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STUDENT NOTICE FOR SALESPERSON PRELICENSE COURSE

REV: 4/14/23

SCHOOL INFORMATION: The Fickling & Company Real Estate Education Center is an approved real estate school by the Georgia Real Estate Commission for the purpose of offering salesperson and brokers prelicense, post license and continuing education courses. Our approved school code is **7900** and our renewal date is **12-31-2025**. The schools contact information is below:

The Fickling & Company Real Estate Education Center
2960 Riverside Drive / Macon, GA. 31204
Chad Beville, School Director / Cindy Loyd, Deputy School Director
478-757-9600 Office / reschool@fickling.com

ATTENDANCE: STUDENTS MUST BE ON TIME AND REMAIN IN CLASS FOR THE DURATION OF EACH CLASS SESSION TO RECEIVE CREDIT. For attendance credit, each student will need to sign the "Sign in Roster" before each class session. Failure of a student to sign in shall result in an absence for that class session. **A student that is fifteen minutes late to a class session shall be considered absent and be required to make up that class session. A student may only be absent for two, 3-hour class sessions and still be eligible to take the course final examination.** Students that miss more than two classes are not allowed to attend additional class sessions and will not be issued a refund. Students will be given a 15-minute break for every two hours of instruction time.

MAKE UP POLICY: A student that has an absence is required to make up that absence. At the beginning of each course, the instructor will announce the scheduled makeup sessions. The makeup sessions will be scheduled within 1-2 weeks prior to the final exam. A makeup session will consist of three hours of instruction time. **The makeup session fee is \$35 and must be paid prior to the student taking the makeup session. Make-up sessions are typically on a Saturday with one session from 9am to 12pm, and the second session from 1pm to 4pm on the same day.**

SCHOOL ENTRANCE QUALIFICATIONS & CREDIT HOURS FOR IN-CLASS COURSES:

Salesperson Prelicense: Students must be at least 18 years of age, a resident of the state of Georgia unless seeking a non-resident license, be a high school graduate or the holder of a certification of equivalency. **This course meets all of the Georgia Real Estate Commissions 75-hour salesperson prelicense requirements to sit for the state examination upon successful completion of course final examination.**

HOMEWORK AND GRADING POLICY: In order to be eligible to take the final examination, students must complete all assigned homework, in-class quizzes, graded completed contract forms, mid-term examinations, class reports or other educational activities. Students must also make a grade of 72% or higher to pass a final examination and be registered for any state examinations. All final examinations are given during daytime business hours. Students that do not pass the first examination with a 72% or higher will be allowed to retake the examination a second time on a date set by the instructor. Students will be administered a different exam. All final examinations must be completed within ten days after the original final examination was administered. If a student does not pass the second examination with a 72% or higher, no additional examinations will be given. The student has failed the course and will not be eligible to take the state examination.

In compliance with GREC Rule 520-2-.04 (6)(a)(10), each graded homework assignment must include a statement signed by the student that the student has personally completed the assignment. The statement will include: "I certify that I have personally completed this assignment. Date _____ Student Signature _____". The instructor or school director shall refuse to grade any out of class assignment that the student does not sign this statement.

PROHIBITION OF RECRUITING: No recruiting for employment opportunities for any real estate brokerage firms is allowed in this class or on school premises during a class or an hour immediately before or after class has been in session. Report any effort to recruit on behalf of a brokerage firm by anyone, including fellow students, to the Fickling & Company Real Estate Education Center School Director at 478-757-9600 or reschool@fickling.com. You may also report violations of recruiting rule 520-2-.02(10) directly to the Georgia Real Estate Commission.

TUTION COST, REFUNDS & TRANSFERS: Once a student has registered and paid for a course, NO REFUNDS WILL BE ALLOWED. However, if a student needs to change their start date and transfer to a class beginning on a different date, they may do so as long as the original class they registered for or the class they are wanting to transfer to, has not begun. The fee to transfer course tuition is \$75. The transfer must be to a class that will be completed within one year of the original enrollment date. After that year, a new tuition fee is required.

In-Class Course Tuition Fees:

- **Salesperson Prelicense (Includes Books & Testing Materials) \$530**

PSI GEORGIA HANDBOOK: You will receive a copy of the PSI Georgia Handbook during your first night of class. You will need to complete the State Examination and License Application in the PSI Handbook and turn into your instructor prior to taking the final examination. Upon successful completion of any prelicense course examination, your certification information will be sent electronically to the Georgia Real Estate Commission or its vendor PSI. Please allow PSI 48 hours to process your application. After that time, you can visit [Home | PSI | Testing Excellence \(psiexams.com\)](#) to schedule your state examination. For cost or other questions regarding the state examination, including state practice examinations, please refer to the PSI Candidate Handbook or the PSI website.

SCHOOL RECORDS: All school records shall be kept on file at the school's location at 2960 Riverside Dr., Macon, GA. 31204. All school records will be kept on file for five years from date of course completion. Information that will be kept on file shall include: examinations and corresponding answer keys, all texts and instructional material used in approved courses, individual student information sheets, student receipt of payment, student attendance records, instructor evaluations, graded written exercises, homework certification statements and student real estate license numbers if applicable.

STATEMENT OF COMPLIANCE WITH ADA AND NON-DISCRIMINATION POLICY: The Fickling & Company Real Estate Education Center will comply with all relevant provisions of the Americans with Disabilities Act. We invite any student with a special need to contact our staff to ensure an enriching educational experience. The school will not discriminate in its fees, enrollment, or completion policies based on race, color, sex, religion, national origin, familial status or handicap. The Fickling & Company Real Estate Education Center is actively committed to creating and fostering an environment of diversity throughout their classes.

RETURNED CHECKS: Any student who has a returned check due to insufficient funds will be charged a \$50 service charge.

COURSE CHANGES: Course begin dates, locations, policies and prices are subject to change without notice. Please contact the School Director for the most current information.

PRELIMINARY DECISIONS FOR PERSONS WITH CRIMINAL CONVICTIONS OR SANCTIONS: The Real Estate Commission by law, has the authority to deny a license to any otherwise qualified candidate who has a prior criminal conviction or disciplinary sanction issued by an occupational licensing body. In order to prevent prospective licensees with convictions or sanctions from needlessly investing time and money in meeting the qualifications for licensure, the GREC has created a Preliminary Decision process. This procedure allows a prospective Licensee to apply for a Preliminary Decision and ask the Commission to advise them on whether the Commission would ultimately grant a license to a prospect based on their record. The Preliminary Decision is not binding to the GREC. For more information please visit the Georgia Real Estate Commission's website at www.grec.state.ga.us

MISCELLANEOUS: **NO AUDIO OR VISUAL RECORDINGS ARE ALLOWED OF ANY CLASS SESSION OR ACTIVITY. CELL PHONES AND TABLETS ARE DISTRACTING AND NOT ALLOWED WHILE CLASS IS IN SESSION.** Visitors and pets (unless assisting with a disability) are not allowed in class with students.