

Notice to Students:

Entrance Requirements

All applicants must provide evidence of being at least 18 years of age and of possessing a high school diploma or G.E.D. prior to enrolling in the program.

For instruction delivered by interactive distance (e.g., on-line/Internet), if applicable, students must demonstrate or provide evidence of the background, knowledge, and technical skills needed to undertake the program in this delivery format. The school will assess whether students have the skills and competencies to succeed in a distance-learning environment before their enrollment in the program.

NOTE: criminal convictions may affect a student's ability to be licensed

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.

-Apex Real Estate Academy, INC presents to you the following course of study:

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

totally 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 completed a GED.

Instructor: The approved instructor is Donna Mungin. Donna has been an instructor since 2006.

Your instructor may assign homework or written examinations. If so, a grade of not less than 75% correct answers are required on all homework or written examinations. Homework and written examinations are graded by hand, by the instructor. If assigned, satisfactory completion of the homework and/or written examinations is required for completion of this course.

This course has homework: X yes no

This course has written examinations: X yes no

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.

Make Up Policy:

All students must be on-time and present for all in-class hours in order 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 no more than 6 hours. If you know in advance that a class will be missed, please inform the instructor. Any missed 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 at a later time. If the make-up class is conducted online. This course must be completed within 7 days after the in class 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.

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

