



Skyline School of Real Estate LLC

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School Bulletin

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Legal Name of School: Skyline School of Real Estate LLC

Legal Name of School Owner: Skyline School of Real Estate LLC

Name of School Director: Michael Walker

Names of Full-Time School Officials and Faculty: Michael Walker

Purpose of School

Skyline School of Real Estate LLC conducts the *Broker Prelicensing Course* required to qualify for the license examination to become licensed as a real estate provisional broker in North Carolina, the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license, and *Continuing Education Courses* needed for each year for a broker to remain on active status.

School Licensure

Skyline School of Real Estate 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 17100
Raleigh, NC 27619

Per *Commission Rule 58H .0205*: 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.

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

Prelicensing and Postlicensing Courses

Broker Prelicensing Course

Purpose of the 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 end-of-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.

Course Description:

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and 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 property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic 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**.*

Course Enrollment Requirements:

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

To enroll in the *Broker Prelicensing Course* at **Skyline School of Real Estate LLC**, prospective students must register either online or in person and pay the tuition in its entirety at the time of enrollment.

Broker Postlicensing Education Program

Purpose of the Postlicensing 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.

Course Descriptions:

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker 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 disclosure preparation, contracts for deed, options, and selected real estate license status and education issues.

Post 303 - NC Law, Rules, and Legal Concepts

Topics addressed in this course include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous laws and legal concepts.

Course Enrollment Requirements:

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.

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 & Enrollment

Procedure for Requesting Special Accommodations

Skyline School of Real Estate 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 with Disabilities Act (ADA) to participate fully in an educational event, should contact Michael Anthony Walker Jr., School Director, in writing at least **two weeks prior** to the start date of the course.

Detailed Schedule of Tuition and Fees

Skyline School of Real Estate LLC accepts the following forms of payment: Credit/Debit card, Check, or money order/certified check for **full tuition at the time of enrollment**. Checks returned for non-sufficient funds (NSF) will be charged a **\$25.00** return check fee and the check will be redeposited.

Tuition Schedule:

Broker Prelicensing Course: \$410. Textbook IS included ☒ IS NOT included in Broker Prelicensing Course Tuition.

Broker Postlicensing Courses: \$195 per 30-hour course. Required textbooks are **not** included in *Broker Postlicensing Course Tuition*.

NOTE: Each student is required to use the current editions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet in each *Postlicensing* course.

Skyline School of Real Estate LLC ☒ **DOES allow** ☐ **DOES NOT allow** students to use the online versions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet during classes. Each student must bring his/her copy of the required publications to every *Postlicensing* class session.

Broker Continuing Education Courses: *\$50 per 4-hour course*. Required textbooks are included in *Broker Continuing Education Course Tuition*.

Course Cancellation or Rescheduling / Refunds

Skyline School of Real Estate LLC reserves the right to cancel or reschedule a course as needed. If Skyline School of Real Estate LLC cancels a course, a full refund will be issued.

Withdrawals and Transfers / Refunds

A student may withdraw from a Broker Prelicensing or a Postlicensing course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options: transfer to another course with seats available and pay a **\$25** transfer fee or receive a refund for the cost of tuition **less a \$100 administrative fee**.

A student may withdraw from a Broker Continuing Education course by giving written notice to the School prior to the start of the course. In such event, the student will have the following options: transfer to another course with seats available and pay a **\$10** transfer fee or receive a refund for the cost of tuition **less a \$25 administrative fee**.

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

Student Progress and Grades

Student Conduct

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

Attendance

Broker Pre-licensing Course students must attend a minimum of 80% of all scheduled classroom hours. *Postlicensing Education Program* students must attend a minimum of 90% of all scheduled classroom hours. *Continuing Education Program* students must attend a minimum of **90%** of all scheduled classroom hours. An end-of-course exam will **not** be administered to any student who does not satisfy the course attendance requirement.

Attendance will be closely monitored, including late arrivals and early departures at the beginning or end of every class session or any scheduled break times. All class time missed will be recorded for each student. Broker Prelicensing, Postlicensing, or Continuing Education students are **NOT permitted** to make up missed

time due to tardiness or absences. Students should ensure they can attend the required instructional hours before registering for a class.

Eligibility Requirements for Course Completion Certificate

To pass the *Broker Prelicensing Course* and receive a course completion certificate, a student must a) meet the attendance requirements, b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam with a minimum score of **75%**

To pass a *Postlicensing Course* and receive a course completion certificate, a student must a) meet attendance requirements, b) timely submit completed in-class and take-home assignments, and c) pass the end-of-course exam with a minimum score of **75%**

The end-of-course exam will be administered on the last scheduled day of the course.

To pass a *Continuing Education Course* and receive a course completion certificate, a student must a) meet attendance requirements and b) timely submit completed in-class and take-home assignments.

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 examination. Any student who brings such a device to the classroom on the day of an examination will be required to remove it from the classroom before the examination commences. If a student is discovered to be using such a device or cheating in any manner during an examination, 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)*].

End-of-course Examination Make-up and Re-take

Broker Prelicensing Course:

Skyline School of Real Estate LLC ☒ **WILL allow** ☐ **WILL NOT allow** a *Broker Prelicensing Course* student who does not take the end-of-course examination on the last scheduled day of a course to take it as a makeup examination **one time** within **30 days** of the last scheduled day of the course at a time and date stated by the School. The student will be charged a proctoring fee of **\$50** for the makeup examination.

Skyline School of Real Estate LLC ☒ **WILL allow** ☐ **WILL NOT allow** a *Broker Prelicensing Course* student who takes but does not pass the end-of-course examination to retake the end-of-course examination **1 time**; however, all retakes must be within **30 days** of the last scheduled day of the course at a time and date stated by the School. The student will be charged a proctoring fee of **\$25 for the examination retake**.

Per *Commission Rule 58H .0210(f)*: A Prelicensing or Postlicensing course student who does not pass the end-of-course examination 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 examination again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At Skyline School of Real Estate LLC, a student may retake a *Broker Prelicensing Course* for **\$200**, subject to the following conditions: If a student is unsuccessful in passing the retake examination, the student will be allowed to repeat the course in its entirety provided the course is retaken within a period of **12 months from the beginning date of the initial course**.

Broker Postlicensing Education Courses:

A *Postlicensing Education Program* student who does not take the end-of-course examination on the last scheduled day of a course may take it as a makeup examination **one time** within **30 days** of the last

scheduled day of the course at a time and date stated by the School. The student will be charged a proctoring fee of **\$50** for the makeup examination.

A *Postlicensing Education Program* student who takes but does not pass the end-of-course examination may retake the end-of-course examination **1** time; however all retakes must be within **30 days** of the last scheduled day of the course at a time and date stated by the School. The student will be charged a proctoring fee of **\$50** for the examination retake.

Per Commission Rule 58H .0210(f): A Prelicensing or Postlicensing course student who does not pass the end-of-course examination 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 examination again. All minimum requirements that applied to the original course, including attendance requirements, will apply to a retake of the course.

At Skyline School of Real Estate LLC, a student may retake a *Postlicensing Education Program* course for **\$100**, subject to the following conditions: If a student is unsuccessful in passing the retake examination, the student will be allowed to repeat the course in its entirety provided the course is retaken within a period of **12 months from the beginning date of the initial course**.

Additional School Policies

Inclement Weather

In the event of inclement weather or a local or national emergency, students check our homepage (www.skylineschool.net) and/or their email for information regarding closings and delays or contact the instructor.

Course Schedules

Course schedules are published separately from this bulletin. Schedules are posted on the School's website www.skylineschool.net and are also available at the School and upon request. Schedules will reflect beginning and ending dates as well as the hours of each class. A class or classes canceled due to weather or other reasons will be rescheduled as soon as possible.

Use of Technology in the Classroom

Skyline School of Real Estate LLC is **not** responsible for lost or stolen electronic devices.

Skyline School of Real Estate LLC ☒ **DOES provide** ☐ **DOES NOT provide** wireless Internet access.

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

Skyline School of Real Estate LLC ☒ **DOES allow** ☐ **DOES NOT allow** the use of laptops, tablets, and similar devices in the classroom provided they do **not** disrupt the learning environment.

If such devices are permitted, the following guidelines will be enforced:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. 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 may request that the student discontinue the use of the electronic device or exit the classroom.

- If the wireless Internet access is disrupted during a *Postlicensing Education* course, Skyline School of Real Estate LLC will provide a printed copy of the *NC Real Estate Manual* to any student who had been using the online subscription. The loaned *NC Real Estate Manual* **must be returned at the end of the session**. A student who fails to return a loaned *NC Real Estate Manual* textbook will be charged the cost of a replacement.
- 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 student will be asked to exit the classroom.
- Sound on electronic devices must be **silenced** during class sessions.
- The possession and use of electronic devices (other than a basic calculator) is strictly prohibited during all quizzes and examinations.
- Phone calls within the classroom during instructional time are prohibited.
- Power supplies for laptops and other electronic devices are available on a first come first served basis.

Visitors / Guests

Courses at Skyline School of Real Estate LLC are open to **enrolled students only**. Enrolled students may not bring visitors or guests to the classroom without prior approval of the School Director.

CERTIFICATE OF TRUTH AND ACCURACY

I certify that the policies and information contained in this bulletin are true and correct and that the Skyline School of Real Estate LLC will abide by the policies herein.

Michael Walker

Michael Walker
School Director
Skyline School of Real Estate LLC

[This section intentionally left blank.]

**Skyline School of Real Estate LLC
CERTIFICATION**

This agreement between the **Skyline School of Real Estate 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* (75 classroom hours)

Broker Postlicensing Education Courses (30 classroom hours each):

_____ #301 - Broker Relationships and Responsibilities (BRR)

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

_____ #303 - NC Law, Rules, and Legal Concepts (LRLC)

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

Course	Start Date	End Date	Class Schedule (Days / Times)
Prelicensing	_____	_____	_____
BRR	_____	_____	_____
C&C	_____	_____	_____
LRLC	_____	_____	_____

3. STUDENT agrees to pay tuition for the course(s) indicated above in the total amount of \$ _____, such tuition to be paid as follows: at the time of enrollment.
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 **Skyline School of Real Estate LLC**
Official