



# POLICIES MANUAL

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### 1. STUDENT REQUIREMENTS:

Each student must register for classes on the appropriate registration form either in person, online or by mail. Receipts for money paid are given at the time of payment and duplicate copies are kept by the school for their records. Each student is required to present a copy of a photo ID as part of the registration process. **Mid-South Real Estate Academy** will maintain student transcripts for all students completing a course licensed by the AREC.

### 2. PRE-LICENSING SALES:

Each student registering for Sales Pre-licensing classes must be at least 18 years of age and complete the required 60 Classroom Hours of the Pre-Licensing Course to receive full credit and a certificate that can then be used as verification that the student has completed the Pre-Licensing course as required and approved by the Arkansas Real Estate Commission.

### 3. PRE-LICENSING BROKERS:

Each student registering for the Brokers Pre-licensing course must be qualified at the time of taking the course to receive a Broker's License should the student complete the required 60 Hour Broker Pre-Licensing Course and pass the required exam. This would include having been actively licensed as a sales person in Arkansas or another state for at least 2 years out of the last 4, meet the experience requirements and fill out the required Broker License Application of the Arkansas Real Estate Commission. This application can be found at the Arkansas Real Estate Commission web site, [www.arec.arkansas.gov](http://www.arec.arkansas.gov) or the school can provide a copy to be filled out by the student and turned in to the AREC with the appropriate fees.

### 4. POST LICENSE SALES & BROKERS:

Students registering to take either the Sales Post License Course or Brokers Post License Course must have passed the required exam and have received their license from the AREC before taking the appropriate course. Evidence of licensing is required at the time of applying to take the required course.

### 5. CONTINUING EDUCATION:

Any student registering to take a Continuing Education Course must either have an active license at the time of registration or have received written confirmation by the AREC of the hours of Continuing Education required to activate the license. **Mid-South Real Estate Academy** is approved to provide the required hours of Continuing Education by the AREC.

### 6. ATTENDANCE POLICY:



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Each student attending a **Pre-Licensing or Post Licensing** Course will be required to sign in twice daily, once at the beginning of class and again after the lunch break. Records of attendance will be kept with the student transcript and filed with the particular course date and time. Any student who is more than 10 minutes late for any class will have to make up one (1) Hour. Any time missed will have to be made up for the student to receive a certificate of completion for the course.

For **Continuing Education** classes each student will sign in the morning at the beginning of class and again after the lunch break. If a student is more than 10 minutes late for any session it will count as one hour missed and will have to be made up in order to receive a certificate of completion. Each student attending Continuing Education classes will receive a certificate to be provided to the AREC as evidence of completing the classroom hours. **Mid-South Real Estate Academy** will electronically file with the AREC for each Continuing Education class completed but it is highly recommended that the student maintain a copy of their completion certificate in case of any errors in reporting by the school. The AREC maintains that the student is responsible for notifying the AREC of completion of any course as well as Continuing Education.

### 7. DRESS CODE:

Students are encouraged to dress comfortably for class. **Mid-South Real Estate Academy** is a Professional Business and hopes each student will be comfortable but not distracting to another student. If the School feels that someone's dress is inappropriate it will be addressed one on one with the student as not to embarrass the student or others. We want all students to feel that they are in a comfortable learning environment. It is also advised that a student might want to bring a light jacket or sweater in case of the class being colder than expected.

### 8. ACCESSIBILITY:

**Mid-South Real Estate Academy** will go to great lengths to make sure that each student can attend class regardless of any disability. Reasonable accommodations will be made for any student requesting or needing them.

### 9. MATERIALS:

Each class is provided with either a book or classroom materials and outlines necessary for each course offered by the School. Each student is welcome and encouraged to bring note taking materials for themselves as well as calculators for the Pre-Licensing and Post Licensing Courses. Computers, laptops and tablets are allowed to be used in class as long as they are not a distraction to another student. Any student found to be using the computers or tablets for other than classroom purposes during class will be asked to cease their use.

### 10. PRICING STRUCTURE AND REFUND POLICY:



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The following is a list of the courses offered by **Mid-South Real Estate Academy** and the respective costs associated with each course:

Sales Pre-Licensing (60 hrs)	\$325 In Person	\$350 Live Online
Sales Post Licensing (18 hrs)	\$200 In Person	\$225 Live Online
Broker Pre-Licensing (60 hrs)	\$395 In Person	\$425 Live Online
Broker Post Licensing (30 hrs)	\$350 In Person	\$375 Live Online
Continuing Education (7 hrs)	\$70 In Person	\$80 Live Online

**Mid-South Real Estate Academy** will schedule Continuing Education Classes at your location for a group of **15** or more. Group rates are available but must be negotiated prior to booking the class.

For all classes **pre-registration** means that we have the student's registration form, and the cost of the course has been paid in full. A student may reserve a place in a class for a **non-refundable** deposit of \$50 and the course paid in full at least **one (1)** day prior to the class. Any student registering and paying the day of class or paying the balance the day of class will pay the **Live Online price**.

Continuing Education classes are paid in full at the time of registration.

### 11. STUDENT REFUND POLICY:

**Mid-South Real Estate Academy** will refund a student's tuition for all classes except Continuing Education on a pro rata basis, less the \$50 nonrefundable deposit if the student withdraws from the course before half of the course is completed. If a student registers and pays for a Continuing Education class and fails to show for the class, the student will be permitted to use the money paid to register for another class within 3 months of the class originally scheduled. No refunds will be made after 3 months of the date originally scheduled.

MID-SOUTH REAL ESTATE ACADEMY IS LICENSED BY THE ARKANSAS REAL ESTATE COMMISSION TO PROVIDE ALL THE COURSES LISTED IN THIS MANUAL.