



ELITE LEARNING ACADEMY REAL ESTATE SCHOOL
CATALOG
(revised March 2020)

Elite Learning Academy

8230 Ritchie Hwy, Pasadena, MD 21122

BUSINESS PHONE (443)-223-7500

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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.

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 60-clock hours of "Real Estate Salesperson" principles and practices of Real Estate. Graduates will be eligible to take the Maryland Real Estate Salesperson 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

231 Najoles Rd Suite 100, Millersville, MD 21108

6250 Old Dobbin Ln, Suite 140, Columbia, MD 21045

6020 Meadowridge Center Dr, Elkridge, MD 21075

1665 Merritt Blvd, Dundalk, MD 21222

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 Westminster facility training room consists of 246.5 Sq. Ft. which accommodates 15 students per class.

The equipment includes: White Board, TV, Computer with internet for power point presentation.

The Aberdeen facility training room consists of 375 Sq. Ft. which accommodates 20 students per class.

The equipment includes: White Board, Projector and Computer with internet for power point presentation.

The Millersville facility training room consists of 1100 Sq. Ft. which accommodates 20 students per class.

The equipment includes: White Board, TV and Computer with internet for power point presentation.

The Nottingham facility training room consists of 1100 Sq. Ft. which accommodates 20 students per class.

The equipment includes: White Board, TV and Computer with internet for power point presentation.

The Elkridge facility training room consists of 1000Sq. Ft. which accommodates 20 students per class.

The equipment includes: White Board, TV and Computer with internet for power point presentation.

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 makeup sessions. The school will observe the following holiday schedule:

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

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 60 instructional clock hours in order to be eligible for the real estate 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 week's session. Should circumstances warrant, a student may miss up to a maximum of 12 hours of class. All hours must be made of up within six months after the scheduled completion date of the class in which the student was originally enrolled. Students may make up the missed class hours in the next available class, subject to space and prior approval by the school. Any student not completing the entire 60 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, or 2 classes in a row 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 school/instructor at an additional fee of \$45.00 per hour for private tutoring.

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.

LOW ENROLLMENT POLICY:

In the event that a classroom location or locations does not achieve the minimum attendance that it needs to run as scheduled an alternative method of instruction may be available via skype assuming it does not go beyond our standard student intake ratio per instructor. In this instance students in this classroom location would view instruction via video chat viewed on a large screen tv or projector from an instructor teaching a live class in another location that did meet the enrollment minimum. The “broadcasting” would be setup and managed by Elite Learning Academy along with instructor and/ or class monitor so there is no technical requirements specifically for each student. If a student has enrolled into a class that has low enrollment and chooses not to attend via skype they may exercise one of the following options.

1. Delay registration until a live class becomes available at their preferred location.
2. Travel to the location where live instruction will be given or
3. Request a refund based off of the standard refund scale.

GRADING SYSTEM:

Students will be evaluated on homework, weekly quizzes, a mid term, 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, mid-term 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 \$250.00
- Books and Materials \$78.00
- TOTAL COST \$328.00**

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 6:00 p.m.**

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 Politzer- Instructor
Christina Carroll- Instructor

COMPLETION REQUIREMENTS:

A certificate of completion will be awarded upon successful completion of the program. Graduation requirements are as follows:

COST OF THE PROGRAM:

The total cost of the program is as follows:

TOTAL COST \$328.00

The books associated with this program are Modern Real Estate Practices and Maryland Real Estate Practice and Law.

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.
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

3. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all money paid by the student for tuition and fees and all money for which the student is liable for tuition and fees.
4. Students are requested, but not required, to notify the Director if they are withdrawing from the school.
5. Refunds are based on the last date of attendance.
6. All refunds due will be paid within 60 days of the student's last date of attendance.

STUDENT CONDUCT POLICY:

Elite Learning Academy is a smoking Free-, drug Free- and alcohol-free workplace and educational institution. Neither smoking, nor alcohol consumption, nor the possession, use or distribution of illegal drugs is permitted anywhere in the school facilities. Students are required to act in a manner which will reflect credit on themselves, the school, and the profession. Students will be expected to have the highest possible ethical standards and conduct themselves accordingly. The school has the right to dismiss any student which fails to adhere to and observe school regulations, is involved in illegal or unethical practices, or cannot meet the standards of the school's approved academic and attendance requirements.

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, 10th Floor

Baltimore, MD 21202

Phone: 410-260-4500 or toll free 800-974-0203, Ext. 4543 www.mhec.state.md.us

COVID -19 ZOOM OFFERINGS (Temporary addendum)

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.
- 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 2 or more groups to maintain the 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.