

HPW Real Estate School
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School Bulletin

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Legal Name of School: HPW Real Estate School

Legal Name of School Owner: Howard Perry and Walston Realty Inc.

Name of School Director: Eugene T. Mangum III

Names of Full-Time School Officials and Faculty:

Eugene T. Mangum, Kimberly Spence , Kimberly Frye, Kevin Sensing, Jim Ruehle, Renee Hagan

Purpose of School

HPW Real Estate School 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

HPW Real Estate School 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

Entrance Requirements

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, FAMILIAL STATUS, NATIONAL ORIGIN, HANDICAP STATUS, OR RELIGION.

Broker Prelicensing Course

The minimum age requirement to obtain a real estate license in North Carolina is 18.

To enroll in the Broker Prelicensing course at HPW Real Estate School prospective students must register on our website at www.hpwreschool.com or visit or call the school for assistance. Students should be aware that these courses require a general knowledge of both math and reading comprehension skills.

Broker Postlicensing Courses

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.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.

HPW Real Estate School shall not knowingly enroll an individual in a Postlicensing course while the individual is taking another Postlicensing course at the same school or a different school if such enrollment would result in the individual being in class for more than 30 classroom hours in any given seven-day period.

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.

A student may also enroll for the purpose of qualifying for license reinstatement of an expired, canceled, revoked or surrendered license not on provisional status or pursuant to a disciplinary consent order issued by the North Carolina Real Estate Commission. In either event, the student must provide written documentation verifying eligibility at the time of enrollment.

Registration & Enrollment

Enrollment Agreement

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.

Requests for Special Accommodations

Students requesting special accommodations must submit all requests in writing by the first day of class including a letter from a licensed medical professional confirming the specific testing accommodation needed.

HPW Real Estate School 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.

Detailed Schedule of Tuition and Fees

HPW Real Estate School accepts the following forms of payment: cash, check, credit card, money order
Tuition must be paid at time of registration.
The penalty for a check returned for non-sufficient funds will be: \$25.00

Tuition Schedule:

Broker Prelicensing Course: \$449.00 Textbook is included

Broker Postlicensing Courses: \$239.00 per 30-hour course. Required *NC Real Estate Manual* is 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.

HPW Real Estate School does not allow students to use the digital 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.

Course Cancellation or Rescheduling / Refunds

HPW Real Estate School reserves the right to make changes or revisions in its course schedule or policies as necessary. Students enrolled in a rescheduled or cancelled course will be given a minimum 24 hrs notice of the cancellation or revised course schedule. If a course is cancelled or rescheduled, students will have the following options: If a scheduled course is cancelled, postponed, or results in the dates and times being altered by the School, the student may elect to have all monies refunded or have monies credited to another scheduled course.

Withdrawals and Transfers / Refunds

A student may withdraw from the Broker Prelicensing or a Postlicensing course by giving written notice to the School one week prior to the start of the course for which enrolled. In this case all money deposited with the school will be returned in full, provided that any materials issued are returned unused.

A student who terminates enrollment in a Prelicensing or Postlicensing course either with written notice to the School or by no longer attending a course on or after the first day of class will not be entitled to a refund of any portion of paid Tuition.

Grades and Student Progress

Attendance

Prelicensing course students must attend a minimum of 80% of all scheduled classroom hours.
Postlicensing course students must attend a minimum of 90% of all scheduled classroom hours.
A final exam will not be administered to any student who does not satisfy the 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.

Eligibility Requirements for Course Completion Certificate in Prelicensing and Postlicensing Courses

To pass the *Broker Prelicensing Course* and receive a course completion certificate, a student must a) attend a minimum of 80% of scheduled class sessions, b) timely submit completed in-class and take-home assignments, and c) pass the final exam with minimum score of 75%.

To pass a Postlicensing Course and receive a course completion certificate, a student must a) attend a minimum of 90% of scheduled class sessions, b) timely submit completed in-class and take-home assignments, and c) pass the final exam with minimum score of 75%.

The final exam will be administered on the last, scheduled day 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 an 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)].

Final Course Exam Make-up and Re-take: Broker Prelicensing Course

HPW Real Estate School will allow a Prelicensing course student who does not take the final exam on the last scheduled day of a course to take it as a makeup one time within 30 days of the last scheduled day of the course at a time and date stated by the School.

HPW Real Estate School will allow a Prelicensing course student who does not pass the final exam on the last scheduled day of a course to retake the exam one time provided the student score a 65% or higher on their first attempt. The retake must be within 30 days of the last scheduled day of the course at a time and date stated by the School.

Per Commission Rule 58H.210(f) : A Prelicensing or Postlicensing course student who does not pass the final exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the final exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At HPW Real Estate School, a student may retake a Prelicensing course for \$150.00, provided the student registers for a retake course that begins on or before 6 months of the original start date.

Final Course Exam Make-up and Re-take: Broker Postlicensing Courses

A Postlicensing course student who does not take the final exam on the last scheduled day of a course may take it as a makeup one time within 30 days of the last scheduled day of the course at a time and date stated by the School.

A Postlicensing course student who takes but does not pass the final exam on the last scheduled day of a course may retake the final exam one time; however the retake must be within 30 days of the last scheduled day of the course at a time and date stated by the School.

Per Commission Rule 58H.210(f): A Prelicensing or Postlicensing course student who does not pass the final exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the final exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At HPW Real Estate School, a student may retake a Postlicensing course for \$150.00, provided the student registers for a retake course that begins on or before 6 months of the original start date.

Student Conduct / Dress Code

Students are expected to dress and conduct themselves in a professional manner. Dismissal without recourse will be imposed for behavior that, in the judgment of instructor or staff, reflects negatively on HPW Real Estate School.

Purpose of the Prelicensing and Postlicensing Courses

Broker Prelicensing 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 final 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.

Broker Postlicensing Courses

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 that you follow the course number sequence (301, 302, & 303), as course materials were developed with that sequence in mind.*

The primary objective of each Postlicensing course is to provide instruction at a level beyond that provided in a Prelicensing course on topics deemed to be of special importance to licensees. A provisional broker must satisfactorily complete at least one of the 30-hour courses during each of the first three years following the date of his or her initial licensure in order to retain eligibility to actively engage in real estate brokerage. When a provisional broker has timely completed all three courses, the *provisional status* of the broker's license will be terminated by the Commission.

Prelicensing and Postlicensing Course Descriptions

Broker Prelicensing Course

Major topics addressed in this 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.*

Broker Postlicensing Courses

Post 301-Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate sales transactions and a real estate agent's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate agent when working with residential sellers and buyers, a review of issues associated with transactions in progress when an agent 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-Selected Topics

Topics addressed in this course include commercial real estate brokerage, residential property management, land use controls, loan fraud, brokerage compensation issues, license law issues and case studies, selected fair housing issues and case studies, establishing a brokerage firm, manufactured and modular homes and issues relating to short sales.

Additional School Policies

Inclement Weather

In the event of inclement weather or a local or national emergency, all closings/delays will be posted on WRAL-TV and wral.com, in addition class email notifications and school voicemail will be updated when possible.

Course Schedules

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.hpwreschool.com.

Use of Technology in the Classroom

HPW Real Estate School is not responsible for lost or stolen electronic devices.

HPW Real Estate School does provide wireless internet access.

If wireless Internet access is provided, HPW Real Estate School is not responsible for disruptions in or problems with the service.

HPW Real Estate School does not allow the use of laptops, tablets, and similar devices in the classroom.

The following guidelines will be enforced pertaining to electronic devices:

- 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 the instructor has the right to dismiss the student from the class session and the hours missed will count against the attendance requirement.

- 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 the instructor has the right to dismiss the student from the class session and the hours missed will count against the attendance requirement.
- The use of electronic devices (other than a basic calculator) is strictly prohibited during quizzes and exams. **The NC Real Estate Commission does not permit the use of cell phone calculators during exams.**

Visitors / Guests

Courses at HPW Real Estate School are open to enrolled students only. Enrolled students may not bring visitors or guests to the classroom.

Certification

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

Eugene T. Mangum III