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Policies & Procedure Disclosure

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Legal Name of Education Provider: Land of the Sky Association of Realtors, Inc.

Advertised Name of Education Provider: Sky Land School of Real Estate

NOTE: This may differ from the Legal Name only if the Education Provider has registered an assumed or trade name with the NC Secretary of State.

Name of Education Director: Matthew Allen, J.D.

Names of Full-Time Officials and Faculty:

Matthew Allen, J.D.
Bryan Wooding
Nadene Hussey
Leah Bessette

School Director & Principal Instructor
Operations
Administrative Assistant
Administrative Assistant

Education Provider Certification

Sky Land School of Real Estate 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).

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

Sky Land School of Real Estate 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 **Sky Land School of Real Estate**, the *Broker Prelicensing Course* consists of a total of 77.5 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. 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 Examination

The end-of-course examination will be administered as follows:

- For online courses, end-of-course examinations will be proctored and administered via an online testing service on the final day of class
- For in-person courses, end-of-course examinations will be conducted in class on the final day of class

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 in-person 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. Moreover, for online exams, students will be advised of protocols and procedures related to the exam in advance.

Missed Exams

Sky Land School of Real Estate WILL allow a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

Sky Land School of Real Estate 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 within 30 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

The Broker Prelicensing Course is \$435, and the required textbook is included in the cost of tuition. Students have the option of choosing either the electronic version of the textbook or the physical version of the textbook, but not both. If a student would like both versions then the other version is available at an additional cost of \$40. In addition, please note that if a student opts for a physical copy of the textbook instead of the electronic version and is unable to pick the textbook up at our offices, there will be an additional charge for shipping. Moreover, students have the option of enrolling in the Prelicensing Course with a partial payment of \$235 in advance of the first day of class. Thereafter, the balance of the tuition is due by no later than the halfway point of the course.

A student may retake a *Broker Prelicensing Course* for a discounted fee of \$235, subject to the following conditions: 1) the retake course begins within six (6) months from the last day of the previous course; 2) the tuition fee is paid in full prior to the first day of the course; and 3) if the required textbook has changed or been updated, the student must purchase the new textbook.

Annual Summary Report

During the July 2019 - June 2020 license year, Sky Land School of Real Estate had 0 students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, 0 those students successfully passed the course, 0 of those students completed the course but did not pass the end-of-course exam, and 0 students did not complete the course. **NOTE:** Sky Land School of Real Estate did not offer the *Broker Prelicensing Course* in the July 2019 - June 2020 license year.

License Examination Performance Report

During the July 2019 - June 2020 license year, Sky Land School of Real Estate had 0 students take the license examination for the first time within 30 days of the *Broker Prelicensing Course* completion date. 0 of those students passed, resulting in a N/A% pass rate on the North Carolina license examination. **NOTE:** Sky Land School of Real Estate did not offer the *Broker Prelicensing Course* in the July 2019 - June 2020 license year.

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.

Sky Land School of Real Estate 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

The end-of-course examination will be administered as follows:

- For online courses, end-of-course examinations will be proctored and administrated via an online testing service on the final day of class
- For in-person courses, end-of-course examinations will be conducted in class on the final day of class

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 in-person 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. Moreover, for online exams, students will be advised of protocols and procedures related to the exam in advance.

Missed Exams

Sky Land School of Real Estate WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

Sky Land School of Real Estate 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 one (1) 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 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

The *Broker Postlicensing Courses* are \$195 per 30-hour course for members of the Land of the Sky Association of Realtors® and \$215 per 30-hour course for non-members. The required textbook is not included in *Broker Postlicensing Course* Tuition and may be purchased on the Real Estate Commission website, \$25 for an electronic version of the book, and \$49 for a physical copy.

At Sky Land School of Real Estate, a student may retake a *Postlicensing Education Program* course for a discounted fee of \$105, subject to the following conditions: 1) the retake course begins within six (6) months from the last day of the previous course; 2) the tuition fee is paid in full prior to the first day of the course; and 3) if the required textbook has changed or been updated, the student must purchase the new textbook.

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):*General Update (GENUP) Course* is a four (4) hour course that must be completed by all provisional and non-provisional brokers who are not brokers-in-charge and/or do not have *BIC-Eligible* status.

2020-2021 Broker-in-Charge Update (BICUP): *Broker-in-Charge Update (BICUP) Course* is a four (4) hour course that must be completed by all brokers-in-charge and brokers who have BIC-Eligible status.

Elective: Living in a Material World: Questions, Case Studies, and Hypotheticals on Material Facts in Real Estate - Living in a Material World is a deep dive into discussing various material facts in real estate transactions through case studies, hypotheticals, and multiple choice questions based on real-life scenarios.

Elective: At Home With Diversity - At Home With Diversity is developed by the National Association of Realtors® is part of a comprehensive cultural diversity outreach program that will help real estate companies diversify their workplaces and improve the industry's ability to serve culturally diverse consumers. The course is built on the letter and spirit of the Fair Housing Act and provides participants with tools to build diversity outreach into their business plans to best serve a dynamic and growing market.

Elective: Environmental Issues: Resources for Healthy Choices - Learn the relationship between environmental topics and issues and disclosure of material facts. This course also enables agents to understand the relationship between basic state and local demographics and real estate and environmental trends.

Elective: Riding the Age Wave - This newly approved course helps agents learn about and capture the exploding "baby boomer" market, including shortening the sales cycle and increasing your older adult buyer clients' purchasing capacity.

Elective: Risky Business...Doing it Right - This award-winning course deals with ethical and legal issues related to conducting business in an increasingly online world. Also, satisfies the National Association of Realtor's® Code of Ethics requirement.

Course Materials

Sky Land School of Real Estate 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

The Update course and one (1) elective are FREE for members of LOTSAR each license year; beyond those 8 hours, and for non-members, fees for classes are as follows:

- Update courses: \$75
- Elective courses: \$50

Registration, Enrollment, and Conduct

Registration

To enroll in a course at Sky Land School of Real Estate prospective students have the following options: 1) register via the website at www.skylandschool.com; 2) register by calling (828) 255-8505; or 3) register in person at 37 Montford Avenue, Asheville, NC 28801.

Please also note that for online classes, students must review and sign our Distance Course Learning Agreement, which may be found here: <https://skylandschool.com/forms-and-agreements/distance-course-learning-agreement/>

Tuition and Fees

Sky Land School of Real Estate accepts the following forms of payment: Checks and credit/debit cards (American Express, Discover, MasterCard, Visa).

Full tuition must be received by no later than the first day of the course, with the exception of the payment plan option for the *Broker Prelicensing Course*, as outlined above.

The penalty for a check returned for non-sufficient funds will be a \$25.00 fee and the check will be redeposited.

Attendance

Sky Land School of Real Estate strongly encourages students to attend all scheduled classroom hours. Students will be responsible for any information presented during missed classroom hours.

Broker Prelicensing Course students must attend a minimum of 80% of all schedule classroom hours (absences not to exceed 15.5 hours). *Postlicensing Education Program* students must attend a minimum of 90% of all scheduled classroom hours (absences not to exceed 3 hours for each 30-hour course). An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

For CE courses, students must attend a minimum of 90% of schedule classroom hours (absences not to exceed 20 minutes for a 4-hour course). Moreover, pursuant to Commission Rule 58A .1705, students are generally prohibited from skipping the final 20 minutes of a CE course.

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.

Course Cancellation or Rescheduling / Refunds

Sky Land School of Real Estate 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 business days' notice of the cancellation or revised course schedule. If a course is cancelled or rescheduled, students will have the option of: 1) transferring to the same course on a different date, or 2) being issued a full refund if unable to attend due to the scheduling change.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider at least two (2) business days prior to the start of the course.

In such event, the student will have the following options: 1) Transfer to another course, at no additional charge or 2) receive a refund, minus a \$25 processing fee, by giving the school written notice. If the student has received a textbook through the Education Provider, it must be returned in its original condition, or the cost of the text will be deducted from the refund.

A student who terminates enrollment in a Prelicensing or Postlicensing course either with written notice to the School less than two (2) business days prior to the start of the course, or by no longer attending a course after the first session, 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 the sole judgment of instructor or staff, reflects negatively on Sky Land School of Real Estate.

Examples of such behavior include sleeping, talking out of turn, surfing the internet, texting, making or accepting phone calls, working on activities not connected to the course, etc.

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)*].

Special Accommodations Request Procedure

Sky Land School of Real Estate 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 contact Sky Land School of Real Estate at (828) 255-8505 at least three weeks prior to the start date of the course.

Inclement Weather

In the event of inclement weather or a local or national emergency, students should visit the School's website (Skylandschool.com) for information about delays or closings.

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website (Skylandschool.com) and are also available upon request.

Use of Technology in the Classroom

Sky Land School of Real Estate provides wireless Internet access. The School is not responsible for disruptions in or problems with the service.

Sky Land School of Real Estate allows the use of laptops, tablets, and similar devices in the classroom provided they do not distract from the learning environment. Sky Land School of Real Estate is not responsible for lost or stolen electronic devices. Regarding such devices, 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 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, that student will not be allowed to use such a device for the remainder of the course.
- 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 then the student faces additional disciplinary action, up to and including dismissal from the course.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and exams.

Visitors / Guests

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

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Sky Land School of Real Estate will abide by the policies herein.

*Matthew Allen
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of Sky Land School of Real Estate's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Full Legal Name of Prospective Student