

School Name

SAMPLE CATALOG FOR REAL ESTATE SCHOOLS

NOTE: The examples used in this sample catalog are for INSTRUCTIONAL PURPOSES ONLY. The final document will be determined by the school and program's unique characteristics and requirements.

NAME OF SCHOOL
SCHOOL ADDRESS
TELEPHONE & FACSIMILE NUMBERS
WEBSITE AND/OR EMAIL ADDRESSES

Mission

The mission of [NAME OF SCHOOL] is to prepare students to pass the Maryland State Real Estate Salesperson Licensure Exam and to become competent real estate agents.

Ownership

[NAME OF SCHOOL] is owned by [OWNERSHIP/CORPORATION NAME]. The officers are:

[NAME] President
[NAME] Vice President, Secretary

Staff

[NAME] School Director
[NAME] Administrative Assistant
[NAME] Instructor(s)

School Facility

All classes are held at the school facility located on the [FLOOR NUMBER] of the [REALTY AGENCY] Office. [DESCRIPTION OF CLASSROOM, EQUIPMENT AND LAVATORY ACCESSIBILITY.] Ample free parking for students is available.

School Calendar

Schedules:

| | | | |
|-----------|------------|--|--------------------------|
| Evenings | Tues/Thurs | 6:00 p.m. to 9:00 p.m. | 6 hrs/wk for 10 weeks |
| Saturdays | | 9:00 a.m. to 5:30 p.m. (half-hour lunch) | 8 hrs/wk for 7 1/2 weeks |

Upcoming:

| | <u>Start Date</u> | <u>End Date</u> |
|-----------|--------------------------------|---------------------------------|
| Evenings | March 14, 20XX June 6, 20XX | May 18, 20XX August 15, 20XX |
| Saturdays | March 4, 20XX May 6, 20XX | April 22, 20XX June 17, 20XX |

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Inclement Weather: The school’s policy regarding the cancellation of classes due to inclement weather is [DESCRIBE].

Holidays: The following holidays will be observed: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Eve through New Year’s Eve.

Entrance Requirements

All applicants must be 18 years of age and provide evidence of possessing a high school diploma or G.E.D. prior to class start.

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

Enrollment Procedures

Students may request an application for enrollment by calling or visiting the school. To complete enrollment, students must meet with a School admissions representative to review and sign the enrollment agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available session. Should the student choose to purchase textbooks through the School, these materials will be presented during the first session. The School does not accept credit for previous training.

Attendance Policy

The Maryland Real Estate Commission requires successful completion of 60 instructional hours to be eligible for taking the real estate exam. Therefore, students must attempt to attend every session. Hours missed cannot exceed 12 hours and *must be made up* in the next available program schedule or within 60 days of the contracted last class date. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour absent.

A student must achieve at least an 80% attendance rate in order to be graduated. A student’s attendance will be evaluated at the end of each module. If a student’s attendance rate is below 80% at the end of any module, the student will be placed on attendance probation for the following module. If at the end of the next module (probationary period) the student’s cumulative attendance rate is at least 80%, the student will be removed from probation. If at the end of the next module (probationary period) the student’s cumulative attendance rate is *below* 80%, the student will be terminated from the program. The school has no leave of absence policy.

Grading System

| | | | |
|----------|-----------|--------------------------------|----------------------|
| Grading: | | <u>Grading Calculations</u> | <u>% final grade</u> |
| A | 95- 100% | 5 quizzes (end of each module) | 25% |
| B | 85 - 94% | Mid-term exam | 25% |
| C | 75 - 84% | Final Exam | 50% |
| F | Below 75% | | |

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To successfully complete the program, a student must have received a cumulative minimum grade average 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 and be reported in writing to students after each module and upon request. Students have two weeks from the last session to make up all missing assignments, quizzes or exams after which they will be considered withdrawn for unsatisfactory progress. The exception is if completion of the assignment, quiz or exam is contingent upon attending a missed class (see Attendance Policy, above).

Satisfactory Academic Progress

Students' academic progress will be evaluated at the end of each module. If a student's grade average is less than 75%, the student will be placed on academic probation for the following module. If at the end of the next module (probationary period) the student's grade average is at least 75%, the student will be removed from probation. If at the end of the next module (probationary period) the student's grade average is still below 75%, the student will be terminated from the program.

Graduation Requirements

A Certificate of Completion is awarded upon successful completion of the program.

Graduation requirements are:

- Complete all 60 clock hours of training with no more than 12 hours missed and made up within the allotted timeframe.
- Achieve at least an 80% overall attendance rate.
- Achieve a minimum cumulative average of 75% on all quizzes, and a minimum score of 75% on both the mid-term and final examinations.
- Financial obligations to School satisfied.

Re-Admittance 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-apply to be accepted into the program at any time. Credit will be granted for passed modules and attendance provided re-enrollment occurs within 6 months of their last date of attendance. If re-enrollment occurs after 6 months have passed, then the student must enroll for and attend the complete program.

Program Costs

| | |
|--------------|--------------|
| Registration | \$ xx.00 |
| Tuition | xxx.00 |
| Text(s) | <u>xx.00</u> |
| Total | \$xxx.00 |

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REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPERSONS
(60 Clock Hours)

Program Objective

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

The Student-to-Instructor ratio will not exceed 22:1.

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

These hours MUST be broken out

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Refund Policy

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 (or enrollment) 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:

| <u>Proportion of Total Program Taught by Date of Withdrawal</u> | <u>Tuition Refund</u> |
|---|-----------------------|
| 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 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 are the property of the student and are not refundable, except within the seven-day cancellation period.

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 for graduates by appointment. [YOUR EXPANDED POLICY, HERE]

Transcripts: Students wishing to obtain a transcript from the School must [DESCRIBE PROCEDURE TO BE FOLLOWED]. The cost for an official transcript is [\$0.00].

Placement: While the School cannot guarantee job placement, instructors will be available by appointment to advise students who desire employment guidance and assistance. [YOUR EXPANDED POLICY, HERE]

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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. [YOUR EXPANDED CONDUCT POLICY, HERE]

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 Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, www.mhec.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.

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