



## WHERE KNOWLEDGE IS KEY

### ACADEMY POLICIES

WELCOME TO DREAMS REAL ESTATE ACADEMY.

Here are the school policies.

**ENROLLMENT POLICY:** Dreams Real Estate Academy (DREA) is open to the general public and is licensed by the New Jersey Real Estate Commission (NJREC) to conduct salesperson and broker pre-licensing courses.

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act, and requires any special accommodation, must contact the school before enrolling. Certain accommodations require the New Jersey Real Estate Commission's advance approval and may not be available for DREA classes.

**PAYMENT POLICY:** Full payment is required by the first session of class. DREA accepts cash, checks, or bank checks. There will be a \$30.00 fee for any checks returned for insufficient funds. If this becomes the case, then full balance is due immediately before student may continue class.

Any class time missed at this time will be counted towards the 15% maximum allowable miss time described in the course completion section.

**CLASSROOM REFUND/TUITION POLICY:** All students must read and agree to our School Tuition Refund Policy as written below upon entrance.

Every student that is paid in full will be guaranteed a seat in class. Included in the tuition is a \$100 non-refundable registration fee for Salesperson Pre-Licensing, \$300 non-refundable registration for Broker Pre-Licensing. A student may request a refund in writing prior to the start of the class for the refundable portion of the tuition. Written notice must be received by the school up to 48 hours prior to the class start date. Once a class has started, no refunds will be issued. However, if the school cancels a class, the students will receive full and prompt refund.

Registration may be limited. Registrations are accepted on a first-paid first confirmed basis. Upon Receipt of your registration, you will receive an email confirming your enrollment in the course. Until you receive your confirmation you are not confirmed as enrolled in the course.

Any student who determines that they may not be eligible for licensure after reading the screening questions provided on the first day of class and believes that a license will not be issued because of these questions, may withdraw their enrollment, and receive a full refund if they notify their instructor and/or school director before the beginning of their next class session.

**SALE PRE-LICENSING COURSE & BROKER PRE-LICENSING COURSE:**

Tuition is due in full one (1) week prior to scheduled start date or forfeiture of seat may occur.

There is no fee for a final exam taken with your original class or for any re-takes.



# Requirements

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## Licensing Qualifications

### **FOR SALESPERSON**

To qualify for a real estate salesperson's license, an applicant must be 18 years of age or older, have a high school education or equivalency, complete a 75-hour pre-license course at a licensed school and pass the license examination.

After successfully completing the course and passing the examination the applicant must apply for a license through a sponsoring real estate broker. In addition, the Commission must be satisfied as to the applicant's honesty, trustworthiness, character, and integrity. An applicant must pass the salespersons license examination not later than one year after their successful completion of the pre-licensure education requirements.

### **FOR BROKER**

To qualify for a broker's license, an applicant must have been continually licensed and employed on a full-time basis as a New Jersey real estate salesperson for the three years immediately preceding

application, have a high school education or equivalency and successfully complete 150 hours of pre-licensure education.

After completion of 150 hours, the applicant must submit to the Education Qualification Section of the Commission their completed school certificate and a completed Experience Report for Broker Applicant form. Following review and approval, the applicant will be mailed a Certificate of Examination Eligibility, which may be used to make a reservation to take the Broker license examination. An applicant must pass the broker license examination and apply for and request the issuance of a license as a broker or broker-salesperson not later than one year after their successful completion of the broker education requirements.

### **Other Policies**

If an applicant has ever been convicted of a crime, or is currently on parole or probation, their application for a real estate license may be denied. See N.J.S.A. 45:15-9, 45:15 12.1 and 2A:168A-1 et seq. If you are a disabled United States Veteran and a citizen of New Jersey, it may be possible to secure waivers of the education and experience requirements for licensure. Please contact the NJ Real Estate Commission's Education Waiver Section at **609-292-7272 Ext. 50137** for details.

New Jersey does not currently have reciprocity with any state.



**CERTIFICATE OF COURSE COMPLETION:** To obtain a certificate, all students must satisfactorily receive a passing grade on the final examination and attend at least 80% of the class session hours required for the course. A student may take the final examination up to 3 times. A student may be reinstated if they attend enough class session hours in another class session of like subject matter to make their attendance at least 80% of the class session hours required for the course. In the event the certificate is lost, a duplicate may be obtained from the school by request.

**ATTENDANCE POLICY:** The New Jersey Real Estate Commission mandates strict classroom attendance requirements for all license candidates. Specifically, any student who misses more than 20% of the scheduled class hours (15 hours for the 75-hour salesperson course and 18 hours for the 90-hour broker class). You CANNOT receive credit for a class completion, regardless of their course progress or test performance. To comply with this requirement, the school MUST maintain strict rules of attendance and punctuality. Late arrivals, early departures, extended breaks, and absences from the classroom, for whatever reason, will be noted in the attendance records. School policy is to record absences and late arrivals in 15-minute increments.

**RECORD RETENTION:** School records are maintained by the school and are available for a period of at least five (5) years.

**FINANCIAL AID:** Financial aid is not available for courses offered by DREA.

**NON-DISCRIMINATION POLICY:** DREA does not discriminate on the basis of race, color, sex, religion, national origin, handicap or familiar status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

**PRIVACY POLICY:** Your privacy is important to us. It is our policy not to share your information with 3<sup>rd</sup> party vendors. Your information will solely be used for the purpose of your real estate education and preparation for your licensing.

**SMOKING POLICY:** The DREA training center is a smoke-free facility.

**WHAT TO BRING:** Students should bring with them a notebook, basic calculator, and highlighter.

**NOTICE TO STUDENTS:** Attending DREA will not obligate you to become employed with an affiliated Real Estate Broker, nor guarantee you an interview or job with an affiliated Real Estate Broker.

Have any questions, please contact our School Director, Marcia Klioze @ 732.801.3580.