



# 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 12/31/2021 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](http://www.education-area-ga.com), or by contacting a school administrator at [education@area-ga.com](mailto:education@area-ga.com). 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. Students who enroll in a course agree to adhere to and be bound by AREA school policies. These policies may be updated periodically by AREA as deemed appropriate and necessary.

### 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.

### INSTRUCTORS

Dick Viti, 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](http://www.education-area-ga.com) or by contacting the office at [education@area-ga.com](mailto:education@area-ga.com) or 770-591-5552.

### ENTRANCE QUALIFICATIONS

Admission for all courses requiring state licensure 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).
3. students taking Pre-License courses must submit a Georgia criminal background report in order to obtain licensure. For persons with criminal convictions a preliminary background application may be completed. [520-1-.04 (11)].

**NOTE:** State agencies may revise rules and regulations. Contact the school administrative office and/or individual state agency directly to verify license law information.

### ATTENDANCE

**Requirements** - Each course is organized and designed to present the theory, application, and complexities of real estate subjects in an orderly and understandable sequence. Each course session builds upon and adds to the previous session's materials. This process helps promote maximum understanding of the required topics and encourages mastery of complex real estate and appraisal subjects. In addition, the GREC and/or the GREAB require a certain minimum number of hours of attendance before the school can issue credit for the course hours. It is therefore important that all class sessions be attended in their entirety. In order to comply with the license law and out of respect for your fellow classmates, students are expected to be in their seats at the start of each session. Late arrivals and early departures are disruptive and distracting to the class and to the instructor. Students will be required to make up missed time and pay additional fees for time missed in each session.

Attendance will be taken by sign-in sheet, electronic registration, or roll call at the beginning of each class session, and whenever the instructor needs to ascertain the correct record of attendance. It is the responsibility of the student to make sure that the attendance record accurately reflects their presence at each session. Do not expect the instructor to remember that you attended class.

In addition to the educational benefit, attendance at all class sessions will insure that the student has met the minimum number of hours required by the GREC and/or GREAB. Certification of attendance for the required number of hours is mandatory before taking the course final examination, before receiving course credit, or before obtaining any completion notice.

If, however, missing a morning, afternoon, or evening session (or any part thereof) becomes unavoidable, make-up sessions for fulfillment of required attendance will be permitted. Students are strongly urged to attend all of the originally scheduled sessions for the courses registered. There is no assurance that make-up classes would be any more convenient or that space will be available for make-up attendance in subsequent classes.

Perfect attendance of the originally scheduled class sessions will permit a student who fails a course final examination to re-take the examination one additional time without incurring any additional cost. Failure to attain perfect attendance will require a fee to re-take any failed exams.

**Make-Up Sessions** - Any student that needs to make-up a missed session must:

1. make arrangements in writing, email is sufficient to [education@area-ga.com](mailto:education@area-ga.com), with the school administration (not the course instructor) to attend a make-up session for the curriculum missed; and
2. pay, at the time of arranging the make-up session, a fee of \$30.00 per session. Failure to attend scheduled make-up session(s) may result in additional fees.

All make-up sessions must be scheduled and attended within **90** days of the original missed session. After 90 days, makeup sessions will not be available. Students will be subject to new enrollment policies. A student who has excessive absences may be required to re-enroll in the particular course in question to ensure the integrity of the learning process and environment for all students, and pay any applicable fees. The office has the authority and may use their judgment on a case-by-case basis to handle special situations.

### **PARTICIPATION/DECORUM**

Students are expected and encouraged to participate in the organized classroom activities. Participation will enhance the learning experience and assist in providing direction to the instructor with regard to the class understanding of the subject matter. Students will also be expected to refrain from conversations with other students as such behavior can be distracting to the instructor and other students. Each student is making a financial sacrifice as well as a personal investment of their time to attend these classes. The instructors will be intolerant of behavior that will be disruptive of the learning experience and diminish the value of the instruction. Instructors are authorized to remove classroom distractions. Students removed from the class will not be permitted to continue and will not receive any refund.

### **CELL PHONES/PAGERS/PDA'S**

Unless you are on the organ transplant list, electronic devices should be turned off. Students have ample opportunity during course breaks to engage in personal/business communications. Notify course instructor if any emergency requires monitoring.

### **COURSE COMPLETION REQUIREMENTS**

To successfully complete state credited classification courses or continuing education courses, students must:

1. attend class the minimum number of hours required for the course (which is always equal to or greater than the hours required by the GREC/GREAB);
2. be alert and participate in class activities;
3. satisfactorily complete scheduled homework and in-class assignments in courses where applicable;
4. complete student affidavit as required; and
5. obtain the minimum passing grade or better on tested course work and final exams for classification courses.

Homework, quizzes, and/or other classroom activities will be assigned in classification courses and some continuing education courses. All such assignments must be completed in a satisfactory manner to obtain credit for the course, or to take any final examination that may be associated with that course. Homework must be completed and turned in to the instructor at the designated time to attest to the fact that the student has mastered the subject matter. **DO NOT** mail or fax classroom homework to AREA. Students will be required to provide written certification that they personally completed all homework assignments. Notwithstanding the requirement to complete homework, quizzes, and other classroom activities, students must obtain the minimum passing grade or better on classification course final exams to receive course credit.

### **MULTIPLE LICENSE CREDIT**

Certain AREA courses offer multiple types and levels of licensing credit. Students attending these classes should alert administration upon course enrollment of the type credit desired. For any course which requires an exam to advance license status, students must schedule exam with the Administrative office prior to the last day of class. If an exam is not scheduled, students shall receive continuing education (CE) credit at the conclusion of the class. Final exams cannot be scheduled once the CE credit has been reported to the State. Students may be required to repeat course if alternative credit is requested.

**FINAL EXAMS**

If a final examination is required, you must obtain the course minimum passing grade. If you fail to attain the minimum score, you may retake the exam one additional time. (Uniform Standards of Professional Appraisal Practice course permits three attempts.) To retake an exam, you will need to contact the school administration by email to [education@area-ga.com](mailto:education@area-ga.com) to schedule an appointment for the next make-up exam date. There is no charge for the retake of the exam if you have perfect attendance during the regularly scheduled class times. If, however, you must retake a final exam and you have less than perfect attendance, there will be an administrative charge for the make-up examination. All make-up exams must be completed within 90 days of original course scheduled completion date. Failure to attend scheduled examinations may result in additional fees.

**COMPLETION CERTIFICATION - CERTIFICATES**

Upon completion of a course and/or required exam, certification is submitted electronically to the appropriate state agency. An electronic completion notice shall be sent to you from the school detailing your course credit 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. Students may not receive credit for a course taken within the previous calendar year. If a student needs a paper certificate for any reason they should notify the AREA administrative office in writing within two (2) weeks of course completion, [education@area-ga.com](mailto:education@area-ga.com). After this time, any requests for electronic or paper certification of completion, and/or transcripts will be subject to an administrative fee. Contact the office in writing and you will be advised of the fee and procedures for satisfying your request.

**REFUNDS**

AREA recognizes that unforeseen circumstances may require the withdrawal of a student from classroom enrollment and therefore has established the following Refund Policies.

Student cancellation notices must be in writing by email to [education@area-ga.com](mailto:education@area-ga.com) and will be effective when the written notice is received by AREA. Prior to the issuance of any refund, all books and materials received by the student must be returned to AREA's office during normal business hours either personally or by insured delivery in like-new condition or the student will be responsible for the retail price of the item. ALL student withdrawals will be assessed a \$30 administrative fee.

**Cancellation timeframe:**

- More than ten business days before the start of class - Full refund subject to administrative fee referenced above.
- Less than ten business days up to and including two business days before the start of class - School credit, valid for a one year period, in the amount of the tuition paid minus the administrative fee referenced above. School credit, shall be applied to the cost of a similar in-class program and will require a reenrollment fee of \$75.
- **NO** refund/credit will be issued if cancellation notice is not received by AREA at least two business days prior to the class start date (e.g. course starts on a Tuesday, notice must be provided by close of business Thursday); or if a student withdraws during the program.

Credit/debit card transactions, in addition to the administrative fee referenced above, will be subject to a processing fee equal to five percent of the amount charged. Upon rescheduling/reenrollment students shall be responsible for any course price increase. Refunds shall take 4-6 weeks.

AREA reserves the right to cancel a class if minimum enrollment is not achieved. Full refunds would be issued in this case.

**RETURNED CHECKS**

A \$30.00 charge will be assessed to any applicant who has a check returned due to insufficient funds or a closed account.

**STUDENT QUESTIONS**

All questions pertaining to course registration: i.e. registration, discounts, school policies, exam appointments, certification, etc. should be addressed to the administration at AREA by email to [education@area-ga.com](mailto:education@area-ga.com). 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](mailto:education@area-ga.com), as this is monitored during and after regular office hours.

**NON-DISCRIMINATION**

AREA does 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, STE 148, WOODSTOCK, GA 30188  
WWW.EDUCATION-AREA-GA.COM  
770-591-5552