

# Kaplan Real Estate Education

Administrative Office: 1700-C East Arlington Blvd., Greenville, NC 27858  
**800-849-0932**  
www.kapre.com

## ***School Bulletin***

**Publication Date:** January 1, 2019

**Name of School:** Kaplan Real Estate Education

**Statement of Ownership:**

DF Institute, LLC owns and operates Kaplan Real Estate Education located in various North Carolina cities. Administrative Offices are located at 1700C East Arlington Blvd., Greenville, N.C.

**Purpose of School:**

Kaplan Real Estate Education 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 Courses needed for a "provisional" broker to remove the "provisional" status of such license.

**School Licensure/Approval:**

Kaplan Real Estate Education 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.

**School Director: Lisa Goyette**

**Faculty:**

**Gary Barker**

**Cindy Bensen**

**Angela Brady**

**Michele Dew**

**Knashonda Eiland**

**Laurie Ann Gardner**

**Amber Gongidi**

**Amy Klingensmith**

**Dwight Lawing**

**Sarah Lawing**

**Jennifer McAllister**

**Donna Parker**

**Venita Peyton**

**Shondra Whatley**

**Nathan Zaleski**

## CLASSROOM LOCATIONS

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**FAYETTEVILLE** — Cliffdale Plaza Shopping Center  
6900 Cliffdale Road, Suite 102, Fayetteville, NC 28314

**GREENVILLE** — 1700 East Arlington Blvd., Suite C, Greenville, NC 27858

**HICKORY** — Piedmont Center,  
1375 Lenoir-Rhyne Blvd. SE, Room 115, Hickory, NC 28602

**RALEIGH** — Creedmoor Crossings Shopping Center  
5617 Creedmoor Road., Raleigh, NC 27612

**WILMINGTON** — New Hanover Government Center  
230 Government Center Drive, Suite 42, Wilmington, NC 28403

## ENTRANCE REQUIREMENTS

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Enrollment in Kaplan Real Estate Education is open to the public. NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, RELIGIOUS PREFERENCE OR HANDICAPPING CONDITION.

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. The Bulletin will be provided electronically at registration.

## BROKER PRELICENSING COURSE

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The minimum age requirement for obtaining a real estate license in North Carolina is 18.

### **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](http://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.*

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## **BROKER POSTLICENSING COURSES**

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### **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 residential and commercial sales and commercial property management transactions and 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 disclosures preparation, contracts for deed, options, and real estate license status and education issues.

#### **Post 303 — NC Law, Rules, and Legal Concepts**

Topics addressed in this course include general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in North Carolina, and miscellaneous North Carolina laws and legal concepts.

## 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.

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## REGISTRATION AND ENROLLMENT

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### REQUESTS FOR SPECIAL ACCOMMODATIONS

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Kaplan Real Estate Education 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 **must contact Student Support (800-849-0932) at the beginning of the course and request an "Accommodations Request Form" regarding all special accommodations.** Outlined below are the steps to complete the accommodation request process.

- Complete the Accommodations Request Form.
- Return form and accompanying documentation to [kpespecialservices@kaplan.com](mailto:kpespecialservices@kaplan.com).
- We will review your request and provide a determination.
- An assigned liaison will provide regular email communications during the process.

Please note all decisions are made on a case by case basis, and accommodations requested may require the rescheduling of any live courses. Please contact our team at [kpespecialservices@kaplan.com](mailto:kpespecialservices@kaplan.com) if you have any questions.

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### DETAILED SCHEDULE OF TUITION AND FEES

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Kaplan Real Estate Education accepts the following forms of payment: Credit/Debit Cards (Visa, MasterCard, American Express, and Discover), Check, or Money Order.

Tuition must be paid in full prior to the start of any course.

#### TUITION SCHEDULE

Broker Prelicensing Course: **\$489** plus any requested shipping charges.

Tuition includes classroom attendance, the State Approved Textbook (~~\$20.00~~), and all course handouts and materials.

Broker Postlicensing Courses: **\$259** per 30-hour course.

Tuition includes classroom attendance and all course handouts and materials (NC Real Estate Manual NOT included).

NOTE: Each student is required to use the current edition of the *NC Real Estate Manual* in each Postlicensing course. The printed version of the textbook may be purchased directly from the school.

The printed or online version may be purchased from the North Carolina Real Estate Commission ([www.ncrec.gov](http://www.ncrec.gov)).

We offer a DISCOUNT TUITION FEE of **\$178** to students who have attended one of our Broker Postlicensing Courses within the past 12 months.

Kaplan Real Estate Education does NOT allow students to use the online version 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.

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## COURSE CANCELLATION OR RESCHEDULING/REFUNDS

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Kaplan Real Estate Education reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 1-week notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, our students are entitled to a full refund.

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## WITHDRAWALS AND TRANSFERS/REFUNDS

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Students who find it necessary to withdraw from any of our Broker Prelicensing or Postlicensing Courses can do so up to 72 hours prior to the start of the first class meeting and receive a complete tuition refund. Students who withdraw within 72 hours prior to the start of the first class meeting will not receive a refund but can transfer their tuition fees to any future course within one year. Students who withdraw from a course after it has already begun will not receive a refund but can attend another complete course within one year for a **\$199** Administrative Fee.

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## GRADES AND STUDENT PROGRESS

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### ATTENDANCE

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**Broker Prelicensing Course students must attend a minimum of 80%** of 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 in every class session, including late arrivals and early departures at the beginning or end of class sessions or any scheduled break times. All time missed will be recorded for each student. An attendance sheet will be circulated at each class meeting. Any student who does not sign the attendance sheet will be counted absent (no exceptions). Students who fraudulently sign the attendance sheet for another student will be dismissed from the class with no refund of tuition.

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## COURSE COMPLETION

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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, and c) pass the end-of-course exam with a minimum score of 75%.

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 date 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 the 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)*].

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## MAKE-UP AND RE-TAKE EXAMS

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Kaplan Real Estate Education will allow *Prelicensing* and *Postlicensing* students who do not take the final exam on the last scheduled day of a course to take it as a makeup one time within 21 days of the last scheduled day of the course at a time and date stated by the School.

Kaplan Real Estate Education will allow *Prelicensing* and *Postlicensing* students who take but do not pass the final exam on the last scheduled day of a course to retake the final exam one time; however, the retake must be within 21 days of the last scheduled day of the course at a time and date stated by the School.

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## RE-TAKING THE BROKER PRELICENSING COURSE

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Students who attend 80% of the Broker Prelicensing Course and complete 100% of all required coursework, but are unsuccessful at passing their Course qualify for the Kaplan Real Estate Education Commitment. They may attend the course at no charge for up to 6 months from their original course start date.

Students who do not qualify for the Kaplan Real Estate Education Commitment or who drop out of the Broker Prelicensing Course for any reason after starting the course can repeat the Course one time within 12 months for an Administrative Fee of only \$199.00.

*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.

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## RE-TAKING A BROKER POSTLICENSING COURSE

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Students who are unsuccessful at passing one of our 30 Hour Broker Postlicensing Courses can repeat the Course once, free-of-charge, within 12 months from the original Course beginning date.

*See Commission Rule 58H .0210(f) above.*

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## STUDENT CONDUCT

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All 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 Kaplan Real Estate Education.

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## ADDITIONAL SCHOOL POLICIES

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### INCLEMENT WEATHER

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In the event of inclement weather or a local or national emergency, Kaplan Real Estate Education will update the inclement weather link on our website ([www.kapre.com](http://www.kapre.com)). Students will also be contacted by email and phone if the course(s) cannot be held as scheduled. Makeup days/times will be scheduled as needed.

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### COURSE SCHEDULES

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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.kapre.com](http://www.kapre.com).

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### TECHNOLOGY AND CELL PHONE POLICY

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Kaplan Real Estate Education is NOT responsible for lost or stolen electronic devices.

Kaplan Real Estate Education does NOT provide wireless Internet access.

Students cannot bring computers or communication devices into any classroom at ~~the~~ Kaplan Real Estate Education. *Online versions of textbooks cannot be used in our classes.* Students are allowed to bring cell phones in the classroom as long as they are kept on silent at all times. Students who need to use a cell phone must do so at one of the course breaks outside of the classroom. Students who refuse to follow our technology and cell phone policy may be dismissed from the class by our school director and will not receive a refund.

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### VISITORS/GUESTS

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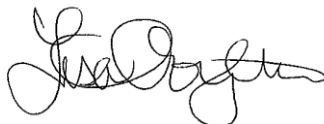
Courses at Kaplan Real Estate Education are open to enrolled students ONLY. Guests/visitors are NOT permitted in the classroom.

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### CERTIFICATION

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As School Director, I certify that the information and school policies contained herein are accurate and enforceable by and upon Kaplan Real Estate Education.



# Kaplan Real Estate Education

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## CERTIFICATION

This agreement between the Kaplan Real Estate Education (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)*

*Broker Postlicensing Education Courses (30 classroom hours each):*

\_\_\_ #301 - Broker Relationships and Responsibilities (BRR)

\_\_\_ #302 - Contracts and Closing (CC)

\_\_\_ #303 – NC Law, Rules, and Legal Concepts (NCL)

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	_____	_____	_____
CC	_____	_____	_____
NCL	_____	_____	_____

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]: Students requesting special accommodations **must contact Student Support (800-849-0932) at the beginning of the course and complete an Accommodations Request Form regarding all special accommodations.**
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

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Signature of Kaplan Real Estate Education  
Official