



SUPERIOR

SCHOOL OF REAL ESTATE ED. LLC

Administrative Office: 14825 Ballantyne Village Way, Ste 240-15; Charlotte, NC 28277

877.944.4260

www.superiorschoolinc.com

SCHOOL BULLETIN

Publication Date: July 1, 2018

Legal Name of School: Superior School of Real Estate Ed. LLC

Legal Name of School Owner: Superior School of Real Estate Ed. LLC

Name of School Director: Cathy L. Worsley

Name of Full-Time School Officials & Instructors:

William H. Gallagher II, DREI	Founder & Instructor
Spencer Payne	Operations Director
Cathy Worsley	School Director & Lead Scheduler
Kyle Wentz	Operations Manager
Dawn Fellers	Pre/Post Coordinator
Maribeth Damron	CE Administrator
Len Elder, DREI	Senior Instructor/Curriculum Development
Stormie Benfield	Instructor
Spencer Clifford	Instructor
Deborah Cox	Instructor
Derrin Dunzweiler	Instructor
Jim Fletemeier	Instructor
Rufus Hutchinson	Instructor
Vic Knight	Instructor
Melea Lemon, DREI	Instructor
Jack Marinello, DREI	Instructor
Sam Martin, PhD, DREI	Instructor
Vee Morton	Instructor
Bruce Moyer, DREI	Instructor
Brian Pate	Instructor
Steve Robinson, DREI	Instructor
Lynda Sargent	Instructor
Tim Terry, DREI	Instructor
John Walker	Instructor
Terry Wilson, DREI	Instructor

Purpose of School:

The purpose of the Superior School of Real Estate Ed. LLC is:

- to present courses of instruction that will provide students the basic knowledge and skills necessary to act as real estate brokers and to satisfy the requirements for obtaining and retaining a real estate license.
- to prepare pre-licensing course students for the appropriate NC licensing examinations and to become licensed as a real estate “provisional” broker.
- to offer post-licensing courses needed for provisional brokers to remove the “provisional” status from their license.

COURSE DESCRIPTIONS

Broker Pre-licensing Course

This is an introductory-level real estate principles and practices course with a strong emphasis on real estate brokerage law and practice. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and (2) to prepare students for the real estate license examination.

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 real estate transactions, real estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, North Carolina Real Estate License Law, North Carolina Real Estate Commission Rules, North Carolina Trust Account Guidelines, and agent safety.

The total number of hours for this course, including School examination, is 79 hours. Satisfactory completion of this course will qualify the student to take the real estate license examination.

Broker Post-licensing Education 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 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.

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

301 – Broker Relationships and Responsibilities - 30 Hours

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.

302 – Contracts and Closing - 30 Hours

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 statement preparation, contracts for deed, options, and real estate license status and education issues.

303 – Selected Topics - 30 Hours

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.

ENTRANCE REQUIREMENTS

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, CREED, NATIONAL ORIGIN, RELIGIOUS PREFERENCE, HANDICAPPING CONDITION OR FAMILIAL STATUS.

Broker Pre-licensing Course

Students are not required to have any formal educational background, but a high school diploma or equivalent is strongly recommended. The minimum age requirement for obtaining a real estate license in NC is 18. The course follows a challenging curriculum to prepare licensees for their professional responsibilities and requires good reading comprehension and basic math skills.

Broker Post-licensing 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.

Limited Classroom Hours in any seven-day period.

Superior School of Real Estate Ed. LLC shall not knowingly enroll an individual in a postlicensing course while the individual is taking another post-licensing course at the same school or 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.

REGISTRATION REQUIREMENTS & SCHOOL POLICIES

Broker Pre-licensing & Post-licensing Requirements:

The minimum age requirement to obtain a real estate license in North Carolina is 18. Each student will be required to complete and execute a “Certification” (found on page 10 of this bulletin) at the beginning of the first scheduled class meeting. This agreement is required by the North Carolina Real Estate Commission and outlines the rights and obligations of the School and the student.

Special Accommodations:

Superior School of Real Estate Ed. LLC 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. Individuals requiring reasonable accommodations under the Americans Disabilities Act (ADA) in order to participate fully in an educational event, should contact Dawn Fellers, 704-944-4260 or dfellers@superiorschoolinc.com at least two weeks prior to the start date of the course.

Tuition and Fees:

Superior School of Real Estate Ed. LLC accepts checks or credit cards (Visa, MasterCard, AMEX or Discover) for full tuition at the time of enrollment. Full tuition payment is due prior to the start of a course. Course tuition includes student course materials as determined by the specific course. An approved textbook is required for each pre and post course.

- Broker Pre-licensing Course: \$459 tuition
 - plus \$47 cost of textbook
- Broker Post-licensing Courses: \$259 tuition per 30-hour course
 - plus \$55 cost of textbook (used in all 3 courses)
- Repeating Broker Pre-licensing Course (after failing two examinations): \$150.00
- Repeating Broker Post-licensing Course (after failing two examinations): No Charge.
- Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 return check fee and the check will be redeposited.

NOTE: Each student is required to use the **current** edition of *North Carolina Real Estate Principles and Practices* for the pre-licensing course and the **current** edition of the *NC Real Estate Manual* in each post-licensing course. The printed version of the pre-licensing textbook may be purchased directly from the School. The printed or online version of the *NC Real Estate Manual* may be purchased from the North Carolina Real Estate Commission (www.ncrec.gov).

Cancellation Policy:

Superior School of Real Estate Ed. LLC reserves the right to cancel or reschedule a course as needed. If Superior School of Real Estate Ed. LLC cancels a course, a full refund will be issued. If Superior School of Real Estate Ed. LLC reschedules a course before the start date, the student may elect to continue with the new schedule, or request a full refund. If a course is rescheduled during the duration of the class, the student may continue as scheduled or elect to withdraw from the course and re-enroll in another course at no additional charge.

WITHDRAWAL/TRANSFER POLICY

Broker Pre-licensing Course:

Withdrawal/Transfer prior to course starting:

Upon written notice prior to the start of a course, the student may transfer to another course or receive a full refund. Books must be returned in their original condition before a full refund will be given. Written notice (emailed, faxed, mailed, or hand-delivered) is required for withdrawals and transfers. No refund will be issued without written notice.

Withdrawal/Transfer once course has begun:

With written notice, within 7 calendar days of the original course start date, students may withdraw and receive a tuition refund less a \$100 administrative fee.

Upon payment of a \$150 reduced tuition fee, a student who does not complete or pass a broker pre-licensing course offered by the School may retake the course within a period of (12) twelve months from the beginning date of the initial course.

Broker Post-licensing Course:

Withdrawal/Transfer prior to course starting:

Upon written notice prior to the start of a course, the student may transfer to another course or receive a full refund. Books must be returned in their original condition before a full refund will be given. Written notice (emailed, faxed, mailed, or hand-delivered) is required for withdrawals and transfers. No refund will be issued without written notice prior to the start of the course.

Withdrawal/Transfer once course has begun:

A student who does not complete or pass a broker post-licensing course offered by the School may retake the course at no charge within a period of (12) twelve months from the beginning date of the initial course.

SCHOOL INFORMATION

Laptop & Electronic Device Usage Policy:

Laptop computers and wireless electronic devices have become an integral part of modern life. While we are pleased to offer electronic access options, it is our highest priority to ensure that electronic devices and laptop computers are an enhancement and not a distraction to the classroom environment. The guidelines below provide a framework directing the use of laptop computers and electronic devices in our pre-licensing and post-licensing classrooms:

1. Students will need to access the *North Carolina Real Estate Manual* in class by way of printed manual or online access. Any of these methods of access are acceptable so long as they do not disrupt the classroom.
2. We provide free Wi-Fi access at each of our licensing facilities; however, we cannot guarantee that Wi-Fi access will be available 100% of the time. We highly encourage you to purchase either a manual to avoid the unpredictable issues frequently encountered with Wi-Fi access.

3. Instructors will provide power strip outlets for students to use during the class. These power outlets will be located in one area of the room, designated as the “laptop zone.” Power consumption and availability of power outlets in the classroom varies by facility. Power supply for laptops is available on a first-come, first-serve basis.
4. Instructors, at their discretion, will specify when laptops and electronic devices may be used and when they should be put away. These times will be referred to as “Screen Up” and “Screen Down” times.
5. Students who need to use a cell phone (phone call, texting, email, etc.) must do so at one of the course breaks outside of the classroom. All cell phones must be silenced during class time.
6. Visiting social networking sites, checking email, or otherwise performing non-class related activities during class is considered a disruption to the classroom and is not acceptable student conduct.
7. The possession and use of laptops and wireless electronic devices is strictly prohibited during exams or quizzes.

We are not responsible for lost or stolen laptops or electronic devices.

Class schedules, registration information and forms, and general School information are available on our website at www.superiorschoolinc.com and upon request by phone, fax, mail or e-mail.

Student Conduct:

Students are expected to conduct themselves in a manner befitting mature adults. Dress may be comfortable but in good taste. Dismissal without recourse will be imposed for behavior that, in the judgment of the instructor or staff, reflects negatively on the School. Students are not permitted to bring a computer or cell phone to class on the day of their midterm and final exams. Those with a computer or cell phone in their possession on the day of an exam will be asked to leave their devices with the instructor until they have completed the exam. Any use of a device during a midterm or final exam will result in immediate failure and dismissal. The School is required to report students caught cheating to the NC Real Estate Commission.

Visitors/Guests:

Courses at Superior School of Real Estate Ed. LLC are open to enrolled students only. Enrolled students MAY NOT bring visitors or guests to the classroom.

Schedule/Hours/Holidays:

Course schedules are published separately from this bulletin and are available by mail, fax or on our website at www.superiorschoolinc.com. Schedules will reflect beginning and ending dates as well as the hours of each class. A class or classes cancelled due to weather or other reasons will be rescheduled as soon as possible. Holidays observed include New Year’s Eve/Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Day After and Christmas Eve/Day.

Inclement Weather Policy:

In the event of inclement weather or a local or national emergency, students are asked to view our website for School closing information.

BROKER PRE-LICENSING & POST-LICENSING COURSE COMPLETION CRITERIA

Attendance:

It is **strongly encouraged** that students attend all scheduled classroom hours.

- **Broker pre-licensing** students must attend a minimum of 71.5 scheduled classroom hours of the 79-hour course (absences not to exceed 7.5 hours). Pre-licensing students **MUST ATTEND all hours of the first scheduled broker pre-licensing course session**; pre-licensing students missing the first scheduled course session will be required to reschedule to another pre-licensing course.
- **Broker post-licensing** students must attend a minimum of 27 scheduled classroom hours of the 30-hour course (absences not to exceed 3 hours).
- **Broker pre-licensing and post-licensing students** are NOT permitted to make up missed time due to tardiness or absences. Students should ensure they can attend the required classroom hours before registering for a class.

NOTE: Instructors will take attendance for every course session. Instructors are responsible for monitoring attendance, including late arrivals and early departures. All time missed will be counted towards the total allowable absent time for each course.

COURSE EXAMS & GRADING

Broker Pre-licensing Course:

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. Students must pass with a score of 75 percent or higher on the final exam. Students are allotted four hours for the exam. To successfully complete the course, pre-licensing students must meet all of the following criteria:

- attendance requirements;
- timely submission of completed in-class and take-home assignments including Unit Quizzes and Mid-Term exam (assigned through our software or the equivalent hard copy); and
- passing the final exam with a minimum score of 75%.

STUDENTS ARE REQUIRED TO TAKE THEIR FINAL EXAM ON THE LAST DAY OF THE SCHEDULED CLASS! IF A STUDENT DOES NOT TAKE THEIR SCHOOL EXAM AS REGULARLY SCHEDULED, THE STUDENT IS ELIGIBLE TO TAKE ONE EXAM AT ANOTHER TIME BUT FORFEITS THEIR OPPORTUNITY FOR A SECOND EXAM.

A student failing to achieve a score of 75% or higher on the final exam may retake the final exam one time within **20** days of the course ending date, at a date and time specified by the School.

Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

If a student is unsuccessful in passing the retake exam, the student will be allowed to repeat the course in its entirety for a reduced tuition fee of \$150 provided the course is retaken within a period of 12 months from the beginning date of the initial course.

Those who have registered for the retake exam and are no-shows will forfeit their right to a retake exam. Written notice (e-mailed, faxed, mailed, or hand-delivered) is required for all retake exam withdrawals and transfers. Written notice must be received prior to the date of the retake exam.

Broker Post-licensing Course

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. Post-licensing students must: a) meet attendance requirements, b) timely submit completed in-class and take-home assignments and c) pass the final exam with a minimum score of 75%.

A student failing to achieve a score of 75% or higher on the final exam may retake the final exam one time within **20** days of the course ending date, at a date and time specified by the school. If a retake exam is specifically requested by a student to be taken at the earliest possible opportunity, the school will provide a retake opportunity within 7 days of the request.

Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course exam within 30 days of the last scheduled day of the course must retake the entire course to be entitled to take the end-of-course exam again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

If a student is unsuccessful in passing the retake exam, the student will be allowed to repeat the course in its entirety at no charge provided the course is retaken within a period of 12 months from the beginning date of the initial course.

Those who have registered for the retake exam and are no-shows will forfeit their right to a retake exam. Written notice (e-mailed, faxed, mailed, or hand-delivered) is required for all retake exam withdrawals and transfers. Written notice must be received prior to the date of the retake exam.

CONTINUING EDUCATION

Superior School of Real Estate Ed. LLC is approved to offer both in-class and online Real Estate Continuing Education Courses. A complete course schedule is available through the School office or on our website at www.superiorschoolnc.com.

Withdrawal/Transfer Policy:

If you are unable to attend the class for which you are registered, Superior School of Real Estate Ed. LLC will transfer your tuition to another class within the same CE year if notice is given prior to class.

Tuition and Fees:

- Continuing Education Courses: \$69.00 per course
- Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 return check fee and the check will be redeposited.

LOCATIONS & FACILITIES

Toll-free: 877-944-4260 staff@superiorschoolinc.com

Charlotte Administrative Office:

14825 Ballantyne Village
Way, Suite 240-15,
Charlotte, NC 28277

Our training facilities are located at:

- 28 Schenck Pwky, #102, Asheville, NC 28803
- 111 Realtors Way, Cary, NC 27513
- 143 Chatham Downs Dr., #302, Chapel Hill, NC 27517
- 14815 Ballantyne Village Way, Suite 270, Charlotte, NC 28277
- 14815 Ballantyne Village Way, Suite 300, Charlotte, NC 28277
- 9009 Bryant Farms Rd., Charlotte, NC 28277
- 12325 Johnston Rd., Charlotte, NC 28277
- 100 Beatties Ford Rd., Charlotte, NC 28216
- 7841 Gateway Ln NW, Concord, NC 28027
- 19608 Liverpool Pkwy., Cornelius, NC 28031
- 4236 University Drive, Durham, NC 28031
- 4192 Sycamore Dairy Rd., Fayetteville, NC 28303
- 23 Oak Branch Dr., Greensboro, NC 27407
- 305 Greenville Blvd. SW, Greenville, NC 27837
- 16617 Statesville Rd, Huntersville, NC 28078
- 215 N Main St, Mooresville, NC 28115
- 1101 Gorman St., Raleigh, NC 27606
- 3415 Wake Forest Rd., Raleigh, NC 27609
- 1041 Wake Towne Drive, Raleigh, NC 27609
- 4537 Country Club Rd., Winston-Salem, NC 27104

These training facilities are approved by the North Carolina Real Estate Commission and meet all of the safety and health requirements as outlined in city, state and federal regulations. These locations provide free and accessible student parking.

School Licensure & Approval:

Superior School of Real Estate Ed. LLC 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 1700
Raleigh, NC 27619

Superior School of Real Estate Ed., LLC

CERTIFICATION

This agreement between the **Superior School of Real Estate Ed., LLC** (hereinafter "SCHOOL") and _____ (hereinafter "STUDENT"), is entered into this ____ day of _____, 20____, and constitutes the complete agreement of the parties.

1. SCHOOL agrees to provide STUDENT the course(s) indicated below in accordance with the requirements prescribed by the North Carolina Real Estate Commission.

_____ *Broker Prelicensing Course* (**79** classroom hours)

Broker Postlicensing Education Courses (30 classroom hours each):

_____ #301 - Broker Relationships and Responsibilities (BRR)

_____ #302 - Contracts and Closing (C&C)

_____ #303 - Selected Topics (ST)

2. Course schedule(s) is/are as follows:

<u>Course</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule (Days / Times)</u>
Prelicensing	_____	_____	_____
BR&R	_____	_____	_____
C&C	_____	_____	_____
ST	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$_____, such tuition to be paid as follows: _____.

4. Special Accommodations Provided [if any]: _____

5. By their signatures on this page, the official signing for SCHOOL certifies delivery of a copy of SCHOOL's Bulletin to STUDENT and STUDENT acknowledges receipt of such Bulletin.



Signature of
STUDENT

Signature of **Superior School of Real Estate, Ed.**
LCC Official