

SAMPLE CATALOG FOR REAL ESTATE SCHOOLS

NOTE: The examples used in this document are for INSTRUCTIONAL PURPOSES ONLY. The final document will be determined by the unique characteristics and requirements of the school/program. Customize the highlighted text.

NAME of SCHOOL
SCHOOL ADDRESS: STREET NUMBER and NAME
CITY, MARYLAND ZIP CODE
TELEPHONE and FACSIMILE NUMBERS
WEB SITE and EMAIL ADDRESS OF SCHOOL (or OWNER/DIRECTOR)

Mission

The school's mission is to prepare students to pass the Maryland State Real Estate Salesperson Licensure Examination.

Ownership

The school is owned by OWNERSHIP/CORPORATION NAME. The officers are:

NAME President
NAME Vice President
NAME Secretary

Staff

NAME School Director
NAME Administrative Assistant
NAME Instructor
NAME Instructor

School Facility

All pre-licensure exam preparation is held at the school facility located on the [FLOOR NUMBER] of the [REALTY AGENCY] Office. [DESCRIPTION OF CLASSROOM, EQUIPMENT AND LAVATORY ACCESSIBILITY.] Free parking for students is available.

The school business hours are: Monday - Saturday from 8 a.m. - 6 p.m.

Schedule Options: Two schedule options are offered.

Options	Days	Times	Schedule Summary
Evenings	Tuesdays & Thursdays	6-9 p.m.	6 hours/week for 10 weeks
Saturdays	Saturdays	9 a.m.-5:30 p.m. (half-hour lunch)	8 hours/week for 7 ½ weeks

School Calendar:

Evening Schedule	Start Dates	End Dates
	March 14, 2013	May 18, 2013
	June 6, 2013	August 15, 2013

Saturday Schedule	Start Dates	End Dates
	March 4, 2013	April 22, 2013
	May 6, 2013	June 17, 2013

Inclement Weather:

The school's policy regarding the cancellation of classes due to inclement weather follows that of the county public school system (K-12). Students may also call the school to verify if classes will be held.

Holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day after

Christmas Eve through New Year's Eve

Entrance Requirements

All applicants must provide evidence of being at least 18 years of age and of possessing a high school diploma or G.E.D. prior to enrolling in the program.

For instruction delivered by interactive distance (e.g., on-line/Internet), if applicable, students must demonstrate or provide evidence of the background, knowledge, and technical skills needed to undertake the program in this delivery format. The school will assess whether students have the skills and competencies to succeed in a distance-learning environment before their enrollment in the program.

NOTE: criminal convictions may affect a student's ability to be licensed.

Enrollment Procedures

Students may request an enrollment agreement/contract by calling or visiting the school by appointment during business hours. To complete enrollment, students must meet with school staff to review and sign the enrollment agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available offering of the program.

The school does not accept credit for previous training.

Attendance Policy

The Maryland Real Estate Commission requires successful completion of 60 clock hours to be eligible for taking the real estate salesperson pre-licensure exam. Therefore, students must attempt to attend every session. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour of absence.

A student must achieve at least an 80% attendance rate in order to successfully complete the program. A student's attendance will be evaluated and reported in writing to students at the end of each week. If a student's cumulative attendance rate is below 80% at the end of any week, the student will be counseled by school staff. When a student misses more than 12 hours of the program, the student will be dismissed from the program.

The school does not have a leave of absence policy.

Make up Policy

Hours missed cannot exceed 12 hours and *must be made up before the scheduled end date of the program* as indicated in the enrollment contract. Students must contact school staff to arrange for make up of missed time and academic assessments up to a maximum of 12 hours.

Grading System

Letter Grade	Grade Scale	<u>Academic Assessments:</u> 4 quizzes Mid-term exam Final exam
A	95-100%	
B	85-94%	
C	75-84%	
F	0-74%	

To successfully complete the program, a student must have received an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations. Grade records and daily attendance will be maintained on the student's permanent record card.

Students who score below 75% on a quiz or exam may retake the quiz or exam up to a maximum of two times. These retakes will be scheduled outside of the scheduled class times and must be taken before the scheduled end date of the program.

Satisfactory Academic Progress

Students' academic progress will be evaluated at the end of each week and reported in writing to students weekly.

Graduation/Completion Requirements

1. Complete all 60 clock hours of training with no more than 12 hours missed and made up by the scheduled end date of the program.
2. Achieve an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations.
3. Financial obligations to school satisfied.

A certificate of completion is awarded upon successful completion of the program.

Re-Admission Policy

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school's program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into the program. No credit will be granted for any previous training, however.

Program Costs

Registration fee (if applicable)	\$
Tuition	\$
Text(s)	\$
Other costs (if applicable)	\$
Total	\$ 0.00

TEXT TITLE(S), EDITION, PUBLISHER, ISBN

Real Estate Principles and Practices for Salespersons Licensure Exam Preparation (60 Clock Hours)

Program Objective

Successful completion of this exam preparation program satisfies the minimum educational requirements for eligibility to take the Maryland Real Estate Salesperson Licensure Examination. The program objectives are to satisfy the requirements of the Maryland Real Estate Commission for a license to sell real estate.

The Student-to-Instructor ratio will not exceed 25:1.

Program Subjects (Lecture)	# Hours
Unit 1:	
Principles of Real Property	4
Landlord-Tenant Relationships	3
Real Estate Contracts	5
<i>Quiz 1</i>	
Unit 2:	
Rules of Agency and Listings	4
Transfer of Title to Real Property	4
Title Insurance and Settlements	3
<i>Quiz 2</i>	
Unit 3:	
Fundamentals of Appraising	3
Real Estate Finance	6
Maryland Real Estate License Law	6
<i>Mid-term Exam</i>	
Unit 4:	
Maryland Real Estate Regulations	4
Real Estate Ethics (focusing on MD)	3
Human Rights & Community Relations	4
<i>Quiz 3</i>	
Unit 5:	
Basic Math Pertaining to Real Estate	4
Property Condition Disclosures	3
Hazardous Substances Laws and Regulations	2
<i>Quiz 4</i>	
<i>Final Examination</i>	2
TOTAL HOURS	60

Refund policy for classroom-based/resident delivery of instruction:

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule:

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the School Director or designated school official if they are withdrawing from the school.
6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. Books purchased from the school are the property of the student and are not refundable, except within the seven-day cancellation period.

Refund policy for distance/non-resident (e.g., on-line/Internet) delivery of instruction (if applicable)

1. For a program or portion of a program delivered by distance education, the minimum refunds that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun is as described above for any portion of the program delivered via classroom-based/resident delivery of instruction.
2. For any portion delivered via distance education, a prorated refund shall be made based on the proportion of the program completed by the student. The proportion of the program completed shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
3. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The student's last date of attendance is the date of withdrawal or termination.

Student Services, Rights, Privileges and Responsibilities

Free student parking is available for all enrolled students. Student transcripts will be provided upon written request and placement guidance is available by appointment for those who complete the training.

Transcripts: Students wishing to obtain a transcript must make a request in writing to the school. The cost for an official transcript is \$0.00.

Placement: While the school cannot guarantee job placement, school staff will be available by appointment to advise students who desire employment guidance and assistance.

Student Conduct Policy

Students are required to dress and act in an ethical and professional manner. The school has the right to dismiss any student who fails to adhere to school policies.

Student Grievance Procedure

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance should be addressed to the School Director. If still unsatisfied, the student may submit a written complaint to: the Maryland Real Estate Commission, 500 North Calvert Street, 3rd Floor, Baltimore, Maryland 21202-3651, 410-230-6230, fax: 410-333-0023, e-mail: mrec@dllr.state.md.us; the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201; or the Maryland Consumer Protection Division at 200 St. Paul Place, Baltimore, Maryland 21202, 410-576-6550, email: consumer@oag.state.md.us.

Program Performance

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, www.mhec.state.md.us. This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.