

**Bill McGaha Real Estate Education**  
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## **Policies & Procedure Disclosure**

**Date of Publication: July 7, 2020**

**Legal Name of Education Provider: William R. McGaha**

**Advertised Name of Education Provider: Bill McGaha Real Estate Education**

**Name of Education Director: William R. McGaha**

**Names of Full-Time Officials and Faculty: William R. McGaha**

### **Education Provider Certification**

**Bill McGaha Real Estate Education** 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).

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**

*Bill McGaha Real Estate Education* conducts: The annual *Continuing Education* courses needed to maintain a real estate license on active status.

### **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)

**2020-2021 General Update (GenUp):** Offered In-Person in classroom and Synchronous On-Line

**2020-2021 Broker-in-Charge Update (BICUP):** Offered In-Person in classroom and Synchronous On-Line

**Elective: [Agency: Art or Agony]** Offered In-Person in classroom and Synchronous On-Line

**Elective: [What Would Your Mama Say?]** Offered In-Person in classroom and Synchronous On-Line

## Course Materials

**Bill McGaha Real Estate Education** will provide each student with a copy of course materials.

## 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:

**In-Person in Classroom:** \$65 per class; \$120 both Update and Elective taken on same day.

**On-Line Synchronous:** \$55 per class; \$100 both Update and Elective taken on same day.

## Registration, Enrollment, and Conduct

### Registration:

To enroll in a course at Bill McGaha Real Estate Education, prospective students must:

**In-Person In Classroom:** Due to COVID Phase meeting limits enrollments currently must be completed at the website at least 48 hours prior to class time. Once COVID meeting limits are lifted enrollment will be accepted either at the web site or by mail or email. At that time payment may be in advance or at the door and walk-ins will be allowed. At the time of entry into the class a current pocket card must be shown.

**Synchronous On-Line:** Registration may be accomplished either at the web site or by mail or email. Registration must be accomplished not later than 48 hours before class time. Payment must be received at least 48 hours before class time. Class booklet PDF, along with administrative information will be sent by email 4 days before class or as soon thereafter that registration & payment is received. At start of class current pocket card must be shown on camera.

## Tuition and Fees

Bill McGaha Real Estate Education accepts the following forms of payment: Credit card at website; check by mail or, once COVID class size limitations are lifted, at the door.

### Tuition must be received by:

**In-Person in Classroom:** Currently, with COVID meeting size limitations, tuition must be received at least 48 hours prior to class time. Once COVID class size limitations are lifted tuition may be paid in advance or at the door.

**Synchronous On-Line:** Payment by Credit card or check must be received at least 48 hours prior to class time.

**Returned Check Policy:** The penalty for a check returned for insufficient funds, closed account or any other reason is: any fees charged by the bank must be reimbursed by the attendee.

## Attendance

All attendees must be present for 90% of the instructional time. All instructional time that is missed during the 4 hour class will be cumulative. If more than 10% of the instructional time has occurred the attendee will be removed from the class.

## Course Cancellation or Rescheduling / Refunds

Bill McGaha Real Estate Education reserves the right to cancel or reschedule a course as needed (in an emergency or weather dictated situation) or required by a governmental authority or a NCREC directive. 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:

**Cancellation by Education Provider at Education Provider's Initiative:** Enrollees will be credited for future class or, if enrollee chooses, refunded the entire amount paid.

**Cancellation due to Directive Outside Education Provider's Control:** Enrollee will be credited for future class or refunded the class fee. If Enrollee chooses refund the refund will be by check. The refund will be the amount paid minus 50% of any Credit Card processing fee and 50% of the mailing costs.

**Cancellation by Enrollee (In-Person in Classroom During COVID Class Size Limitations):** Due to the limited class size allowed, if an enrollee cancels at least 48 hours before the class time enrollee will be credited for future class or refunded the class fee. If Enrollee chooses refund the refund will be by check. The refund will be the amount paid minus any Credit Card processing charges and the mailing costs. If enrollee cancels with less than 48 hours notice and the class position cannot be filled no refund will be made. Once COVID class size limitations are completely removed cancellation by enrollee will be as below for Synchronous On-Line enrollees.

**Cancellation by Enrollee (Synchronous On-Line):** Enrollee will be credited for future class or refunded the class fee. If Enrollee chooses refund the refund will be by check. The refund will be the amount paid minus any Credit Card processing charges and the mailing costs.

## Withdrawals / Rescheduled Classes / Refunds

**Class Reschedule by Enrollee:** Enrollees will be allowed one class reschedule per class enrollment. Reschedule must be made at least 48 hours before the class time. Once the one reschedule has occurred enrollees who need subsequent rescheduling will be charged a \$20 rescheduling fee for each subsequent reschedule to be paid either at the web site or by check prior to attending class.

**Withdrawal:** Enrollee will be credited for future class or refunded the class fee. If Enrollee chooses refund the refund will be by check. The refund will be the amount paid minus any Credit Card processing charges and the mailing costs.

**Missed Class:** Enrollees missing a class will be allowed to reschedule once as noted above. However, if 48 hours notice is not given that enrollee will miss class there will be a \$20 rescheduling fee due prior to rescheduling the class.

## **Student Conduct:**

Students are expected to:

- Direct their undivided attention to the instruction and refrain from engaging in activities that are unrelated to the instruction being provided or that are distracting to other students or the instructor or which disrupt the conduct of the class.

Examples of Non Allowed Conduct include but are not limited to:

Sleeping

Reading material of any kind not related to the specific class

Using a cell phone or other electronic device (tablet, iPad, laptop) for any reason other than directly related to the class.

Carrying on conversations with other attendees

Failing to participate in the class by refusing / failing to answer questions or respond to instructions.

- Meet the minimum attendance requirement of 90% of the instructional time and be present for the last 10% of the class.

- Show a current pocket card (paper or electronic) at check-in whether In-Person or Synchronous On-Line.

## **Visitors**

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

## **Special Accommodations Request Procedure**

Bill McGaha Real Estate Education 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 inform Bill McGaha Real Estate Education at the time of enrollment of the accommodation needed.

## **CERTIFICATION OF TRUTH AND ACCURACY**

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

*William R. McGaha  
Education Director*

## **CERTIFICATION OF RECEIPT**

*This Policies & Procedures Disclosure will be included in all class announcements and at the web site. Registering and paying for the class will be considered a certification that an enrollee has received a copy of Bill McGaha Real Estate Education Policies & Procedures Disclosure prior to enrolling and payment of any non-refundable course registration fee or tuition.*