

Revised 08-17-2022



## **School Policy**

**ATLANTIC  
REAL ESTATE  
INSTITUTE, LLC**  
5710 Ogeechee Rd  
Suite 282  
Savannah, GA 31405  
Phone: 912.380.6680  
email [admin@arei1.com](mailto:admin@arei1.com)  
website [www.arei1.com](http://www.arei1.com)

## **GENERAL POLICIES**

**School Information and Approval:** Atlantic Real Estate Institute, LLC, (AREI) is approved by the Georgia Real Estate Commission (GREC), School Code #8117, renewal 12-31-2025 for the purpose of offering Georgia-approved real estate courses including, salesperson pre-license, broker pre-license, post-license and continuing education courses. Courses, including in-class and virtual live class schedules and electronic offerings are approved by the Georgia Real Estate Commission (GREC), and can be obtained from AREI's website, [www.arei1.com](http://www.arei1.com), or by contacting a school administrator at [admin@arei1.com](mailto:admin@arei1.com).

The following policies are designed to comply with state and regulatory agencies which govern real estate education and assist AREI in providing appropriate course and licensure credit. Students who enroll in a course agree to adhere to and be bound by AREI school policies. These policies may be updated periodically by AREI as deemed appropriate and necessary.

**Instructors:** Velore Brown, AREI Director is approved by GREC to teach all the approved courses offered by AREI. Additional instructors may be approved by the GREC to teach courses for AREI.

**Recruiting:** No recruiting for employment opportunities for any real estate brokerage firm is allowed in any class or on the school premises. Report promptly any effort to recruit by anyone, including a fellow student, to the Institute Director, Velore Brown, at 912-380-6680 or by contacting the [Georgia Real Estate Commission](http://www.georgia-realestate.com).

**Non-Discrimination:** Atlantic Real Estate Institute, LLC is committed to equality of educational opportunity and will not discriminate on the basis of race, color, sex, religion, national origin, familial, handicap status or sexual orientation in the establishment of fees, entrance qualifications or standards for successful completion of any course.

**Returned Checks:** Any applicant who has a returned check due to insufficient funds will be assessed a \$25.00 service charge.

**Changes:** Scheduled dates, locations, policies, and prices are subject to change without notice.

**Enrollment Transfer:** No student may transfer his/her enrollment application and/or paid tuition to another student or to a different course.

**School Records:** Atlantic Real Estate Institute, LLC will maintain the following information in each student record for a period of at least five years: student's name, address, real estate license number, date of enrollment, course title, and records reflecting attendance and certifying score.

**Georgia State Licensure Requirements:** Georgia Law requires that an applicant for a salesperson's license must: (1) complete a course or courses totaling a minimum of 75 hours covering the state mandated curriculum, (2) pass a state examination with a score of 72% or better, (3) be at least 18 years of age, and (4) be a high school graduate or the holder of a GED.

Georgia Law requires that an applicant for a salesperson's license must also obtain, at the applicant's expense, a certified criminal history report issued by the Georgia Crime Information Center of the Georgia Bureau of Investigation indicating whether the applicant has any record of a criminal history. This report may be obtained through your local police department for a nominal fee no more than 60 days prior to picking up your license.

## IN-CLASS COURSES

**Method of Instruction:** The method of instruction used for in-class courses is instructor-based. Should you have any questions or difficulty regarding the course content, the Director of Education, Velore Brown, will be glad to assist you. She can be reached at 912-380-6680 between 9:00 AM and 5:00 PM, Monday through Friday.

**Attendance:** Please turn mobile devices off before entering the classroom. Attendance is based on a Sign-in Roster, which must be signed by the student before each session of class. Failure to sign in shall result in an official absence. **Students MUST be on time and remain in class for the duration of each class session to receive credit.** Students who are more than 30 minutes late are required to make up the entire session. A \$20 make-up fee is assessed for each session missed. Students who miss more than two sessions (one day or two nights) of the course shall be required to repeat the entire course, after paying a fee. **Continuing Education Students Please Note:** Three (3) and six (6) hour courses are non-refundable and non-transferable, and the time allowed for tardiness, if any, may differ from the above stated time.

**Homework:** *(if applicable)* Required homework assignments must be completed satisfactorily before taking a school final examination.

**Grading:** Courses with final examinations require a passing score on that exam. If you fail the exam, you may retake the exam one time, no sooner than one day after failing it the first time. If you fail to achieve a passing score on a second examination, you must repeat all course instruction before taking another examination. A RE-ENROLLMENT FEE IS REQUIRED.

**Course Completion:** All in-class courses must be completed within one (1) year of the original enrollment date.

**Final Examination:** Only the Salesperson Pre-license, Post-license, and Broker Pre-license Qualifying courses require a final examination. All testing must be completed within one (1) year from the date of enrollment.

**Refunds:** Once a student has registered, no refunds will be allowed. However, if a student needs to change their starting date from their original enrollment, no fee will apply if transfer is made BEFORE class start date. After class starts, a \$25 transfer fee is charged to transfer. The transfer must be to a class that will be completed within one year of the original enrollment date. After one year, the full enrollment fee is required. Three (3) and six (6) hour courses are non-refundable and non-transferable.

**Certification:** *(if applicable)* Upon completion of a course (including successfully passing the examination), your certification information is sent electronically to the Georgia Real Estate Commission within two business days from the date it was received. **You will not receive a certificate.** Contact the [Georgia Real Estate Commission](#) to verify the receipt of your hours.

## **VIRTUAL LIVE COURSES**

**Method Of Instruction:** The method of instruction used for virtual live courses is instructor-based. Should you have any questions or difficulty regarding the course content, the Director of Education, Velore Brown, will be glad to assist you. She can be reached at 912-380-6680 between 9:00 AM and 5:00 PM, Monday through Friday (excluding holidays).

**Attendance:** Students attending a virtual class must attend using a **device that has a video webcam. The video must be enabled so that the student is visible.** Failure to enable the video shall result in an official absence. The virtual live class will maintain the same class standards and requirements as if students are physically among their classmates and instructor. Each class session is recorded. The recordings are not available for review and cannot be used to make-up missed time. **Students MUST be on time and remain in class for the duration of each class session to receive credit.** Students who are more than 30 minutes late are required to make up the entire session. A \$20 make-up fee is assessed for each session missed. Students who miss more than two sessions (one full day or two nights) of the course shall be required to repeat the entire course, after paying a fee. **Continuing Education Students Please Note:** Three (3) and six (6) hour courses are non-refundable and non-transferable, and the time allowed for tardiness, if any, may differ from the above stated time.

**Homework:** (*if applicable*) Required homework assignments must be completed satisfactorily before taking a school final examination.

**Grading:** Courses with final examinations require a passing score on that exam. If you fail the exam, you may retake the exam one time, no sooner than one day after failing it the first time. If you fail to achieve a passing score on a second examination, you must repeat all course instruction before taking another examination. A RE-ENROLLMENT FEE IS REQUIRED.

**Course Completion:** All virtual live courses must be completed within one (1) year of the original enrollment date.

**Final Examination:** Only the Salesperson Pre-license, Post-license, and Broker Pre-license Qualifying courses require a final examination. All testing must be completed within one (1) year from the date of enrollment.

**Refunds:** Once a student has registered, no refunds will be allowed. However, if a student needs to change their starting date from their original enrollment, no fee will apply if transfer is made BEFORE class start date. After class starts, a \$25 transfer fee is charged to transfer. The transfer must be to a class that will be completed within one year of the original enrollment date. After one year, the full enrollment fee is required. If a student registers for an in-class course that is switched to a virtual live course after the student has registered, the student may request a refund. The deadline to request a refund is up to seven (7) calendar days after the class start date for pre-license courses, and the first day of class for all other courses. A partial refund may be issued. **No refunds will be made after the timeframes stated above.** Three (3) and six (6) hour courses are non-refundable and non-transferable.

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## **ONLINE COURSES**

**Mission:** The mission of Atlantic Real Estate Institute, LLC is to provide high-quality distance education courses to Real Estate pre-licensing students as well as licensed agents in support of federal and state-mandated education programs for licensure and ongoing professional competency.

Atlantic Real Estate Institute, LLC teaches online distance education courses. Students may register and complete the course on any computer that meets the technical requirements covered in this catalog. Students may have access to the course at any time and may work at their own pace.

**Ownership:** Atlantic Real Estate Institute, LLC offers real estate courses for delivery on computer.

**School Hours Of Operation/Calendar:** Atlantic Real Estate Institute, LLC students may access their courses via the Internet immediately upon enrollment. Courses are accessible to you at any time within the enrollment period. Upon enrolling in the course, you will have 180 days to complete the course with the option to purchase up to three 60-day extensions but must complete the course within one calendar year of enrollment. As our courses are taught via distance education, students do not have the calendar constraints common to in-class courses such as program start/end dates and beginning/end dates for terms. The administrative staff hours of operation are: **M-F 9:00a.m. – 5:00p.m. (EST)**. The technical support hours of operation are: M-F: 9:00 AM EST to 7:00 PM EST, (on call on the weekends: 1:00 PM – 4:00 PM EST. Email support is available during normal business hours. Atlantic Real Estate Institute, LLC staff office is closed in recognition for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On occasions, the office may close early due to inclement weather or on the day prior to a holiday. No recruiting for employment opportunities for any real estate brokerage firm is allowed on the school premises.

**Enrollment Policies:** Students may enroll in an Atlantic Real Estate Institute, LLC course at any time by going to [www.arei1.com](http://www.arei1.com) or by calling our enrollment office at **912-380-6680**. Since you choose to register for a course at a time that fits your schedule, there are no late enrollment requirements. Atlantic Real Estate Institute, LLC enrollment policy allows students 180 days to complete the course and applicable exam with the option to purchase additional time Atlantic Real Estate Institute, LLC does not accept credit for previous training.

**Attendance Policy and Requirements to Graduate:** In order to get credit for this course, you must complete 100% of the course (a 100% attendance rate.) Under no circumstances will you receive any credit for courses in which less than 100% of the lessons were completed and the final exam was passed. As it is taken on the internet,

there are no absences, tardiness, or early departure policies. Atlantic Real Estate Institute, LLC does not have a leave of absence policy or probationary period.

**Overview of our Programs:** Atlantic Real Estate Institute, LLC offers the following courses:

Sales Pre-license  
Sales Post License  
Broker Pre-license  
Continuing Education

State Requirements:

Be at least 18 years old  
Have no felony charges on record  
Be able to Submit proof of US residency

**Grading System/Minimum Grade Requirement:** The courses that Atlantic Real Estate Institute, LLC offers are created by Mbition. Below is an explanation of how the Mbition's Learning Management System works and how it monitors your progress. There is no "make-up" work policy because all course work must be completed before taking the final exam. For real estate prelicense there is a final exam requirement after all lessons are completed. You must pass the exam with a 75% in order to receive credit for the course.

If you do not pass the final exam, you will be allowed an exam retake. If you do not pass the retake exam, you will not receive credit for the course. However, you will have the opportunity to purchase a retake of the course at a discounted price. If you do fail the course exam and purchase a retake, you will be required to start the course over and progress through each lesson again before you are allowed to take the final exam. Atlantic Real Estate Institute, LLC will maintain your school records including your exam scores for five years at the minimum.

### **Signed Student Affidavit**

**Atlantic Real Estate Institute, LLC** requires that you certify that you have personally completed each module of a distance learning course and any written exercise or assessment required for completion of the course. You must provide an electronic signed **Student Affidavit** to the school before scheduling any course examination and before the school may certify your completion in any course. The school will not process your course completion without your submitting a signed certification form. This form is available online and you will electronically submit this to your school *when you have completed all required modules of the course*. This form will appear on your course homepage once you have completed the course lessons.

In order for **Atlantic Real Estate Institute, LLC** to certify that you have completed a course, you must:



1. Complete all instructional lessons in the course
2. Submit signed and dated **Student Affidavit**
3. Pass the required course final examination at an approved school location.

**Course Completion Records:** **Atlantic Real Estate Institute, LLC** will supply you with a certificate of completion.

**The Mbition System:** The Mbition System represents an entirely new approach to instruction administered using a computer. The primary feature that distinguishes this system from more traditional computer-based instruction (CBI) is that the system is designed around proven instructional strategies, rather than around the capabilities of the computer.

**How Our Course Monitors and Evaluates Your Progress and Provides Feedback:**

Mbition courses utilize the personal computer to perform the functions traditionally performed by the teacher. Using Mbition courseware, the computer becomes essentially a one-on-one tutor. It presents the material to be learned, provides adequate explanation to ensure that you understand what is being presented, and requires that you demonstrate your understanding through active participation in the learning process.

More importantly, it acts as a constant monitor of what you know and don't know and uses that information to dynamically adjust the presentation to meet your needs as you learn. The result of this process is that the courseware provides a fully self-contained instructional program that can adjust to your specific needs which may vary widely both in the amount of knowledge you bring into the learning session as well as your learning ability (i.e., how quickly you learn. In addition, no other resources (such as books or teachers) are normally needed to accomplish the educational objectives of a particular course.

**How to best take an Mbition course:**

Spending too much time in any one session will burn you out. Remember, our program actually challenges you to LEARN the material not just skim over text. So, we recommend you split up your effort into 30-40 minute sessions. You can do more than one session per day (recommended) but, try to do something everyday. The consistency of effort (particularly for any prelicense courses) is what will produce the best learning for you.

As you work on the course, your time in each lesson is recorded as well as how many questions are presented and how many attempts were required to answer the question correctly. So, the learning system serves as a record of attendance and academic achievement.

**Refund Policy:** You have the right to cancel your registration for any reason within seven (7) business days from the date of purchase. Requests for cancellation of a registration must be made by contacting **Atlantic Real Estate Institute, LLC** by phone, or email. The request must be received by **Atlantic Real Estate Institute, LLC** before

midnight of the seventh business day from the date of purchase. A cancellation fee will be charged to the student to cancel a registration. The amount of the cancellation fee is 15% of the total purchase amount. If the course includes one or more textbooks, the books must be returned at the student's expense. The request for cancellation will not be processed until the book(s) are returned to the school in reusable condition.

**Student Services, Rights, Privileges and Responsibilities:** Upon successful completion of a course, each student will receive an official completion certificate.

**Technical Support:**

You can contact Tech Support at 800-743-8703 or by email at [techsupport@Mbitiontolearn.com](mailto:techsupport@Mbitiontolearn.com). Their hours of operations are Monday through Friday 8:00 AM CT to 5:30 PM CT. Email support is available during normal business hours. Emails received after normal business hours will be answered the following business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.