



**REAL ESTATE
LEADERSHIP ACADEMY**

School Catalog 2019

Real Estate Leadership Academy

921 36th St SW Suite 115 Wyoming MI 49509

616.949.8899

www.RealEstateLeadershipAcademy.com

A State of Michigan Approved and Governed School— School ID #450

2019 School Catalog



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Meet The Academy Instructors



Mark Baker, CCIM

School Coordinator, Instructional Supervisor & Course Instructor
for all Michigan Live Courses.



Graziella Bruner

Course Instructor for all Michigan Live Courses



Katrina Cole

Course Instructor for all Michigan Continuing Education
courses.

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Policies and Procedures

Entrance Requirements: Application and participation is open to any member of the public who is of good moral character as defined in Act 381 of the Public Acts of 1974, being Section 338.41 of the Michigan Compiled Laws.

Enrollment Dates: Students may enroll at any time prior to the start of a Live Course and anytime for on-line.

Online course: Online courses are provided at www.RealEstateLeadershipAcademy.com . Online courses have been fully authorized and approved by the State of Michigan, Real Estate Division. Registration and Course catalog are found when utilizing the links to each program

Schedule of Live Courses: Live courses are periodically offered, and students may enroll at any time. Classes are held at our Academy at the address below or at suitable locations. Please contact the Academy for all live courses, specific times, and dates by visiting our website at www.RealEstateLeadershipAcademy.com

Holidays: Real Estate Leadership Academy will be closed to honor the following Holiday weeks: The Week containing January 1 and/or December 31 and the week containing December 24 and/or December 25. We are also closed for Martin Luther King Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving week.

Attendance: Our Live courses require attendance for the entire course period in order to qualify to take the Course exam, which a student must pass in order to pass the course.

Tardiness or Absences:

Live Pre-Licensing Courses— Any participant who is tardy or absent for up to eight hours of class time will be required to make up the time missed by attending the section missed during a subsequent course within ninety days following the tardiness or absence. The cost, if any, will be determined by the school administration for retaking up to eight hours of missed class time. Any participant missing more than eight hours

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of class time will be allowed to make up the time within 90 days following the tardiness or absence but will be expected to either repay their tuition in full or pay \$100 per day, whichever is less, to make up the time missed. Participants who wait more than ninety days to make up missing time will need to repay the entire class at full cost.

Live Continuing Education—

Any participant who is tardy may make up the material missed by privately hiring Real Estate Leadership Academy for a fee of \$50/hr to cover the missed information or attend another Real Estate Leadership Academy course that is open to the public for the exact time missed for a fee of 50% of the tuition. Any participant who is absent may take another Real Estate Leadership Academy course that is open to the public at a fee of 50% of the tuition.

Leaves: Participants may receive a leave for extended illness at the discretion of the school administration. Participants may then make up the time missed at no additional cost.

Participant Conduct: Participants are required to attend without disturbance to other participants. Disturbances may be described as creating noise, monopolizing discussions, or causing any other discomfort to other participants that interferes with the learning process. Excessive disruptive behavior may result in expulsion and loss of tuition.

Complaints: If you have issues, please contact us first at sales@realestateleadershipacademy.com or 616-949-8899. For the state, contact the State of Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau at 517-241-9221 and at https://www.michigan.gov/lara/0,4601,7-154-89334_61343_35395--,00.html

Grades: Pre-Licensing Live Course—Participants will receive a grade of PASS or FAIL at the end of the course. Participants must receive a minimum passing grade of 60% cumulative points on the midterm and final exam combined. Periodic diagnostic practice questions will aid in assisting the passing of the mid-term and final.



Exam failing grade remedies:

- **Pre-Licensing Live Course**— A student that fails the exam may re-take BOTH the Mid-term AND Final Exam, with in 10 days of the failed exam date, provided, student's MUST make an appointment within two business days of the failed exam date and pay a \$50.00 exam re-take fee. If the student fails to take the exam during the 10 days, the student may then elect to register for the next available course at 1/2 the normal price and must take BOTH the Mid-Term AND Final Exam during that course. The student may attend any, all or none of the sessions. If the student fails again, they may repeat this above cycle one additional time.
- **Online Pre-licensing courses**-Students will have two attempts to pass the final exam. Students that fail twice can purchase additional attempts for \$50 each.

Policies and Procedures

Refunds/Cancellation/ Reschedule:

Online Courses—

Refund in full for request within 2 business days of purchase and no more than 10% of the course completed.

Live Courses—

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school, provided however, that the applicant has not started the course yet. All refunds shall be returned within 30 days. **Once the three business days have elapsed the following policy will apply:**

40 Hr Pre-Licensing Live Courses—

For any cancellation within 14 days prior to the start of the course students will receive a refund, less the



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total of the course material at retail cost plus shipping costs and a \$50 cancellation fee. Student will not be able to return purchased course books & materials. All book sales are final.

Continuing Education Live Courses—

For any cancellation within 14 days prior to the start of the course students will receive a refund, less the total of the course material at retail cost plus shipping costs and a cancellation fee of 50% of the tuition cost. Student will not be able to return any purchased books & materials. All book sales are final.

We reserve the right to cancel any class (with or without reason) anytime prior to class date. Cancellation notice can only be given to students who have already registered and paid. Students who have not registered and pre-paid and still wish to attend certain courses and “pay at the door” should contact the school before showing up for class to ascertain that the class WILL be held. Tuition rates paid “at the door” may be higher than the pre-paid rates. No charge to re-schedule. Course dates, times and prices are subject to change at any time.

Tuition Charges and Fees: Participants will be expected to pay the tuition for each course prior to the commencement of that course as well as purchase any textbooks or other materials that may be required in advance to the course. Participants are expected to provide their own writing instruments and note paper or laptop computers if desired at their own expense.

Credit for past instruction or experience: There is no credit allowed for past instruction or experience except as noted in this catalog. Broker License if approved in advance with the State of Michigan may be allowed credit for past instruction or experience.

Exceptions: For Broker Pre-Licensing: **Law degree** (60 of the 90 hours which includes credit for 6 hours of civil rights and fair housing) attach copy of diploma or college transcript to your license application
MBA (60 of the 90 hours is granted – 3 civil rights hours) attach copy of diploma or college transcript, which must say Masters of Business Administration, to your license application.

In all cases, broker applicants must complete the 30 hour Broker Prep course.



Placement Services: RELA does not provide graduates placement services.

Graduation: A Certificate of Completion ,either electronically or hard copy, is provided to each participant when they meet the full requirements of each course and the State is informed of the completion within five days of the course completion.

Enrollment Contract: This catalog serves as our enrollment contract. Your signature and date below signifies your understanding and agreement to the policies and procedures as outlined in this catalog.

Course Enrolled: _____ Tuition Cost: _____

Student Signature: _____ Date: _____

Student Name: _____