration: Late registrations will only be accepted provided space and materials are available.

Policy on Rescheduling & Cancellation: For inclement weather with in-person classes, follow the County School's closures for the county you are taking the course. For inclement weather with synchronous (Zoom) classes, we will follow New Hanover County School closures. Any rescheduling due to weather or other emergency will be made up as soon as possible, or the teacher will coordinate with the students on a better time for the class. Should a course be cancelled, the student will receive a full refund.

Refund of Tuitions & Fees: If a STUDENT withdraws prior to the first scheduled class, Southern Choice agrees to refund tuition to the STUDENT less a \$35 processing fee. If the STUDENT does not return the course materials, an additional \$45 will be retained. If the Prelicensing STUDENT withdraws AFTER the first scheduled class, there will not be a refund given.

Repeat Privilege: As STUDENT, you receive a repeat privilege for any course in which you have enrolled. Repeat privilege means that the student may re-enroll one (1) time within six (6) months of the ending date of the course if he/she failed the end of course exam or dropped out of the course for any reason for 50% of the original tuition plus the cost of a book if a new edition is needed. Repeat privileges will be based on space availability.

Student Conduct: A student shall direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction which are distracting other students or the instructor, or which otherwise disrupts the orderly conduct of a class.

Prohibited conduct includes sleeping, reading a newspaper or book, performing office/other work, carrying on a conversation with another student, making or receiving telephone calls, receiving a page or text, loudly rattling or shifting of papers, or repeatedly interrupting and/or challenging the instructor in a manner that disrupts the teaching of the course.

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

STUDENT gives ACADEMY permission to record my image and/or voice and grants ACADEMY all rights to use these recordings or photographs in any medium for educational, promotional, advertising, or other purposes that support the mission of the ACADEMY.

Procedure for Requesting Special Accommodations: Southern Choice 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. If a particular handicap accommodation must be met, please contact the director seven (7) days in advance of the start of class so that arrangements may be met. Notice may be given in person, phone, or by email to the director.

Course Schedules: Course schedules are published separately from this Disclosure. Schedules are available at the ACADEMY and upon request by phone, email or US mail. They are also posted on our website at SouthernChoice.com

Use of Tech Equipment: Operation of cellular telephones, laptops/computers, and accessing online manuals during instructional time are allowed with instructor permission and guidelines. Approved electrical outlets will be provided to students. Students are responsible for fully operational technical equipment. Wireless Internet access will be provided when available.

The school reserves the right to expel any student without a refund or credit after repeated rule violation warnings.

To Register: Visit our website at SouthernChoice.com. Choose “Get Your License” or call our office at 910-791-9813.

Location of Classes: Wilmington in-person Pre classes will be held in the training room of Southern Choice Real Estate Academy, 4900 Randall Parkway, Suite A, Wilmington, NC. No smoking will be allowed in the classrooms.

Visitors: Classroom courses at Southern Choice 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 SOUTHERN CHOICE REAL ESTATE ACADEMY will abide by the policies herein.”

Lee Eatmon
Education Director

CERTIFICATION OF RECEIPT

“I certify that I received a copy of Southern Choice Real Estate Academy’s Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.”

Full Legal Name of Prospective Student

Revised June 2022