

The Swamp School, LLC
154 S Broad St E
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www.swampschool.org

Policies & Procedure Disclosure

Date of Publication: 08/15/2022

Legal Name of Education Provider: The Swamp School, LLC

Advertised Name of Education Provider: The Swamp School

NOTE: This may differ from the Legal Name only if the Education Provider has registered an assumed or trade name with the NC Secretary of State.

Name of Education Director: Marc Seelinger

Names of Full-Time Officials and Faculty: Marc Seelinger, Walt Milowic, Caitlin Raab, and Lori Reese

Education Provider Certification

The Swamp School 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

The Swamp School conducts:

- the *Broker Prelicensing Course* required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- ✦ 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)

Elective: Phase 1 ESAs for Real Estate

Elective: The Swamp School's Phase I ESAs for Real Estate course is a part of the North Carolina Real Estate Commission's CE Elective program. This course utilizes online modules to cover the real estate implications for conducting Phase I Environmental Site Assessments. In this course, we will address the steps of a Phase I ESA, the regulations that control hazardous substance release, and how to identify recognized environmental conditions on a property. We will also discuss how to combine the steps of a Phase I ESA to curate a final report to provide the client.

Course Materials

The Swamp School will provide each student with an electronic copy of the 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.

Registration, Enrollment, and Conduct

Registration

To enroll in a course at The Swamp School, prospective students must Register for the CE class at our website (<https://swampschool.org/>) and pay with a credit card online. Upon successful, payment Swamp School will contact you to obtain a PDF copy of your pocket card and confirm identity.

Tuition and Fees

The tuition for this class is subject to change and is listed on the class enrollment page.

The Swamp School accepts the following forms of payment: Credit/Debit card (online and over the phone), checks.

Tuition must be received by: Start of class.

The penalty for a check returned for insufficient funds is: \$35.00.

Attendance

NOTE: All attendance requirements / policies should be clearly stated here. If policies vary between delivery methods, they should be clearly explained. Attendance policy suggestions include:

- *Students in an in-person or synchronous distance learning Broker Prelicensing Course must attend a minimum of 80% of all scheduled instructional hours.*
- *Students in an in-person or synchronous distance learning Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours.*
- *Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.*
- *Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.*

Course Cancellation or Rescheduling / Refunds

The Swamp School reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum 14-days notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options: Transfer to a later course session or receive a refund.

Withdrawals and Transfers / Refunds

A student may withdraw from a course by giving written notice to the Education Provider 14 days prior to the start of the course. In such event, the student will have the following options: Transfer to a later course session.

NOTE: Education Provider should list all available options (e.g., transfer to a later or different course; receive a refund).

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course after initial registration in the course will not be entitled to a refund of any portion of paid Tuition.

Student Conduct

Students are expected to present original work for all assignments. ALL information for course assignments must be current and completed within the time frame of your published course start and end dates unless a specific exception to this policy is granted by the staff of the Swamp School.

Cheating

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course grade, will not be eligible for any retake or makeup policies, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that The Swamp School will abide by the policies herein.



Marc Seelinger
Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of The Swamp School's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Signature of Prospective Student

Date Signed:

Full Legal Name of Prospective Student
