



SUPERIOR

SCHOOL OF REAL ESTATE

SCHOOL BULLETIN

Superior School of Real Estate

Publication Date:

November 21, 2011

Name of School:

Superior School of Real Estate

School Licensure/Approval:

Superior School of Real Estate is licensed by the North Carolina Real Estate Commission to conduct real estate pre-licensing and post-licensing courses and is approved to sponsor continuing education courses.

Name of School Owner:

Superior School of Real Estate, Inc.

Purpose of School:

The purpose of the Superior School of Real Estate 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 state licensing examinations.

Name of School Director:

William H. Gallagher II

Name of Full-Time School Officials:

William H. Gallagher II - President/CEO

Steven L. Connell - Chief Operating Officer/EVP

Instructors:

John Bradford

Ray Cline

Cheryl Crawford

Lowell Dotson

Bill Gallagher

Diana Lambeth

Bruce Moyer

Terry Wilson

Ben Wirtz

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, property insurance, 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 75 hours. Satisfactory completion of this course will qualify the student to take the real estate license examination.

Broker Post-licensing Courses

The primary objective of the three 30-hour Broker Post-licensing Courses is to provide a higher level of education for our students. Building on the pre-licensing program, these courses offer a more detailed and in-depth exploration, with examples and applications, of the topics that are of special importance to licensees.

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, closing procedures and closing statement preparation, 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

Broker Pre-licensing Course

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

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

Broker Post-licensing Courses

Possession of a **current** North Carolina broker license on “provisional” status is a prerequisite for enrollment in the post-licensing courses. Prospective post-licensing course students must present evidence of meeting this prerequisite at the time of enrollment. However, an individual may enroll for the purpose of qualifying for reinstatement of his/her license and/or pursuant to a disciplinary consent order issued by the Commission. In either event, the student should provide documentation if he/she is unable to produce a pocket card.

A license issued to a resident provisional broker shall be issued on inactive status. In order for a provisional broker license to be eligible for active status, the provisional broker must affiliate the license with a qualified broker-in-charge. Additionally, in order for the license to remain eligible for active status, the provisional broker must complete at least one 30-hour postlicensing course on or before his or her first anniversary date of licensure. The provisional broker must further complete a second and third postlicensing course on or before the second and third respective anniversary dates of licensure in order to retain the eligibility for “active” license status. Please note that postlicensing education requirements are in addition to continuing education requirements and the two are not synonymous.

A school shall not knowingly enroll an individual in a postlicensing course while the individual is taking another postlicensing course at the same school or different school if such enrollment would result in the individual being in class for more than 21 classroom hours in any given seven-day period.

Registration Requirements & School Policies

Broker Pre-licensing & Post-licensing Requirements:

Each student will be required to complete and execute a “Student Enrollment Contract” 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.

Tuition and Fees:

Superior School of Real Estate accepts cash, 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. Approved textbooks are required for each pre-licensing course. Checks returned for non-sufficient funds (NSF) will be charged a \$25.00 return check fee and the check will be redeposited.

- Broker Pre-licensing Course: \$424 tuition includes the textbook
- Broker Post-licensing Courses: \$249 tuition per 30-hour course – plus cost of textbook.
- Repeating Course (after failing two examinations): One-half of standard tuition cost

Cancellation Policy:

If Superior School of Real Estate cancels a course, a full refund will be issued.

Withdrawal/Transfer Policy

Broker Pre-licensing Course:

Withdrawal/Transfer prior to course starting:

If a student wishes to withdraw prior to the start of a course, they 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 to withdraw or transfer is required.

Withdrawal/Transfer once course has begun:

A student may withdraw or transfer to another course with written notice - however, the student may not withdraw or transfer after the 15th hour of class.

- Day Classes (9am to 5:00pm) – notify in writing before the 3rd class
- Half-Day Classes (9am to 1:00pm) – notify in writing before the 5th class
- Evening Classes (6pm to 10pm) – notify in writing before the 5th class

Students who withdraw with written notice will receive a tuition refund less a \$100 service fee.

There are no refunds for “no-shows” after the 15th hour of class.

Note: Written notice (e-mailed, faxed, mailed, or hand-delivered) is required for all withdrawals and transfers. No refund will be issued without written notice.

Broker Post-licensing Course:

Withdrawal/Transfer prior to courses starting:

If a student wishes to withdraw prior to course start date, they may transfer to another course or receive a full tuition refund. Written notice is required.

Withdrawal/Transfer once course has begun:

After the first class session, there are no refunds or transfers available.

There are no refunds for “no-shows.”

Note: Written notice (e-mailed, faxed, mailed, or hand-delivered) is required for all withdrawals and transfers. No refund will be issued without written notice.

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 NC Real Estate Manual in class by way of printed manual, CD 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 or CD 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. 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.
6. The use of laptops and wireless electronic devices is strictly prohibited during exams or quizzes.
7. We are not responsible for lost or stolen laptops or electronic devices.

School Information

Class schedules, registration information and forms, and general school information are available on our website at www.superiorschoolnc.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.

Schedule/Hours/Holidays:

Course schedules are published separately from this bulletin and are available by mail, fax or on our website at www.superiorschoolnc.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.

Special Accommodations:

Individuals requiring reasonable accommodations under the Americans Disabilities Act (ADA) in order to participate fully in an educational event, should contact Teri Carano, 704-944-4260 or tcarano@superiorschoolnc.com at least two weeks prior to the event.

Broker Pre-licensing & Post-licensing Course Completion Criteria

Attendance:

Broker Pre-licensing and Post-licensing students must attend 80 percent of all scheduled classroom hours. Broker Pre-licensing and Post-licensing students who do not satisfy attendance requirements will not be eligible to take the course final exam.

Instructors will take attendance for every course session. Instructors are responsible for monitoring attendance, including late arrivals and early departures. All hours missed are counted toward the total absences allowed.

Course Exams

Broker Pre-licensing Course:

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. It constitutes 100 percent of student's final grade. Students must pass with a score of 75 percent or higher on the final exam. Students are allotted four hours for the exam.

Broker Post-licensing Course

The final exam is a comprehensive test covering all prescribed subject areas and all sessions. Students pass with a score of 75 percent or higher. Post-licensing students must satisfactorily complete all classroom and homework assignments.

Failed Exams/Exam & Course Repeats: Course

A student who does not achieve a 75 percent or higher passing grade on the final exam may retake the final exam one time within 90 days of the course ending date, at a date and time specified by the school.

Post-licensing Courses

A student who does not achieve a 75 percent or higher passing grade on the final exam is eligible to retake the final exam within 90 days of the course ending date. The retake exam will be offered 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.

A student failing to achieve a retake score of 75 percent or higher must retake the entire course. Attendance of at least 80 percent is required for course repeats. If a student is unsuccessful in passing the school exam and retake exam, the student will be allowed one opportunity to repeat the course in its entirety for a fee of one-half of the regular tuition, provided the following conditions are met:

1. Student applies in writing of their intention within 120 days of the end of their previous course.
2. Space is available at the time that written notification is received.

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

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 TO RETAKE THE EXAM IF THEIR SCORE IS 74% OR BELOW.

Continuing Education

Superior School of Real Estate 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.superiorschoolinc.com.

Withdrawal/Transfer Policy:

No refunds are available. If you are unable to attend the class for which you are registered, Superior School 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: \$67.00 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

Administrative Office:

Our administrative office is located at 14825 Ballantyne Village Way, Suite 240-15, Charlotte, NC 28277.

Our training facilities are located at:

- 14815 Ballantyne Village Way, Suite 270, Charlotte, NC 28277
- 16500 Birkdale Commons Parkway, Huntersville, NC 28078
- 19608 Liverpool Parkway, Cornelius, NC 28031
- 250 Branchview Drive NE, Concord, NC 28025
- 7616 Thorndike Road, Greensboro, NC 27409
- 300 Airgate Drive, Morrisville, NC 27560

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.

Complaints:

Any complaints concerning Superior School of Real Estate should be directed to:

North Carolina Real Estate Commission
Attention: Education Division
PO Box 17100
Raleigh, NC 27619-7100
(919) 875-3700

CERTIFICATE OF TRUTH AND ACCURACY

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



William H. Gallagher, II
School Director



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www.superiorschoolinc.com