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## Policies & Procedure Disclosure

**Date of Publication: 06/21/2022**

**Legal Name of Education Provider: Skyline School, LLC**

**Name of Education Director: Dr. Michael Walker**

### **Names of Full-Time Officials and Faculty:**

Dr. Michael Walker

Meghan Davis, CDEI

Megan Dickerson, J.D.

Audines Alberty, B.S.

### **Education Provider Certification**

[Skyline School](#) is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage ([ncrec.gov](http://ncrec.gov)).

Per *Commission Rule 58H .0204*, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

[Skyline School](#) is certified by the North Carolina Licensing Board for General Contractors. The Board's address is 5400 Creedmoor Rd., Raleigh, NC 27612. Any complaints concerning the Education Provider or its affiliated instructors should be directed in writing to the Board. A link to the Complaint Form is provided on the Board's homepage ([nclbgc.org](http://nclbgc.org)).

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

## Course Offerings

Skyline School conducts:

- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- the annual *Continuing Education* courses needed to maintain a real estate license on active status; and
- the annual *Continuing Education* courses needed to maintain a general contractor qualifier license on active status.

### Broker Postlicensing Education Courses

#### 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 General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The Postlicensing program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a postlicensing course will expire two (2) years after its completion date. 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 NC Real Estate 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 Materials

Each student is required to use and have immediate access to the current editions of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet during each *Postlicensing* course session.

Skyline School DOES allow a student to use the online versions of the *NC Real Estate Manual* and *NC License Law & Commission Rules* booklet during classes.

#### End-of-Course Exams

The end-of-course exam will be administered online and virtually proctored for online courses or in person at a Skyline Learning Center for in person courses.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

**In person exams:** Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an in person exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

**Online Exams:** Students are not permitted to access other resources while testing. Virtual proctoring software will monitor all activity on the student's computer during testing. The student must have a webcam and microphone and both must remain on for the duration of the test.

## **Missed Exams**

**Skyline School** WILL allow a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 10 days of the last scheduled day of the course at a time and date stated by the Education Provider. A proctoring fee of \$25 will apply for all makeup exams.

## **Failed Exams**

**Skyline School** WILL allow a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course an unlimited number of times; however, all retakes must be before the course expires. A proctoring fee of \$25 may apply.

## **Eligibility Requirements for Course Completion Certificate(s)**

To successfully complete a *Broker Postlicensing 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%.

## **Tuition/Fees**

All course prices can be found on the course listing page at [www.skylineschool.net](http://www.skylineschool.net).

This cost will not include the cost of the North Carolina Real Estate Manual, which is required for all post licensing courses.

## Broker Continuing Education Courses

### Purpose of the Continuing Education Program

The primary objective of the mandatory *Continuing Education Program* is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves real estate consumers and the public interest.

Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission in order to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must be comprised of an Update course and four credit hours of elective courses.

### Course Description(s)

All course descriptions can be found on the course listing page at [www.skylineonline.net](http://www.skylineonline.net).

### Course Materials

[Skyline School](#) will provide each student with a copy of course materials.

### Eligibility Requirements for Course Completion Certificate

Per Commission Rule 58A .1705(a):

In order to receive credit for completing an approved continuing education course, a broker shall:

- (1) attend at least 90 percent of the scheduled instructional hours for the course;
- (2) provide his or her legal name and license number to the education provider;
- (3) present his or her pocket card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.

### Tuition

All course prices can be found on the course listing page at [www.skylineonline.net](http://www.skylineonline.net).

## General Contractor Continuing Education Courses

Note: These courses are regulated by the NC Licensing Board of General Contractors. All other courses in this document are regulated by the NC Real Estate Commission.

### Purpose of the Continuing Education Program

The primary objective of the mandatory *Continuing Education Program* is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the general contracting business in a manner that protects and serves general contracting consumers and the public interest.

Per G.S.87-10.2, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Board in order to retain eligibility to actively engage in general contracting.

- 8 hours of CE must be completed in order to renew a license by at least one qualifier for licensees in the license classifications of Building, Residential and Unclassified. For the Unclassified license, it shall be the qualifier who has passed the Building examination.
- The 8-hour course requirement includes a mandatory 2-hour course produced by the Board with information about changes in the laws and rules and other content applicable to general contracting.
- The remaining 6 hours will be elective courses produced by outside providers, submitted to and approved by the Board.

## Course Materials

Skyline School will provide each student with a copy of course materials.

## Eligibility Requirements for Course Completion Certificate

In order to receive credit for completing an approved continuing education course, a qualifier shall:

- (1) not miss more than 10 minutes of the scheduled instructional hours for the course;
- (2) provide his or her legal name and qualifier ID number to the education provider;
- (3) present his or her qualifier ID card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.

## Registration, Enrollment, and Conduct

### Registration

To enroll in a course at Skyline School, prospective students must register at [www.skylineschool.net](http://www.skylineschool.net). For technological requirements for Online courses please refer to the Distance Learning Agreement available at [www.skylineschool.net/zoom](http://www.skylineschool.net/zoom).

### Tuition and Fees

Skyline School accepts the following forms of payment: Credit/Debit Card, Paypal, Paypal Credit, or Sopfiy/Affirm Payments.

Full Tuition must be received at the time of enrollment.

### Attendance

- **Continuing Education Courses: 90%** attendance policy requirement for Real Estate CE Courses and 92% attendance policy requirement for General Contractor CE Courses; **no course credit** awarded if **90%** (Real Estate) or **92%** (General Contractor) is not met, **even due to internet connectivity or power issues for Live Online Courses.**
  - This means you can only miss 24 minutes of a Real Estate CE course and still receive credit for it.
  - This means you can only miss 10 minutes of a General Contractor CE course and still receive credit for it.
- **Post-Licensing Courses: 90%** attendance policy requirement; **no course credit** awarded if **90%** is not met, **even due to internet connectivity or power issues for Live Online Courses.**
  - This means you can only miss 3 hours of the course and still receive credit for it.
- **Pre-Licensing Courses: 80%** attendance policy requirement; **no course credit** awarded if **80%** is not met, **even due to internet connectivity or power issues for Live Online Courses.**
  - This means that you can only miss 15 hours of the course and still receive credit for it.
- Attendance and attention will be **MONITORED** using ZOOM Software for Live Online Courses
  - Logging in to the webinar late, signing out early, or signing out at any time during the Webinar, will result in you not being counted as “present” for the time that you are not signed in.

- You **MUST** login in to ZOOM on your computer, tablet, or phone and be able to see and hear the presentation to get credit. You can call in for better audio, but calling in **WITHOUT ALSO** having the ZOOM Webinar open on your computer, tablet, or phone will result in **NO CREDIT for the course**.
- You **MUST** reply to any and all chat check in questions and quizzes/polls given during the session to receive credit for the time that has elapsed since the last check in question.
- Breaks and Lunch Break
  - **Regular Breaks (10 minutes every hour) and Lunch Breaks:** Please **do not** disconnect from the webinar during regular breaks or lunch breaks. It is best to leave the webinar open during the break so that you do not have to restart the webinar after each break. If you do need to restart the webinar, find your confirmation email and click your unique link to restart the webinar.
- **Early departures** from CE courses are prohibited.

## Course Cancellation or Rescheduling / Refunds

Skyline School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given as much notice as possible of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the option to transfer to a later course free of charge or receive a full refund.

## Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice by sending an email to info@skylineschool.net **prior** to the start of the course. In such event, the student will have the option to transfer to another course free of charge or to receive a refund less a \$10 administrative fee to cover credit card processing fees.

A student who terminates enrollment in a course either with written notice to the Education Provider 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. The student will have the option to transfer to another course for a fee of 50% of the originally paid tuition. Once a student is transferred to a new course, any tuition and fees paid become non-refundable at that point.

In certain cases, at the sole discretion of the Education Director, a student may be transferred to a later course free of charge due a documented emergency that caused them to miss their scheduled class. In the event that this occurs any tuition paid up to that point becomes non-refundable.

- **Example:** The student provides documentation supporting the fact that they missed class due to an emergency and a free of charge transfer to a later date is approved by the Education Director. If the student decides to withdraw from that course before it's start date that student would not be entitled to a refund of any tuition paid.

**Bundles:** Requests for refunds of a course bundle (Live Online/Self Paced/Combination) will be honored in two ways:

- If none of the courses have been completed, then the student can be fully refunded for the entire bundle.
- Any courses that have not been completed will be refunded, but the savings will be removed and current prices and/or bundles will be applied.
  - **Example:** Live Online Post Licensing Bundle is purchased for \$550. Student would like a refund for 2 out of the 3 courses. The Student will be refunded \$355 (\$550-\$195) as \$195 is the price of an individual Post Licensing Course.

## 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 or distracts from the learning environment in any way. Examples of unacceptable conduct include, but are not limited to:

- Sleeping
- Talking out of turn
- Surfing the internet
- Texting
- Making or accepting phone calls
- Working on activities not connected to the course

## **Cheating**

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course 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 .0203(h)*].

## **Special Accommodations Request Procedure**

Skyline School complies with the Americans with Disabilities Act (ADA) 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. Students requesting special accommodations must contact the education director as soon as possible but no later than 7 calendar days before the course of interest is scheduled to begin.

## **Inclement Weather**

In the event of inclement weather or a local or national emergency, students will be notified of any changes to the class schedule as quickly as possible to the email address that they used when signing up for the course.

## **Course Schedules**

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website [www.skylineschool.net](http://www.skylineschool.net) and are also available upon request.

## **Use of Technology in the Classroom**

Skyline School is not responsible for lost or stolen electronic devices.

## **Visitors**

Classroom courses at Skyline School are open to enrolled students only. Enrolled students may not bring visitors to the classroom without prior approval of the Education Director.

## **CERTIFICATION OF TRUTH AND ACCURACY**

*I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Skyline School will abide by the policies herein.*

*Michael Walker*  
Education Director

Students must certify that they have read and agree to these policies before signing up for courses with Skyline School.