



Apex Real Estate Academy
"Soaring To New Heights"

"Notice to Students"

Registration:

To register for in-class courses, registration must be paid in full prior to the start date. Registration can be done online, at our office location, and over the telephone. Payments can be made with major credit cards or money order.

Sales Prelicense Course

This is an in-class course, is 75 hours in duration, and is approved by the Georgia Real Estate Commission for the purpose of (pre-license,).

Georgia Law requires that an applicant for a salesperson must 1. Complete a course or courses totaling 75 hours covering the state-mandated curriculum. 2. Pass a state examination with a 75% or better 3. Be at least 18 years of age and 4. Be a high school graduate or received a GED.

This course has homework

This course has written examinations

The course will have quizzes, midterm, and a final exam.

Grading System:

A 95- 100%

B 85-94%

C 75-84%

F 0-74%

Completion of the course:

Apex Real Estate Academy will submit the student record of completion online to the Georgia Real Estate Commission within two days following the school final exam.

Makeup Policy:

All students must be on-time and present for all in-class hours to receive credit for this course. Roll call will be conducted at the beginning and end of each session, and after all breaks. Pre-license students will NOT be allowed to miss more than 6 hours. If you know in advance that a class will be missed, please inform the instructor. Any (6) Six hours can be made up via an approved online school or scheduled with the instructor for a future class. Pre-license students missing MORE than six hours will be failed and the course may be paid for and taken again later. The cost to re take the class will be \$150.00. If the make-up class is conducted online. This class must be completed within 7 days after the course has ended. Students, please note that online courses charge a separate fee and that fee varies by the course and/or school. Any student who does not pass the final exam the first time may retake the final exam one time at no charge. All testing must be completed within (1) one year of the course start date. If the student does not receive a passing grade, the entire 75-hour course must be repeated before taking another exam. If the class is repeated, the fee will be \$150.00.

Inclement Weather:

The school's policy regarding the cancellation of classes due to inclement weather follows that of Cobb County public school system (K-12). Students may also call the school to verify if classes will be held.

Apex Real Estate Academy reserves the right to cancel class(es) due to circumstances beyond our control.

Refunds will be allowed 24 hours before the course begins. If the student pays for the course and cannot attend class, the student must notify the instructor 24 hours before the course begins. The student will be given (6) six months to take the course. If the course is not taken, then the course amount will not be refunded. Refunds will not be issued at any time through discounts whether directly from the school or third-party discounts or vouchers.

Recruiting:

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any effort to recruit by anyone to the school director, Lanessa Pettigrew at 678-250-8726 or by contacting the Georgia Real Estate Commission at 404-656-3916

Free Parking:

There is a designated parking area for all students. This information will be emailed to you once a student is registered.

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