



AMERICA'S REAL ESTATE ACADEMY, INC.

SCHOOL POLICIES

Important Notice to Students: This document contains essential information about procedures for completing your course(s). Please read this document carefully to avoid any delay in obtaining your credit or license.

America's Real Estate Academy, Inc. (AREA) is approved by the Georgia Real Estate Appraiser's Board (GREAB), School Code #2787, renewal 12/31 annually, and the Georgia Real Estate Commission (GREC), School Code #2786, renewal 12/31/2013 for the purpose of offering real estate appraisal and sales related courses. Courses, including electronic offerings and in-class schedules, offered by AREA and approved by the state can be obtained from AREA's website, www.education-area-ga.com, or by contacting a school administrator at education@area-ga.com.

MISSION

AREA is determined to consistently offer quality real estate education and affordable access to the professional tools needed for individuals to succeed in their real estate career. AREA curriculum focuses on the skills necessary to compete in today's real estate sales, appraisal, and home inspection markets. In addition to the educational opportunities and license and certification exam prep courses, AREA provides an extensive array of continuing education courses that are meaningful and geared to allow you to excel beyond your competitors. The following policies are designed to comply with state and regulatory agencies which govern real estate education and assist AREA in providing appropriate course and licensure credit. AREA reserves the right to update and administer current policies as necessary to comply with statutes.

INSTRUCTORS

Dick Viti, J.D., ABR, RECS, CREA, RHI, and AREA Curriculum Director is approved by the GREC and GREAB to teach all of the approved courses offered at AREA. Mr. Viti is a real estate broker, appraiser, and home inspector and has a broad background in all real estate fields pertaining to the courses offered. Mr. Viti supervises all AREA instructors. Information about individual instructors and their qualifications can be viewed by visiting AREA's website www.education-area-ga.com or by contacting the office at education@area-ga.com or 770-591-5552.

ENTRANCE QUALIFICATIONS

Admission for all real estate, appraisal, and home inspection courses is limited to students who are:

1. at least eighteen (18) years old; and
2. high school graduates (or holder of a general educational developmental equivalency diploma).

REQUIREMENTS FOR COMPLETING THE COURSE

To complete the course and receive appropriate credit, you must successfully complete the following requirements:

Dearborn REcampus Students:

1. Complete ALL lessons in the course including answering any and all review questions/quizzes. Most questions are timed and need to be answered within the prescribed time for credit.
2. Return a signed Student Affidavit to AREA, a copy is located in the back of this school policy manual.
3. Pass the course final examination, if one is required.

NOTE: *Students taking the SALESPERSONS PRELICENCE COURSE which will be uploaded through your Thomson course, and receive a passing grade on each before taking the final exam. Please see page 3 for a list of homework assignments.*

CompuTaught Students:

1. Complete ALL lessons in the course including answering any and all review questions/quizzes. Most questions are timed and need to be answered within the prescribed time for credit.
2. Complete the Student Affidavit at the end of the course which will automatically be uploaded to AREA, a reference copy is also located in the back of this school policy manual.
3. Pass the course final examination, if one is required.

NOTE: *Students taking the SALESPERSONS PRELICENCE COURSE must complete homework assignments, which will be uploaded through your Thomson course, and receive a passing grade on each before taking the final exam. Please see page 3 for a list of homework assignments.*

GRADING

If a final examination is required for the course you are taking, state law requires that you score **75% or better** on the exam. If you fail the first exam you may schedule a second exam no sooner than the next day. Dearborn appraisal continuing education courses require an electronic examination at the end of the course, which must be passed with a score of 75% or greater (per IDECC regulations).

COURSE COMPLETION

All courses must be completed prior to the course expiration date.

Dearborn REcampus Students:

All courses must be completed within **twelve months** from the date of enrollment. Course completion for all the Pre-license and Post-license courses recommends also passing a final exam within the same period to ensure you have appropriate access to your course for exam preparation.

CompuTaught Students

All courses must be completed within **180 days** from the date of enrollment. Each student has 90 days to access and review the course content after they have completed the last lesson in an online course. Course completion for all the Pre-license and Post-license courses recommends also passing a final exam within the same period to ensure you have appropriate access to your course for exam preparation.

EXTENSIONS

In the event that you are unable to complete your course in the amount of time allotted or you need additional time to study the material time expiration extensions may be granted with administrative approval. Extension prices and time frames vary if available, please contact the administrative office for more information should an extenuating circumstance arise.

CERTIFICATION

Upon completion of a course, certification shall be submitted electronically to the appropriate state agency. A notice shall be sent to you from the school detailing your course credit. This maybe in the form of an electronic notice for your own personal records and should not be sent to the state for any type of renewal or for the purpose of scheduling any exams.

COURSE INFORMATION**COURSE MATERIALS**

All supplemental course materials for electronic courses are embedded into the course program and will be available in PDF format. Students can view or print these documents using Acrobat Reader, which can be downloaded and installed with no charge.

In an effort to aid our students with successful completion of their course AREA has developed additional study aid materials. Courses that have study aids available are located on AREA's website and are emailed upon registration. Please visit the [Online Student News](#) section to view the study aides. Study aids are password protected and passwords will be provided upon registration or by contacting the administrative office. Material listed is for reference purposes and is not intended to replace learning course material, but to supplement and enhance your learning experience.

Upon enrolling in the Salesperson Pre-license course, students can access the following items directly through their course. Some items are also posted on the AREA website:

Salespersons Pre-license

Candidate Handbook with an application for the state-licensing exam
Contract Forms Packet
Georgia License Law and Rules and Regulations Manual

Brokers Pre-license

Candidate Handbook with an application for the state-licensing exam
Georgia License Law and Rules and Regulations Manual

HOW TO COMPLETE THE COURSE**1. Starting Instructions**

Please refer to the "Introduction" lesson, located at the beginning of each course.

2. Homework Assignments

There are no homework assignments for the Continuing Education courses or Appraisal Courses.

CompuTaught Students

The following nine contracts must be completed and are built into your course under the Real Estate Contracts section. These will automatically be uploaded upon completion.

- Listing Agreements 1 & 2 and Buyer Agency Agreements 1 & 2 - immediately after completing the lesson entitled "Listings 4" on the computer.
- Purchase and Sale Agreements 1 & 2 - immediately after completing the lesson entitled "Sales Contracts 4" on the computer.
- Leasing/Management Agreement, Lease Contract, and Tenant Agency Agreement - immediately after completing the lesson entitled "Residential Leases" on the computer.

Dearborn REcampus Students:

The following nine contracts must be completed and are built into your course under the Real Estate Contracts section. These will automatically be uploaded upon completion.

- Listing Agreements 1 & 2 and Buyer Agency Agreements 1 & 2 - immediately after completing the lesson entitled "Listings 4" on the computer.
- Purchase and Sale Agreements 1 & 2 - immediately after completing the lesson entitled "Sales Contracts 4" on the computer.
- Leasing/Management Agreement, Lease Contract, and Tenant Agency Agreement - immediately after completing the lesson entitled "Residential Leases" on the computer.

3. Certification Statement

All students participating in CBT courses must complete an affidavit certifying compliance with the course requirements. The **Student Affidavit**, is located in the back of this manual and must be **Signed**, and **Dated** and returned to AREA, before any student can receive appropriate course credit. This statement certifies that each student has personally completed each lesson of instruction. Please fax to 770-591-5379. For CompuTaught courses the affidavit may be done electronically through your online course.

4. Course Final Examination

For Salespersons/Broker Pre-license, Post-license, and Appraisal Pre-license students ONLY, please email AREA staff at education@area-ga.com or call **770-591-5552** to schedule your final exam.

5. Continuing Education Disclosure

Appraisal continuing education courses require passing an electronic final examination which is necessary for completion of the course.

6. Technical Support**Dearborn REcampus Students**

The quickest way to solve most technical support problems is to go to the **Dearborn** Support Website.

Copy and paste this link into your browser: http://www.recampus.com/REcampus/misc_topic.aspx?topic_id=369

The vast majority of issues can be resolved from this website. For those problems not addressed, please contact the Technical Support Hotline at **888-213-5124**. Technical telephone support is available 24 hours a day 7 days a week, except holidays.

CompuTaught Students

The quickest way to solve most technical support problems is to go to www.mycoursepage.com/support. This website addresses the vast majority of issues. You may call **800-743-8703** or email them at

techsupport@mycoursepage.com. Technical telephone support is available Monday thru Friday 9:00am to 11:00 pm EST, weekends – noon to 4:00 pm, except holidays.

7. System Requirements

Dearborn REcampus Students:

Online courses can run on either Windows-based PCs or Macintosh OS computers. Our online courses require an Internet connection and the supported browser is Microsoft Internet Explorer, 4.0 or greater. CD-Rom versions require internet connection for upload of course completion to manufacturer servers.

Online courses require an Internet connection, 56K modem or greater, 800x600 screen resolution, sufficient memory to run system software and browser, Microsoft Internet Explorer version 4.0 or greater, and Java and Cookies to be enabled. You can verify if your browser is compatible through a link on the support website.

AOL account users should simply dial-up using your AOL connection, but we recommend minimizing your AOL screen after signed-on to the Internet by clicking the minus sign in the upper right-hand corner of the window. You can then launch Microsoft Internet Explorer by clicking the Start button, selecting programs, then choosing Internet Explorer.

CompuTaught Students

IBM PC Compatible Computer (minimum 350 MHz processor with 32MB RAM)

SVGA (800x600) video card, driver, and monitor

Microsoft Windows 98/ME/2000/XP*

Adobe Acrobat Reader (free download available with course)

(Thomson does not support any "Beta" Versions of Internet Explorer)

CD-ROM Version Only:

CD-ROM drive

10 MB available hard drive space

Printer (for Course documentation and Course Completion Record)

**Internet connection is needed for upload of course completion to manufacturer servers.

Online Version Only:

Internet connection

Microsoft Internet Explorer 5.5 or greater

Showcase ActiveX control (free download)

*In order to install and use the CD-ROM courses on Windows 2000 or Windows XP, the User must belong to the Administrators or Power Users Group.

COURSE CERTIFICATION/CREDIT

Upon completion of a course, AREA certifies course completion electronically to the appropriate state agency to update student state records. In addition, a completion certificate or notice shall be distributed after the final class or after exams are calculated if appropriate for the student's personal records. In the event the certificate is lost, a duplicate may be obtained for a fee by contacting the AREA administrative office, education@area-ga.com.

REFUNDS

AREA's policy is that **we do not issue refunds for CBT courses except under the following conditions:**

1. If a student purchases an online course and experiences technical difficulties, the student must contact the appropriate tech support staff. If available as an option a CD Rom version of the course may be offered to attempt to resolve the problem. If it is determined that the problem is un-resolvable the **manufacturer** will issue a refund to the student and notify AREA. The student should also inform AREA staff.
2. If a student purchases a CD-Rom course (or receives one from tech support staff) and experiences un-resolvable technical difficulties, the **manufacturer** will issue a refund to the student and notify AREA. The student should also inform AREA staff.
3. ***Continuing Education and Prelicensing online courses*** – Refunds due to technical issues will be applied only if not more than one lesson following the course tutorial has been completed.
4. ***Exam Prep online products are non refundable and will expire as indicated below:***

Dearborn REcampus products expire **360 days** from the original date of purchase.

CompuTaught products expire **180 days** from the original date of purchase.

5. For print products and software purchased through the **Dearborn REcampus** website, please enclose a copy of the packing slip that was included with your original order and ship products to the address below. We recommend that you use UPS for accurate tracking purposes. All items must be returned within **30 days** from the initial date of shipment and must be in original condition. *No opened software or audiotapes may be returned.* Please return items to the following address:

**Dearborn Distribution Center
Return Department
940 Enterprise Street
Aurora, Illinois 60504**

In any case in which a refund is issued, the amount of the refund is equal to the retail price of the product less any shipping, handling and/or processing charges.

STUDENT QUESTIONS

All questions pertaining to course registration: i.e. registration, discounts, school policies, exams, certification, etc. should be addressed to the administration at AREA. Questions regarding course content would be best directed to your course instructor. AREA will be glad to assist any student. It is recommended that students email any questions, education@area-ga.com, as this is monitored during and after regular office hours.

NON-DISCRIMINATION

AREA will not discriminate in fees, enrollment, or completion policies on the basis of race, color, sex, religion, national origin, familial status, or disability.

**AMERICA'S REAL ESTATE ACADEMY, INC.
9425 HIGHWAY 92, SUITE 148, WOODSTOCK, GA 30188
WWW.EDUCATION-AREA-GA.COM
770-591-5552**

NOTICE TO ALL STUDENTS:

You must submit this form to AREA when you complete your lessons (it is required for course completion). You can fax this form to AREA at 770-591-5379 or return it by mail to:

**America's Real Estate Academy, Inc.
9425 Highway 92, Suite 148, Woodstock, GA 30188
Phone: 770-591-5552
Fax: 770-591-5379**

STUDENT AFFIDAVIT

"I CERTIFY THAT I HAVE PERSONALLY COMPLETED EACH
ASSIGNED LESSON OF INSTRUCTION"

Student's Signature

Date

Print Name

State

List Course(s):

