

# *Elite*

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## Learning Academy

**ELITE LEARNING ACADEMY REAL ESTATE SCHOOL  
CATALOG –BROKER LICENSING**  
(revised 08/2017)

**Elite Learning Academy**  
8230 Ritchie Hwy, Pasadena, MD 21122

BUSINESS PHONE (443)-223-7500 FAX (410) 384-9155 EMAIL [Support@ELAeducation.com](mailto:Support@ELAeducation.com)

WEBSITE: [www.ELAEDUCATION.COM](http://www.ELAEDUCATION.COM)

## **HISTORY AND MISSION**

Elite Learning Academy is owned by Five Percent Realty, Inc. established in 1988 currently owned and operated by Broker/Owner Mr. Gershon "Gary" Hoffer as well as Buddy Capezio. The mission of the school is to teach prospective real estate sales agents the theory and principles of real estate and prepare them to sit for the State of Maryland approved examination. The program consists of 3 Sections (Modules) that equal 135-clock hours of "Real Estate Broker" principles and practices of Real Estate. Graduates will be eligible to take the Maryland Real Estate Broker Examination.

## **STAFF**

Director - Mr. Gershon "Gary" Hoffer  
Director of Education - Buddy Capezio

## **FACILITY**

The classes will be held at Elite Learning Academy Training Facilities located at  
8220 Ritchie Highway, Pasadena, MD 21122  
232 Main St, Gaithersburg, MD 20878  
7210 Corporate Ct, Suite B, Frederick, MD 21703

The Pasadena facility training room consists of 1152 Sq. Ft. which accommodates 20 students per class. The equipment includes: Chalk Board, Projector, Computer with internet for power point presentation.

The Gaithersburg facility training room consists of 1100 Sq. Ft. which accommodates 15 students per class. The equipment includes: Chalk Board, Projector, Computer with internet for power point presentation.

The Frederick facility training room consists of 1200 Sq. Ft. which accommodates 20 students per class. The equipment includes: Chalk Board, Projector, Computer with internet for power point presentation.

There is ample free parking for students.

## **SCHOOL CALENDAR**

The program offered throughout the calendar year as published by the Elite Learning Academy, and offers fulltime and part time classes. The actual class schedules are made available through Elite Learning Academy via website [www.ELAeducation.com](http://www.ELAeducation.com)

If the school is closed for inclement weather, classes will be cancelled. Notification of any cancellations will be coordinated by the instructor and the director. Notifications will be made by the class roster and all classes cancelled will be rescheduled. The instructor will announce make-up sessions. The school will observe the following holiday schedule:

New Years Eve	(Dec 31 <sup>st</sup> ) ½ Day
New Years Day	(Jan 1 <sup>st</sup> )
Easter Sunday	
Independence Day	(July 4 <sup>th</sup> )
Labor Day	(First Mon in Sept)
Thanksgiving Day	(4 <sup>th</sup> Thurs in Nov)
Christmas Eve	(Dec 24 <sup>th</sup> ) ½ Day
Christmas Day	(Dec 25 <sup>th</sup> through Jan 2 <sup>nd</sup> )
Memorial Day	(May 31 <sup>st</sup> )

**ATTENDANCE POLICY:**

Attendance is tracked by the hour at Elite Learning Academy. Students are expected to be on time and ready for class at the scheduled times. Students who arrive more than 10 minutes late or leave more than 5 minutes early will be counted as absent for that hour. The Maryland Real Estate Commission requires a minimum of 135 instructional clock hours in order to be eligible for the real estate brokers exam. Therefore, students must make every effort to attend every class. For the day session, students are evaluated after every fourth chapter, quiz and or exam and the results of such evaluation given to the student in writing, and made part of their permanent record which is kept by the school. For the evening session, students are evaluated at the end of each Module. Should circumstances warrant, a student may miss up to a maximum of 12 hours of class per module. All hours must be made of up within three months after the scheduled completion date of the class in which the student was originally enrolled. Students may make up the missed class hours at no additional cost in the next available class, subject to space and prior approval by the school. Special arrangements for makeup hours can be arranged with the instructor at an additional fee of \$45.00 per hour payable to Elite Learning Academy. Any student not completing the entire 135 hour program will not be eligible to graduate and will not be able to take the state licensing exam. Any student missing more than 12 total hours of class will be terminated. A student may re-enter the program in the next available class and will be granted advanced standing for the portion of the program which the student had successfully completed. Makeup hours are the responsibility of the student to make arrangements with the instructor and will be charged prior to attending makeup session.

**LEAVE OF ABSENCE POLICY:**

A student may be granted a one-time leave of absence for a maximum of sixty (60) days for extreme situations which would prevent the student from completing the program on time. Students must request the leave of absence in advance, and in writing and it will be documented in the students permanent file record. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student will be based on the date of withdrawal of termination, and paid within sixty (60) days of scheduled last day of the leave of absence. If the student does not return as scheduled, the student will be terminated. Tuition refunds will be issued according to the tuition refund schedule listed.

**GRADING SYSTEM:**

Students will be evaluated on homework, quizzes, module exams, and a final exam. They will be graded according to the following scale:

- A 95-100%
- B 85-94%
- C 80-84%
- F below 80%

The Student must achieve a cumulative average of 80% on all quizzes and exams (exclusive of the final exam) and must score at least 80% on the final exam to receive a passing grade. The grades will be determined on the following criteria.

- 10% Homework
- 35% Quizzes
- 25% Mid-Term
- 30% Final

Grade reports will be furnished to students within one week of completion of the graded requirement (homework, quizzes, mod-exams and final). Students are evaluated on both academic achievement and attendance at these times. These records will be maintained at the school.

### **STANDARDS OF SATISFACTORY PROGRESS:**

In addition to the early and frequent evaluation of student's attendance, academic progress is evaluated at the end of each Module in the day and evenings sessions, and reported to the student in writing. Students who fail to meet the minimum attendance and/or academic standards identified below will be placed on probation for one module. During this probationary period the student must make up missed hours, and/or retest. At the end of the probationary period if the student fails to improve and meet the minimum academic and/or attendance standards of 80%, the student will be terminated from the program. Students dismissed for unsatisfactory progress may re-enter the program within one year by submitting a new enrollment agreement. There will be no additional conditions or charges to re-enter. A student who is academically dismissed twice may not return.

Tuition \$450.00 Per Module Total  
Tuition- \$1,350.00 Books and  
Materials \$147.00 **TOTAL**  
**COST \$1,497.00**

### **ENROLLMENT AND ENTRANCE REQUIREMENTS :**

All applicants must be 18 years of age, and have graduated from high school or received a G.E.D. We advertise our classes in local print media, emails, our school website, as well as signage on our training facility marquee. Applicants may obtain an application for enrollment by contacting **Buddy Capezio, Elite Learning Academy at 8230 Ritchie Hwy., Pasadena, MD 21122, Monday through Friday between the hours of 9:00a.m. and 5:00 p.m.**

Upon completion of the required credit hours,  
You will receive a certificate and  
Maryland Broker's exam application form.

To qualify for a Broker/Associate Broker License

1. Have been actively licensed for at least 3 years (consecutive)
2. Complete the 135 Hours Required Brokers Education
3. Pass both parts of the State Exam

In order to be a Broker of Record, you will be advised by the Commission, after submission of your credit report.

The School Director will interview the student and assist the prospective student in completing the enrollment application, however, the student cannot begin training until the enrollment agreement is completed and signed by both the student and a school official. Criminal convictions may affect a student's ability to be licensed. We do not give credit for prior learning because the Maryland Real Estate Commission does not permit the transfer of clock hours from one school to another school. Clock hours are defined as fifty minutes of instruction with a ten minute break. Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution.

**INSTRUCTIONAL STAFF :**

Gary Hoffer-Director of School  
Buddy Capezio-Director of Education  
James J. Butler Sr.-Instructor  
Carol Little- Instructor  
David PolitzerInstructor

**STUDENT SERVICES:**

Elite Learning Academy does not offer placement assistance to its graduates, and does not guarantee that students will find employment as real estate sales agents.

**STUDENTS' RIGHTS, PRIVILEGE AND RESPONSIBILITIES:**

Students have the right to file a grievance with the Maryland Higher Education Commission; to obtain program performance information from the Maryland Higher Education Commission; to make up absences and re-enter the program; to graduate and receive a certificate, and to receive refunds pursuant to the refund policy described herein. Students are responsible for diligently applying themselves to learning the material and preparing for examinations, and for complying with the requirements regarding attendance, timeliness, make-up work and student conduct. There are no privileges afforded the student other than free parking in unrestricted spaces in the building's parking lot.

**STUDENT GRIEVANCE PROCEDURE:**

Students who have a grievance with Elite Learning Academy are encouraged to discuss their concerns with their instructor. If the students do not find a satisfactory resolution of their concerns at that level, students may discuss their grievance with the school director. If all channels within this school do not lead to a satisfactory resolution, the student may appeal by submitting a written complaint to:

**Maryland Higher Education Commission 6 N.  
Liberty St  
Baltimore, MD 2201  
Phone: 410-767-3301  
[www.mhec.state.md.us](http://www.mhec.state.md.us)**