



Course Catalog & Policies

Effective July 1ST 2009

For State of Nevada Operations Only

Academy for Real Estate Professionals

4079 N Rancho Dr Ste 170

Las Vegas, NV 89130

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1. Mission Statement

- 1.1. The Academy for Real Estate Professionals provides comprehensive education of the highest quality to adults seeking careers as real estate salesmen, brokers, and property inspectors. Education is provided by qualified instructors via classroom and distance accredited courses.

2. Classroom, Admissions Office, Location

- 2.1. The Academy for Real Estate Professionals is located at 4079 N Rancho Dr Ste 170 in Las Vegas, NV. The school's mailing address is: 2251 N Rampart Blvd #393, Las Vegas, NV 89128 (mail is not accepted at physical office locations).
- 2.2. The school's direct phone number is: 877-765-0501; Fax: 602-765-0502.

3. Operating Hours

- 3.1. Our staff is available to answer telephone calls Monday – Friday 8am – 6pm and Saturdays 10am – 3pm. Appointments are required to visit the office.
- 3.2. Appointments may be made during off business hours if requested by a student.
- 3.3. Course hours differ for each specific course and may not coincide with the Admissions Office hours. The schedule for each course will be made available to potential students. Courses are offered year round.
- 3.4. The Admissions Office will be closed and courses will not be held during Federal or State recognized holidays.

4. Ownership

- 4.1. The Academy for Real Estate Professionals is owned by ReNewal Education Corporation.
- 4.2. Harry Eastlick is the CEO.

5. Tobacco Policy

- 5.1. Smoking or chewing tobacco is strictly prohibited inside of the school building. Students may use tobacco while physically outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

6. Alcohol Policy

- 6.1. Students are forbidden to consume alcohol on the school premises.
- 6.2. Students who arrive at school intoxicated will not be permitted to attend class.
- 6.3. Students who repeatedly arrive at school intoxicated may be expelled.

7. Mobile Telephone Policy

- 7.1. Mobile phones must be completely turned off while in the classroom (phones cannot be left turned on in vibrate or silent mode).
- 7.2. A student who repeatedly uses or receives mobile phone calls during class will be asked to leave the classroom.
- 7.4 Landline telephones in the Admissions Office may not be used by students, unless there is an emergency.

8. Food & Drink Policy

- 8.1. Students are not permitted to have food of any kind in the classroom.
- 8.2. Students are permitted to have bottled drinks in the classroom; no open cups or containers.

9. Tuition Policy

- 9.1. All students will be required to pay the full amount of tuition before the start date of the course.
- 9.2. The school does not offer financial aid or any other type of financing.
 - 9.2.1. Tuition may be paid in any of the following forms: cash, personal check, certified bank check, money order, credit card (VISA, MasterCard, Discover, American Express).
 - 9.2.2. If a student pays by personal check, two forms of identification must be provided.
 - 9.2.3. If a student pays by personal check, payment will not be considered 'received' until the check clears the bank it is drawn upon.
 - 9.2.4. There will be a \$25 fee charged for a dishonored check. This is in addition to any fee the student's own financial institution may charge.
 - 9.2.5. If a student's check is dishonored after issuance of a certificate of completion of a course to student, that certificate will be invalidated.
 - 9.2.6. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion of a course to student, that certificate will be invalidated.
- 9.3. Refunds – please see the section in this manual which contains the school's refund policy.

10. Licensure / Course Accreditation

- 10.1. All courses offered by the Academy for Real Estate Professionals have been reviewed and accredited by the State of Nevada's Real Estate Commission.
- 10.2. The school is licensed as a private post-secondary educational institution by the state of NV.

11. General Admissions Policy (for all courses)

- 11.1. In order to enroll in any course offered by the Academy for Real Estate Professionals, a student must be 18 years of age and meet the requirements for the license for which they intend to apply.
- 11.2. Students must be US citizens or legal resident aliens with a valid, verifiable social security number.
- 11.3. Students will be required to pay tuition in full upon being admitted into the school, before the course begins.
- 11.4. Students who are illiterate or cannot understand the English language are responsible for their own interpretation of text and instructed material.
- 11.5. Correspondence courses may be ordered during normal business hours from the Admissions Office or 24 hours from the school's Internet web site. Correspondence courses are regulated by the same state statutes and school policies as classroom courses.
- 11.6. A student's admission is valid for 365 days. All courses for which the student has enrolled must be completed within this timeframe or the student will have to re-enroll.

12. Updates to Student Contact Information

- 12.1. If a student's telephone number, email address, or physical mailing address changes, the student must notify the Admissions Office in writing.
- 12.2. Until notified of a change, the school will consider the original contact information to be valid and current.
- 12.3. If a student's name is legally changed, the school requires a court order showing the name change in order to change the student's name in the school records.

13. Academic Integrity

- 13.1. The Academy for Real Estate Professionals upholds the highest standards of academic integrity and honesty. The school has a *no tolerance* policy toward cheating, plagiarizing, and theft.
- 13.2. A violation of academic integrity would include, but would not be limited to, any of the following: cheating on an examination, copying work completed by another person, falsifying identity, falsifying data, destruction of school property, theft of another students personal property (including text books), stealing or intentionally learning examination questions.
- 13.3. Upon learning of a student's violation of the school's academic integrity policy, the school will notify said student within a 3 business day period in writing. The student will have 2 business days to reply, if desired.
- 13.4. The school may take any action it deems appropriate based on the violation. This may include a warning, suspension, or expulsion.
- 13.5. If the student has already received a certificate of course completion, the school may invalidate the certificate.

14. Student Conduct

- 14.1. Students are expected to act appropriately while in classrooms or on school grounds. "Appropriately" includes using social manners, respect for instructors and other students, respect for school property, and remaining quiet while in the classroom.
- 14.2. Any student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior consists of: violating any policy contained in this catalog, harassment or annoyance of other students or instructors, destruction of school or student property, not remaining quiet during class.

15. Tuition

- 15.1. The following is a complete list of programs offered by the Academy of Real Estate Professionals and corresponding tuition for each course.
- 15.2. Tuition costs may change without notice.
- 15.3. Tuition listed below is not inclusive of any discounts periodically offered.
- 15.4. Tuition listed below is inclusive for related courses. No additional costs apply.
- 15.5. Student has one year (365 days) from initial date of enrollment to complete a course before re-enrollment and another paid tuition is required.
 - 15.5.1. Real Estate Practices, Principals, & Law (90 hour)
 - 15.5.1.1. Online or Textbook Correspondence \$299
 - 15.5.2. Real Estate Law & Ethics (45 hour)
 - 15.5.2.1. Online or Textbook Correspondence \$230
 - 15.5.3. Real Estate Nevada Law (18 hour)

- 15.5.3.1. Textbook Correspondence \$100
- 15.5.4. Real Estate Broker Management (45 hour)
- 15.5.4.1. Textbook Correspondence \$199

16. Refund Policy

- 16.1. The following refund policy applies to all enrolled students in any course.

This refund policy applies to all students enrolled in all courses offered by our school. All refund requests must be made within **30 days of purchase date**. After 30 days of initial purchase date all sales are final.

- The following refund policy is in compliance with NRS 394.449 (this is the law that stipulates how refunds are to be made to students enrolled in licensed vocational schools in Nevada).
- This refund policy applies to course tuition only, not books.
- A refund due will be paid to the enrolled student within 15 days of withdraw. Refunds will be in the form of a credit to a credit card or company check. No cash refunds will be given.

If, under any circumstances, the Academy for Real Estate Professionals has failed to provide to the student the course for which the student has paid tuition, the student shall receive a refund in the amount of 100% of the tuition monies paid.

90 Hour Salesman Course - The refunded amount will be equal to the initial purchase price minus \$29 and minus \$8.50 per day elapsed from initial purchase date.

45 Hour Salesman Course - The refunded amount will be equal to the initial purchase price minus \$23 and minus \$4.25 per day elapsed from initial purchase date.

18 Hour Salesman Course - The refunded amount will be equal to the initial purchase price minus \$10.

45 Hour Broker Course - The refunded amount will be equal to the initial purchase price minus \$19.

Example: A student enrolls in the 90 hour course on June 1st and pays \$299. The student withdraws on June 10th. The refund would be $\$299 - \$29 - \$85 (\$8.50 \times 10 \text{ days}) = \185 total refund.

17. Instructors

- 17.1. All Instructors have been approved by the State of Nevada's Department of Business and Industry, Real Estate Division.

17.1.1. Keneth Gipe is the instructor for all real estate online and correspondence courses.

18. Standards of Progress

- 18.1. Examinations

- 18.1.1. Students enrolled in all courses will be required to pass a final examination by answering 75% of the questions correctly.
- 18.1.2. Students will be required to complete their examination in a 3 hour time period.
- 18.1.3. Students enrolled in online Internet courses are allowed to take the final examination online.
- 18.1.4. Examinations completed outside of the school (correspondence students) must be proctored by a neutral third party, approved by the school.
- 18.1.5. If a student does not pass a final examination, the student will be afforded the chance to retake the examination a total of two more times.
- 18.1.6. If a student fails the final examination on the third retake, the student will then be required to retake the course again.

18.1.7. Students who retake the course will not be given a discount in tuition.

19. Student Attendance

- 19.1. The State of Nevada has set the requirements for the total number of hours each student must attend each course.
- 19.2. In order to obtain a certificate, students must be in attendance for the required number of hours in their course without exception.
- 19.3. Attendance Definitions
- 19.3.1. A student is considered “absent” from a course when the student is physically not present in the classroom.
- 19.3.1.1. “Excused absence” is when a student notifies their Instructor in writing or verbally that the student will not be able to attend a particular class for a valid reason.
- 19.3.1.2. “Unexcused absence” is when a student fails to notify their Instructor in writing or verbally that the student will not attend a particular class for a valid reason.
- 19.3.1.3. If a student is absent more than 3 times through the entire duration of the course, the Instructor will require private tutoring with Instructor as make up.
- 19.3.1.4. If a student is absent excessively, or does not complete make up work or tutoring as dictated by the Instructor, the school may require the student to retake the entire course or may expel the student.
- 19.3.2. A student is considered “tardy” when the student arrives at the classroom more than 5 minutes after the course begins.
- 19.3.3. Students who do not attend for the required number of hours will be required to make up missed hours and subject matter in order to obtain their certificate.
- 19.4. Required Attendance
- 19.4.1. Real Estate Practices & Principles & Law – student must attend for 90 hours
- 19.4.2. Real Estate Law & Ethics – student must attend for 45 hours
- 19.4.3. Real Estate Nevada Law – student must attend for 18 hours
- 19.4.4. Real Estate Broker Management – students must attend for 45 hours

20. Job Placement

- 20.1. The Academy for Real Estate Professionals does not provide job placement services.
- 20.2. Students are responsible for preparation of their own resume.
- 20.3. Students are responsible for scheduling interviews with potential employers.
- 20.4. The Academy for Real Estate Professionals may have real estate brokers speak in the classroom for recruitment purposes.

21. Courses

- 21.1. Real Estate Practices, Principals & Law (90 hour)
- 21.1.1. This course is designed to prepare students for a career as a licensed real estate salesman.
- 21.1.2. This course is available Online or by Textbook Correspondence.
- 21.1.3. This course covers all applicable laws/admin codes in NRS/NAC 645.
- 21.1.4. Students are required to take a final exam at the end of the course.
- 21.1.5. This course is 90 hours in length.

Students may choose to take portions of the Real Estate Pre-Licensing course which equal either 45 hours of Law & Ethics or 18 hours of Nevada specific law.

- 21.2. Real Estate Broker Management (45 hour)

- 21.2.1. This course is designed to prepare students for a career as a real estate broker.
- 21.2.2. This course is offered by text book correspondence.
- 21.2.3. This course covers all applicable laws/admin codes in NRS/NAC 645D.
- 21.2.4. Students are required to take a final exam at the end of the course.
- 21.2.5. This course is 45 hours in length. Students must study a minimum of 7 days after receiving material.
- 21.2.6. The course text book is "Real Estate Brokerage; A Management Guide" by McAdams, Cyr, and Sobeck. Published by Dearborn.

22. Course Withdraw

- 22.1. Students may withdraw from their enrolled course(s) at anytime without academic penalty.
- 22.2. Withdraws must be made in writing on the school's standard withdraw form. Telephone withdraws are not valid.
- 22.3. Students must review the school's refund policy to determine any refund amount due and the time in which the school has to make said refund.

23. Credits Earned from Other Schools

- 23.1. Students who have earned hours/credits from another school must have said credits reviewed by an Academic Director at the Academy for Real Estate Professionals.
 - 23.1.1. The previous school must have been properly licensed and the course be properly accredited by a state government authority.
 - 23.1.2. Only courses and course hour increments that the State of Nevada recognizes will be considered valid.

24. Distance Learning Program / Online and Correspondence Courses

- 24.1. Students who are enrolled in any distance course may contact a live instructor at the school during business hours by calling 877-765-0501 or by E-mail at info@nevadaacademy.com An instructor will respond as soon as possible, but in no case later than 2 business days.
- 24.2. Course Materials Included with Purchase
 - 24.2.1. Nevada Law book of NAC/NRS 645 (in digital format).
 - 24.2.2. License Application (provided at time of successful completion of course test).
 - 24.2.3. State Exam registration packet (provided at time of successful completion of course test).
 - 24.2.4. Receipt of Payment (sent via email and appearing on student's credit card statement).
 - 24.2.5. Web site log on instruction letter.
 - 24.2.6. Course exam and proctor form.
- 24.3. Time Allotment
 - 24.3.1. Students will be required to complete the course within 365 days of initial enrollment. If more than 365 days transpires from initial enrollment date, student will be required to re-enroll in the course and pay full tuition.
- 24.4. General Instructions
 - 24.4.1. Upon purchase of the online course, a student will be given immediate access to the course material.
 - 24.4.1.1. The courses are divided into different modules.
 - 24.4.1.2. Each module requires the student to master an interactive quiz before being allowed to the next module.
 - 24.4.1.3. All modules must be completed in order. Students may go back and review completed modules and re-take quizzes.
 - 24.4.1.4. When all modules are completed, the student must sign and return to the school an affidavit, swearing they completed the course.
 - 24.4.1.5. In order to obtain a completion certificate for the course, students must complete a final exam.
- 24.5. Final Exam
 - 24.5.1. In order to obtain a completion certificate for the course, students must complete a final exam.

- 24.5.2. Online students can take the final examination on the Internet. Local correspondence students must take the final exam at the school. A photo ID must be presented.
- 24.5.3. Non-local correspondence students must have their exam proctored.
 - 24.5.3.1. Proctors must complete a form provided by the school.
 - 24.5.3.2. Proctors must not be related to the student by blood or marriage and must be associated with a professional organization (library, university, law firm, title company).

25. Distance Course Modules

- 25.1. The following are a list of modules as they appear in the distance education courses.

- 25.1.1. Broker Management

- Module 1: Role of a Manager
- Module 2: Planning the Organization
- Module 3: Organizing the Organization
- Case Study
- Module 4: Staffing and Directing
- Module 5: Controlling the Organization
- Case Study
- Module 6: Real Estate Financing
- Module 7: Valuation
- Module 8: Federal Laws

- 25.1.2. Real Estate Pre-License – Online

- Module 1: Contracts
- Module 2: Property Ownership and Encumbrances
- Module 3: Property Description
- Module 4: Title and Title Transfer
- Module 5: Leasing
- Module 6: Land Use
- Module 7: Nevada License Law
- Module 8: Nevada Regulations
- Module 9: Subdivided Land Law
- Module 10: Subdivided Land Regulations
- Module 11: Time Shares Law
- Module 12: Time Shares Regulations
- Module 13: Campground Memberships Law
- Module 14: Campground Memberships Regulations
- Module 15: Agency
- Module 16: Fair Housing
- Module 17: Pricing Property
- Module 18: Market Analysis and Replacement Cost Worksheets
- Module 19: Basics of Finance
- Module 20: Loans
- Module 21: Loan Assumptions
- Module 22: Alternative Financing
- Module 23: Finance Regulations
- Module 24: Listings
- Module 25: Sales Contracts
- Module 26: Residential Disclosure
- Module 27: Escrow
- Module 28: Ethics
- Module 29: Environmental Concerns
- Module 30: Real Estate Math

- 25.1.3 Real Estate Pre-License – Correspondence

Module 1: Land and Real Estate
Module 2: Real and Personal Property
Module 3: Legal Descriptions
Module 4: Government Land Ownership and Use Controls
Module 5: Encumbrances
Module 6: Home Ownership and Home Construction
Module 7: Freehold Estates and How Property is Held
Module 8: Entities for Ownership
Module 9: Leasehold Estates
Module 10: Title and Transferring Title
Module 11: Recording Acts and Title Insurance
Module 12: Subdivisions
Module 13: Nevada Licensing Law
Module 14: Nevada Real Estate Broker and Salesman Statute and
Administrative Code - Chapter 645
Module 15: Closing Statement Exercise
Module 16: Real Estate Business, Agency Law and Disclosure
Module 17: Brokerage Agreements
Module 18: Environmental Issues and Nevada Water Law
Module 19: Fair Housing
Module 20: Contract Law
Module 21: Closing the Transaction
Module 22: Property Management and Nevada Landlord-Tenant Act
Module 23: Real Estate Appraisal
Module 24: Investing in Real Estate and Income Tax Aspects of Real
Estate
Module 25: Control of Money and Real Estate Finance
Module 26: Real Estate Financing Instruments
Module 27: Qualifying Borrowers
Module 28: Interest and Discount Points
Module 29: Loan Satisfaction, Assumptions, Defaults and Foreclosure