



**North Carolina Real Estate Commission**  
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### **Note to Education Provider Applicant:**

The attached *Policies & Procedures Disclosure Template* has been produced by the NC Real Estate Commission to aid education providers in drafting a compliant Policies & Procedures Disclosure (PPD). The law and rules governing the education provider PPD are found in G.S. 93A-34 and Commission Rule 58H .0204. The use of this template is not mandatory, but it is a reliable guide to the disclosures that must be made and the policies that must be addressed.

This template includes all disclosures and policies as required by N.C.G.S. 93A-34 and Commission Rule 58H .0204. In addition, explanatory notes and suggestions for optional policy topics are included (in blue print) and are meant to be removed prior to use of the PPD. Any text portion of this template may be used in a provider's PPD.

The NC Real Estate Commission strongly recommends that an education provider's PPD reference Real Estate License Law and Commission rules as noted throughout the template.

Proposed education provider PPDs must be submitted to the NC Real Estate Commission with the application for initial education provider certification and for annual certification renewal. If a provider's policies change during the license year, the PPD must be updated to reflect those changes. In such case, the education provider is strongly encouraged to submit the updated PPD to the NC Real Estate Commission. Please direct all questions regarding education provider requirements to the Commission's Education & Licensing Division (919.875.3700).

**DISCLOSURE:** This document is intended to provide initial guidance and should be tailored to meet an education provider's specific requirements. It should not be construed as legal advice for any particular facts or circumstances.



## **Comps Academy Real Estate School**

**331 E Main Street Suite 200**

**Rock Hill, SC 29730**

**[Info@CompsAcademy.com](mailto:Info@CompsAcademy.com)**

**[www.CompsAcademy.com](http://www.CompsAcademy.com)**

**800-941-2130**

## **Policies & Procedure Disclosure**

**Date of Publication: June 1, 2023**

**Legal Name of Education Provider: Judge Realty LLC**

**Advertised Name of Education Provider: Comps Academy Real Estate School**

**Name of Education Director: Savonnia Judge**

**Names of Full-Time Officials and Faculty: Savonnia Judge**

### **Education Provider Certification**

Comps Academy Real Estate 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.

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

## Course Offerings

Comps Academy Real Estate School conducts:

- the *Broker Pre-licensing Course* required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- the *Post licensing 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.

### Broker Pre-licensing Course

#### Purpose of the Course

Successful completion of the *Broker Pre-licensing Course* is generally required to qualify for the North Carolina (NC) real estate license examination and to obtain a NC real estate broker license. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate brokers in North Carolina in a manner that protects and serves the public interest and (2) to prepare students for the NC real estate license examination. Education providers certified by the NC Real Estate Commission may only offer this course. At Comps Academy Real Estate School, the *Broker Pre-licensing Course* consists of a total of 75 instructional hours, including the end-of-course examination.

After passing the Pre-licensing course, a student must submit a license application to the NC Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* (RELINC) which is available on the Commission's website at [www.ncrec.gov](http://www.ncrec.gov). The minimum age requirement to obtain a real estate license in North Carolina is 18.

#### Course Description

Major topics addressed in the *Broker Pre-licensing Course* include basic real estate concepts and 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 property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law and Commission Rules, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

#### End-of-Course Exam

The end-of-course exam will be administered via online proctoring or in-person.

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

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 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.

## Missed Exams

Comps Academy Real Estate School WILL allow a *Broker Pre-licensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

## Failed Exams

Comps Academy Real Estate School WILL allow a *Broker Pre-licensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time; however all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

## Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Pre-licensing 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%.

## All-Inclusive Tuition/Fees

- Broker Pre-Licensing Course: \$495 tuition not includes textbook (Textbook cost - \$50 -\$80.)
- Course Retake fee (after failing two examinations) \$150 administration fee.
- Returned check for non-sufficient funds will be a charge of \$35 return check fee.

## Annual Summary Report

During the July 2020 - June 2021 license year, Comps Academy Real Estate School had NO students who initially enrolled in a *Broker Pre-licensing Course*. Of that initial number, N/A of those students successfully passed the course, N/A of those students completed the course but did not pass the end-of-course exam, and N/A students did not complete the course.

## License Examination Performance Report

During the July 2022 - June 2023 license year, Comps Academy Real Estate School had no students take the license examination for the first time within 30 days of the *Broker Pre-licensing Course* completion date. N/A of those students passed, resulting in a N/A% pass rate on the North Carolina license examination.

## Broker Post licensing Education Courses

### Purpose of the Post licensing Program

The primary objective of *Post licensing Education Program* is to provide instruction at a level beyond that provided in the *Broker Pre-licensing 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 Post licensing 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 Post licensing 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 Post licensing course will expire two (2) years after its completion date. When a provisional broker has timely completed all three (3) courses, the NC Real Estate Commission will automatically terminate the provisional status of the broker's license.

### 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 *Post licensing* course session.

Comps Academy Real Estate 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-f-Course Exams

A comprehensive written End-of-course exams will be administered on the last day of the scheduled course and students have up to three days to complete the exam using our online proctoring company, PSI.

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

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 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 commences.

## Missed Exams

Comps Academy Real Estate School WILL allow a *Broker Post licensing Course* student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider. Synchronous courses are recorded so students to assist with missed materials.

## Failed Exams

Comps Academy Real Estate School WILL allow a *Broker Post licensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam 1 time(s); however all retakes must be within 30 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Post-License Course Retake fee (after failing two examinations) is \$150 administration fee.

## Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a *Broker Post licensing 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%.

## All-Inclusive Tuition/Fees

- Broker Post- licensing Courses: \$190 - \$275 tuition per 30-hour course tuition not including textbook.
- Post-License Course Retake fee (after failing two examinations) is \$150 administration fee.
- Returned check for non-sufficient funds will be a charge of \$35 return check fee.

## 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)

2023-2024 General Update (GenUp): \_\_\_\_\_.  
2023-2024 Broker-in-Charge Update (BICUP): \_\_\_\_\_.  
Elective: **[TITLE]** \_\_\_\_\_.  
Elective: **[TITLE]** \_\_\_\_\_.

## Course Materials

Comps Academy Real Estate School will provide each student with an electronic copy of the Update course materials. Elective course materials will be either mailed or provided electronically to each student.

## 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

- Continuing Education Course fees vary between \$30 to \$50 based on course.
- Returned check for non-sufficient funds will be a charge of \$35 return check fee.

## Registration, Enrollment, and Conduct

### Registration

To enroll in a course at Comps Academy Real Estate School, prospective students must be at least 18 years of age to register. Registration is available at the school office during regular business hours (8:30 am to 5:00 pm, Monday to Friday) or by appointment. Online registration is available 24/7 at [www.CompsAcademy.com](http://www.CompsAcademy.com)

The requirement for provisional broker license or license on inactive or expired status to enroll in Post licensing or CE courses must present their digital or printed pocket card on the first day of class.

Per Commission Rule 58H .0209: A school shall not enroll an individual in a Post licensing course if the first day of the Post licensing course occurs while the individual is enrolled in a Pre-licensing course.

Comps Academy cannot report completion of a post licensing course when the student does not have a North Carolina's license number. Therefore, it is the student's responsibility to ensure they are licensed before enrolling and paying for a Post licensing course.

### Tuition and Fees

Comps Academy Real Estate School accepts the following forms of payment: credit or debit cards, check, and money order.

Tuition must be received by the first day of the course.

The penalty for a check returned for insufficient funds is \$35.

## Attendance

- *Students in an in-person or synchronous distance learning Broker Pre-licensing Course must attend a minimum of 80% of all scheduled instructional hours.*
- *Students in an in-person or synchronous distance learning Broker Post licensing Course must attend a minimum of 90% of all scheduled instructional hours.*
- *Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.*
- *Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.*
- ***For Virtual Classrooms, all attendance requirements are still in place and will be monitored using the Zoom software. We recommend students download zoom and use a computer to access the course. Students should sign into the meeting room at least 15 minutes prior to the start time of class to ensure there aren't any technical issues. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course.***

*Comps Academy's Instructors will take attendance at the start and duration of the course. Instructors will monitor students' attendance, including late arrivals and early departures. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.*

## Course Cancellation or Rescheduling / Refunds

Comps Academy Real Estate School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 48 hours notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options to receive a full refund or transfer to another scheduled course.

Unforeseen events such as weather, instructor illness, or facility issues may cause Superior School to reschedule a future course or alter the schedule of a course in progress. Comps Academy will make a reasonable effort to accommodate the students and complete the course however such completion may require changes in dates, location, or instructor and the student is expected to abide by school's attendance requirements.

## Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider prior to 48 hours to the start of the course. In such event, the student will have the following options to transfer to another course schedule or receive a refund of 80% of the course's tuition. Books and materials must be return in the original condition before the refund will be issued. Students are responsibility for any shipping cost to return the materials and books.

A student who terminates enrollment in a course either after the 48 hours written notice to the Education Provider or attends any portion of a course will not be entitled to a refund of any portion of paid Tuition.



## **Student Conduct**

Students are expected to conduct themselves in a professional and respectful manner. Dress may be comfortable but pajamas are not allowed. Dismissal without recourse will be imposed for behavior that, in the sole judgment of the instructor or staff, reflects negatively on Comps Academy Real Estate School. Any student suspected of cheating will be reported to the NC Real Estate Commission. Exams are confidential and will not be accessible to students for review after they have been graded.

## **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)*]

## **CERTIFICATION OF TRUTH AND ACCURACY**

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

*Savonnia Judge*  
Education Director

## **CERTIFICATION OF RECEIPT**

*I certify that I received a copy of Comps Academy Real Estate School's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.*

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*Full Legal Name of Prospective Student*

## Special Accommodations Request Procedure

Comps Academy Real Estate 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 Comps Academy at 800-941-2130 or [info@compsacademy.com](mailto:info@compsacademy.com) within 7 day prior to the start of the scheduled course. Individuals will need to provide a doctor's note stating their ADA requirement needs.

## Inclement Weather

In the event of inclement weather or a local or national emergency, staff and students are asked to monitor Comps Academy website ([www.CompsAcademy.com](http://www.CompsAcademy.com)) and Facebook page (Comps Academy Real Estate School) in the case of inclement weather. Students will also be contacted by email if a course cannot be held. Makeup days and time will be scheduled as needed.

## Course Schedules

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

## Use of Technology in the Classroom

Comps Academy Real Estate School is not responsible for lost or stolen electronic devices.

Comps Academy Real Estate School does not provide wireless Internet access.

If wireless Internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

Comps Academy Real Estate School DOES allow the use of laptops, tablets, and similar devices in the classroom.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are considered to be disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, the student may be dismissed from the class and will not receive a refund.
- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use that student may be dismissed from the class and will not receive a refund.
- Sound on electronic devices must be muted during class sessions.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

## Visitors

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