

## REGISTRATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



Please enroll me in the following course:

To Pay by Credit or Debit Card Complete the following:

Cardholder's Name \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ SVC Code (3digits)

Amount \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

My signature acknowledges the cancellation policy outlined in this brochure and I agree to be charged if I fail to provide adequate notice. \_\_\_\_\_  
(Initial)



Make Checks Payable to "CCREA"

Ck # \_\_\_\_\_

Drop Off or Mail Form to: CCREA: 1630  
Military Cutoff Rd.; Wilmington NC 28403

## Coastal Carolina Real Estate Academy

1630 Military Cutoff Road,  
Wilmington NC 28403

[ncteachandtrain@yahoo.com](mailto:ncteachandtrain@yahoo.com)

910.616.3195

**Purpose of the School:** To conduct the Broker Prelicense Course that is required to qualify for the real estate license examination to become licensed as a real estate "provisional" broker in North Carolina. To conduct the Broker Postlicensing Courses needed for a "provisional" broker to remove the "provisional" status of such license. A licensee is required to take at least one broker postlicensing course on or before the first anniversary of their licensure. If licensee fails to complete at least one broker postlicensing course by this time, his/her real estate license will be placed on inactive status. The same is true for the second postlicensing course and second anniversary date of licensure. If the North Carolina licensee fails to complete their third and final broker postlicensing course by the third anniversary date of licensure, the licensee's North Carolina real estate license will remain inactive until the licensee has met the requirements of the North Carolina Real Estate Commission.

**Entrance Requirements:** All students must have a high school diploma or the equivalent and have basic reading and math skills. No student shall be denied admission on the basis of age, sex, race, color, creed, national origin, religious preference, handicap or familial status. Possession of a current broker license on "provisional" status in North Carolina is a prerequisite for enrollment in the postlicensing courses. Prospective postlicensing course students must present evidence of meeting this prerequisite at the time of enrollment. However, a student may enroll in order to qualify for reinstatement of his/her expired or cancelled real estate license or pursuant to a disciplinary consent order issued by the Commission. In either case, the student must provide documentation to the school if he/she does not possess a current pocket card.

**Tuition and Fees:** The tuition for the Broker Prelicense Course is \$400.00. This tuition covers textbooks and instructional materials.

The tuition and cost for instructional materials for any Broker Postlicensing Course is \$185 and students are required to bring their own text book: "North Carolina Real Estate Manual", 2013-2014 Edition to each class session. The school does not currently permit the use of the on-line subscription or CD-ROM version. Students who fail to bring their text will either fail to receive credit for attendance at that session, or attendance time will be deducted for getting the text and returning to the session later.

**Refund Policy:** Students withdrawing more than 3 business days prior to the start of a class will receive a full refund. The Academy charges a \$50 cancellation fee, to any enrollee who withdraws less than 3 business days before the first class begins. If the student reschedules for the next course offered, the \$50 will be credited to the student as partial payment for the course. There are no refunds once the first class begins.

**Rescheduling and Cancellations:** The Academy's policy states that classes canceled due to inclement weather or other emergencies will be rescheduled for the following Saturday. Should a course be canceled, the student's tuition will be fully refunded.

**Registration:** Immediate registration is recommended to reserve a space in the class. To be enrolled in a course, the Registration Form in this brochure must be completed and your tuition fee must be paid. You will receive confirmation and a Student Enrollment Contract that sets forth the basic rights and obligations of both the student and the school which has been approved by the North Carolina Real Estate Commission. The Student Enrollment Contract must be executed before entering the first class session.

**Late Registration:** Late Registration is accepted only as space permits.

**Student Conduct:** Students are expected to be prompt and to bring a calculator, writing materials and a positive attitude to each class session. No visitors nor children of students are allowed in the classroom or facility. The use of cell phones, blackberries, laptops or other such technology is not permitted during instructional sessions. They may be used during breaks only. Students violating this policy will receive a

warning and if the violation persists, the student will be dismissed from that session.

**Attendance and Grading:** Students must attend 80% of preclicensing classes. An overall course grade of 80 or higher from quizzes (10%), mid-term exam (15%) and final exam (75%) with a minimum score of 75% on the final exam entitles the student to receive a course completion certificate. Should a student score less than 75% on the final or have an overall course grade of less than 80, there will be one re-take exam offered. The re-take exam must be completed within two weeks after the first exam. If the new results satisfy the course requirements, a certificate of completion will be issued. Students who are absent for the re-take exam will forfeit taking a re-take exam. The original preclicensing course completion certificate is necessary to make a paper application for the real estate license examination. An online broker application is now available on the Commission's website: [www.ncrec.gov](http://www.ncrec.gov). If student elects to use this option the school electronically reports a completion of the course to the Commission. The student is advised to keep a copy of the original certificate for his/her future use/records. Duplicate originals will be provided for a \$20 fee.

**Course Descriptions:**

The **Broker Preclicensing Course** consists of 75 hours of instruction required for qualification to take the real estate license examination. Major topics include basic real property law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real estate valuation, fair housing, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, the NC Real Estate License Law, Commission Rules and Trust Account Guidelines.

The 90 classroom hour **Postlicensing Education Program** consists of three 30 hour classroom hour courses prescribed by the Commission which may be taken in any sequence. A provisional broker must satisfactorily complete at least one of the 30-hour courses during each of the first three years following the date of his or her initial licensure as a broker in order to

retain his or her eligibility to actively engage in real estate brokerage. Upon completion of all three courses by a provisional broker, the provisional status of the broker's license will be terminated by the Commission. To receive credit for successfully completing each of these courses, students must attend 80% of all scheduled classes and receive a minimum score of 75% on the final exam. A school may not knowingly enroll a student in a postlicensing course while the student is taking another postlicensing course at the same school or a different school if such concurrent enrollment would result in the student being in class for more than 21 classroom hours *in an given 7-day period*.

**Broker Postlicensing Courses:**

**Broker Relationships and Responsibilities #301:**

Topics include a review of agency relationships in real estate 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.

**Contracts and Closing #302:** Topics 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 statement preparation contracts for deed, options, and real estate license status and education issues.

**Selected Topics #303:** Topics 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.

**Complaints:** Any complaints concerning the school should be directed to the:

**North Carolina Real Estate Commission  
Attn: Education Division  
PO Box 17100  
Raleigh, NC 27619-7100**

# COASTAL CAROLINA REAL ESTATE ACADEMY

**1630 Military Cutoff Rd., Suite 110  
Wilmington NC 28411  
[ncteachandtrain@yahoo.com](mailto:ncteachandtrain@yahoo.com)  
910.616.3195**



**David Sweyer – Owner  
Teri Minnis – Director**

*Licensed by the North Carolina Real Estate  
Commission*

**2014 – 2015**

App.06182013,Rev.C  
App.05272014,Rev.A  
App.08192014,Rev.A