

ELITE LEARNING ACADEMY REAL ESTATE SCHOOL CATALOG –BROKER LICENSING

(revised 9/2023)

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Elite Learning Academy

8230 Ritchie Hwy, Pasadena, MD 21122

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

WEBSITE: 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 Instructor – Jim Butler

FACILITY

The classes will be held at Elite Learning Academy Training Facilities located at 8220 Ritchie Highway, Pasadena, MD 21122

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.

There is ample free parking for students.

*During the Maryland State of Emergency COVID-19 Courses are temporarily approved to be held via ZOOM instructor led livestream. See details at back of catalog.

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

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 31st) ½ Day

New Years Day (Jan 1st)

Easter Sunday

Independence Day (July 4th)

Labor Day (First Mon in Sept)
Thanksgiving Day (4th Thurs in Nov)
Christmas Eve (Dec 24th) ½ Day

Christmas Day (Dec 25th through Jan 2nd)

Memorial Day (May 31st)

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 PSI exam. Therefore, students must make every effort to attend all classes. For the day session, students are evaluated after every 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. 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 this fee can be split between multiple students needing the same makeup days if rescheduling can be grouped together. 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 in one module will be terminated. A student may reenter 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, this cannot be extended beyond the next available class. 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 ABSENSE 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 70% 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.

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 & 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 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 443-223-7500 or at 8230 Ritchie Hwy, Pasadena, MD 21122, Monday through Friday between the hours of 9:00a.m. and 5:00 p.m.**

REFUND POLICY:

- 1. All money paid by a student will be fully refunded if the student chooses not to enroll in, or to withdraw from, the school within seven calendar days after having signed an enrollment agreement. Once books are received from student they are no longer refundable.
- 2. If after the seven-day cancellation period, a student withdraws after instruction begins, refunds will be made according to the following schedule:

<u>Proportion of Total Program Taught by Date of Withdrawal</u>	<u>Tuition Refund</u>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% 40% up to 50%	20%
more than 50%	No refund

Upon completion of the required credit hours,

You will receive a certificate and

Maryland Broker's exam application form.

You will also need to purchase a Certificate of Licensure through the Real Estate Commission.

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 <u>Broker of Record</u>, you will be advised by the Commission, after submission of your credit report.

The School Director can interview the student and assist the prospective student in completing the enrollment, 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 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

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 or broker/associate brokers.

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

COVID -19 ZOOM OFFERINGS (Temporary)

For the Duration of the Stay at home order in Maryland Elite Learning Academy is approved to offer this course and others like it via ZOOM Livestreaming. The MD Real Estate Commission and Elite Learning Academy have very specific rules regarding this temporary approval. All policies and guidelines must be followed on order to successfully complete this course. For questions on these or anything else please feel free to call Elite at 443-223-7500.

- Strong internet connection is required. Elite cannot be responsible for time missed as a result of poor connection or technical difficulties on the students end.
- Computer device with camera and microphone capabilities. Class monitors must be able to see your face clearly from shoulders to the top of your head, ear to ear and microphones although not always in use must work.
- A phone is not a suitable device to attend this program.
- Tablets may be used during lectures **but not during quizzes or worksheets** as they turn the camera off during these activities and we must see you.
- A distraction free work zone from 10am-4pm. We need your full attention during this time.
- This class must be treated as if we are in a physical classroom. (ie: no driving during class, watching tv, doing personal business, working out, getting ready for an appointment etc...anything that could not be done in a classroom cannot be allowed during classtime.
- The classes are monitored and any violation can result in lack of credit for the class and/or termination from the program.
- The course, although conducted via ZOOM will be completed with a final exam that
 must be done in person at our main classroom in Pasadena. The address is 8220
 Ritchie Highway, Pasadena, MD 21122. This will be scheduled in in accordance
 with current Social Distancing requirement. Masks must be worn at all times
 during the final exam.
- Upon the Maryland State of Emergency being lifted we will be required to return to classroom within 60 days of such notice. This is per the MD Real Estate Commission.