



Home Study for Appraisal Licensing

CATALOG #10-AP

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www.vaned.com

The mission of Van Education Center (VanEd) is to create quality, distance learning education courses for real estate and appraisal that meet the needs of students and the requirements of the real estate and appraisal industries. A goal of VanEd is to help real estate licensees and appraisers maintain professional competency in order to protect the public interest.

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I. School Ownership and Faculty

Van Education LLC ("the School") is operated by Burton Lee and Jay Hilty, managing members. Real estate and appraisal instructors are available for questions Monday through Friday from 8:30 a.m. to 5:00 p.m. MST except for those days that land on a federal, state, or religious holiday. Appraisal course enrollment and course registration are accomplished via the Internet at <http://www.vaned.com>. Questions should be sent to info@vaned.com or appraisal@vaned.com and shall be answered as promptly as possible, but no later than the next business day. VanEd offers real estate and appraisal courses that meet the requirements of The Appraisal Foundation, the International Distance Education Certification Center and the various state boards of real estate and real estate appraisers. At present, the School offers Real Estate Appraisal, USPAP, Real Estate Salesperson & Broker Associate (CO, TX, NE, OK) courses and Continuing Education credit courses.

Burton is the lead faculty member for real estate appraisal courses. Burton manages Bristol Realty Counselors of Colorado, Inc., a commercial real estate appraisal and consulting firm in Boulder, Colorado. He has over twenty years of valuation experience, fifteen of which have been as a member of the Appraisal Institute. Burton is on the board of the Colorado Chapter of the Appraisal Institute. He is also a licensed real estate broker in the state of Colorado and a certified USPAP instructor for The Appraisal Foundation.

II. Fees and Enrollment

The School will accept any student who is at least 17 years old.

Up to date course offerings, tuition fees and course materials included can be found online by clicking on your state at the following link:

<http://www.vaned.com/index.cfm/fa/APP/fa2/home>

Tuition for the real estate appraisal licensing courses varies by course of study and may be paid by check, Visa, Mastercard or Discover.

A \$30.00 service charge will be assessed upon the return of any check.

III. Grading Policy

Students must complete all course requirements including passing a final exam. The student must receive at least a 75 percent to pass the Final Exam. There are three versions of the 15-Hour USPAP final exam and the passing score varies between 74 percent and 78 percent depending on the exam. The exams are taken online with the grades being posted immediately. In the event a student does not pass, the student may retake any exam. If a student fails the 15-Hour USPAP final exam three times they are required to make specific arrangements with the instructor relative to the next course of action.

Since the courses are offered through home study (individualized instruction method), the student is able to work at his own time and speed. However, in order to determine that the student is actually accomplishing the work, a minimum standard is required. [See Section V. Termination/Complaint Procedures]

The School shall maintain a Student Progress Report on each student showing the enrollment date, commencement date, date received "completion statement", date when each exam was taken and scores given. The student, upon request, will be given a copy of his/her progress report.

IV. Refund Policy

General Refund Provisions

1. To receive a refund, any textbook provided by the School must be returned at the student’s expense. Refunds will be issued when the School receives the textbook, provided it is in its original condition as determined solely by the School. Failure to return the textbook, or returning a textbook in unsuitable condition will result in a reduction in the refund amount.
2. There shall be a full refund of payment if the School terminates a student enrollment per Section V below, subject to the book return provision. There shall be a full refund of all money paid if the applicant is not accepted by the School.
3. For all School programs and courses, students may request a full refund within three (3) calendar days after payment is received. The refund amount may be reduced subject to the textbook return provision.
4. There shall be a full refund of payment in the event the School discontinues a course / program before the student could have reasonably completed the course / program, subject to the book return provision.
5. Refunds shall be based on the date the student pays for the course. If a student has paid the full cost of the course in one payment at the beginning of the program, beyond three (3) calendar days from the payment date, a \$100 administrative fee will be deducted from any refund. Refund amounts for individual Appraisal courses are calculated over 30 days, with no refund after the 30th day.*

The School does not recognize any postponement of starting date relative to the students’ right to receive a refund. Starting date is the earlier of the date the student first enters the course or the date the student makes payment of or toward tuition.

Program Specific Refund Provisions:

Course Packages

Beyond three (3) calendar days from the payment date, student will be due a full refund minus a \$100 administrative fee will be deducted from any refund. Refund amounts are calculated daily on a straight-line basis until the refund amount reaches "0" on the 60th day after payment is received. An example is shown below for a \$725 payment:

Refund Table Upon Student Withdrawal/Termination	
0-3 days from enrollment	No fee, full refund (\$725.00)
Day 4	\$100 admin fee (-\$100.00) \$625.00 refund
Within first 10% of program or within 10 days from enrollment	90% less admin fee, \$562.50 refund
After 10% but within first 25% of program or within 24 days from enrollment	75% less admin fee, \$468.75 refund
After 25% but within first 50% of program or within 45 days from enrollment	50% less admin fee, \$312.50 refund
After 50% but within first 75% of program or within 59 days from enrollment	25% less admin fee, \$156.25 refund
After 75% of program or after 60 days	No Refund

No refunds shall be given in the event that a course or package certificate has been issued.

All refunds shall be made within 30 days following a student’s withdrawal/termination.*

The student may request additional time to complete the courses (see Section V.2. below). However, there shall be no refund subsequent to the schedules detailed above.

*Courses and programs sold through affiliate schools fall under the affiliate school’s catalog and refund policy, which may differ from VanEd’s policies. OnCourse Online courses and programs are offered at full refund within seven (7) calendar days from the date of purchase/enrollment.

V. Termination and Complaint Procedures

Students may have their enrollment terminated by the School for the following reasons:

1. Nonpayment of tuition.
2. Not meeting the required progress chart.

Progress Requirements for Basic Appraiser Education Package	
Completion of Basic Appraisal Principles, Units 1-7	One week
Completion of Basic Appraisal Principles, Units 1-14	Two weeks
Completion of Basic Appraisal Procedures Units 1-7	Three weeks
Completion of Basic Appraisal Procedures Units 1-15	Four weeks
Completion of USPAP, 15 hours	Five weeks
Completion of all required, proctored final exams	Six weeks

- a. Students may request an extension of time for any given course.
If an extension is granted, it shall not be for a length of time greater than six months for any given course.
- b. Students may petition the School to be placed on inactive for a period not to exceed six months.
3. Student gives notice to the School to terminate.
4. Disruptive behavior during personal instruction (if applicable).
Students who have a complaint concerning the School must file their complaint with the Division of Private Occupational Schools within two (2) years from the date the cause of action arose.
5. The School, at its sole option, may terminate a student if it determines the student is not using the course material in the manner, which it was designed. If the School uses this option, the total fee shall be refunded, subject to the book return provision detailed above.
6. Postponement of a starting date, whether at the request of the School or the student, requires a written agreement signed by the student and the School. The agreement must set forth:
 - a) Whether the postponement is for the convenience of the School or the student, and;
 - b) A deadline for the new start date, beyond which the start date will not be postponed.
 If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the School’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

VI. Inactive Status

Students shall have one year in which to complete any course registered for, and must remain active within those course(s) and program(s). Students who wish to reactivate shall notify the School, providing such updated information as the School may request. There is a reactivation fee of 35% of original tuition and additional fees may apply should new printed materials be required.

For a student to reactivate, the student shall communicate with the School by email, or letter, stating the student's intent to pursue his or her real estate education. The student shall have 1 year from re-activation to complete the course work.

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VII. Course Content

Goals

The goal of the School is twofold:

1. To prepare a non-licensed individual to successfully complete the entry level state appraiser license exam;
2. To help prepare a non-appraisal licensed individual for a career as a real estate appraiser.

Upon completion of any program package at 75 hours or more (for example Principles & Procedures & 15-hour USPAP), the student will have a basic working knowledge of the real estate appraisal process and the ethics and standards that are required of all real estate appraisers. The course completion certificates shall be available to the student within one business day of VanEd's receipt of the student signed affidavit associated with the completed course.

Previous Training

There is no prior experience requirement for students to take any of the Basic Appraiser Education courses. However, if a student has a transcript from another School showing completion of required courses and evidence of course approval by the appropriate state Board of Real Estate Appraisers, at the discretion of the School, credit may be given toward a program certificate. Acceptance of credit from another school shall not impact the refund policy.

Transferability

The School does not guarantee the transferability of its credits to any other educational institution. It is solely up to the receiving school to determine whether credits will be accepted.

Placement Assistance

The School does not provide assistance or counseling for graduates in arranging interviews with real estate appraisal employment opportunities. The School will keep on file and make available to students, a list of real estate appraisal opportunities that are brought to the attention of the school director.

VIII. Preparation for the State Examination

A student is required to successfully complete 15 hours of Uniform Standards of Professional Appraisal Practice (USPAP) and between 60-150 additional hours of pre-license education prior to being eligible to become a Trainee/Assistant/Provisional Appraiser. In addition to the educational requirements identified above, the entry-level real estate appraisal license requirements often include successful completion of the state exam.