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STUDENT NOTICE FOR SALESPERSON & BROKERS PRE-LICENSE AND POST-LICENSE COURSES

REV: 9/11/19

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 pre-license, post-license and continuing education courses. Our approved school code is **7900** and our renewal date is **12-31-2021**. The schools contact information is below:

Fickling & Company Real Estate Education Center
2960 Riverside Drive | Macon, GA. 31204 | 478-410-3518
Chad Bevill, School Director - 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 need to make up that class session.

MAKE UP POLICY: No make-up policy is available for post-license or any 3 or 6-hour courses.

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

Post-license Course: This course meets all of the Georgia Real Estate Commissions 25-hour post-license requirements upon successful completion of course final examination. Students will receive 9 credit hours of Continuing Education Credits towards their renewal upon completion.

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 and maintain an average grade of 75% or higher on all assignments. Students must make a grade of 75% or higher to pass a final examination. Students that do not pass the first examination with a 75% 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 original final examination was administered. If a student does not pass the second examination with a 75% or higher, they will need to retake the or post-license course. All tuition fees will apply if a student needs to retake a course.

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 478-410-3518 or reschool@fickling.com. You may also report violations of recruiting rule 520-2-.02(10) directly to the Georgia Real Estate Commission.

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.

MISCELLANEOUS: 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. Students may not record any portion of the course by means of any video or audible devices.