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**Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board**

**Home Study for Associate Broker Licensing  
State of Colorado**

**CATALOG  
#12-RE-19**

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**[www.vaned.com](http://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. Real estate brokerage course enrollment and course registration are accomplished via the Internet at <http://www.vaned.com>. Questions should be sent to [info@vaned.com](mailto:info@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 Colorado Division of Real Estate and/or 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, Broker Associate/Employing Broker and Continuing Education courses.

Van Education Center courses meet the requirements for courses provided in a distance education format and are approved by the Colorado Real Estate Commission (CREC).

## **II. Fees and Enrollment**

The State of Colorado Real Estate License Law requires an applicant for a real estate license to be at least 18 years old. The School will accept any student who is at least 17 years old.

The 168-hour broker associate pre-license program for Colorado consists of the following courses:

- 48 hours in Real Estate Law and Practice
- 48 hours in Colorado Contracts and Regulations
- 24 hours in Real Estate Closings
  - 8 hours in Trust Accounts and Record Keeping
  - 8 hours in Current Legal Issues
- 32 hours in Practical Applications

Tuition for the 168 credit-hour real estate licensing course tuition may be paid by check, Visa, Mastercard or Discover. A \$30.00 service charge will be assessed upon the return of any check.

The tuition for the 168 credit-hour package includes the following:

1. Modern Real Estate Practice, by Galaty, Allaway & Kyle; 20<sup>th</sup> Edition (MREP)
2. eBooks printable by course inside the program
3. online access to the applicable sections of the Colorado Real Estate Manual

The same and additional texts are an option with all packages where applicable:

Colorado Real Estate License Workbook (ebook and/or hardcopy options available)

The Tuition for Online Pre-License Courses & Exam Preparation in Colorado are as follows\*:

- 168-hour Online Colorado Real Estate Licensing Course - \$695
- 120-hour Online Colorado Real Estate Licensing Course - \$500
- 72-hour Colorado Contracts & Closings Program - \$350
- Colorado Broker Course for Attorneys (with Contracts) (32 hours) - \$250
- Colorado Broker Course for Attorneys (32 hours) - \$200
- Colorado Real Estate License Exam Prep Program - \$150 (no credit)
- National Real Estate License Exam Prep and Review - \$150 (no credit)

Colorado Real Estate Licensing Exam Prep - \$99 (no credit)  
Colorado Real Estate License Exam Prep - \$59 (no credit)  
Real Estate License Exam Prep (General) - \$59 (no credit)

**\*Always confirm with The Real Estate Commission what qualifying courses you need to take if you've been previously licensed and/or are currently licensed in another state.\***

### **Shipping**

Shipping (MREP) is included with the price of any applicable package. Accompanying textbooks or optional workbooks (when applicable) may be purchased for an additional fee

VanEd reserves the right to charge additional shipping fees if the original package is returned. Failure of the student to provide the correct address initially may result in an additional return shipping fee.

## **III. Grading and Attendance Policy**

Students must pass, within a period of **one year**, various course practice exams and complete six final exams that correspond with the six courses and two summary exams. The student must receive at least a passing score (varies per course; minimum of 70%) in each course as per the requirements of the Colorado Division of Real Estate. The exams are taken online with the grades being posted immediately. In the event a student does not pass, the student may re-take the exam up to two attempts per day.

Since the course is offered through distance learning (individualized instruction method), students may work at their own pace. However, to ensure that the student is actually accomplishing the work, a minimum standard is required (see Refund Policy, below). The recommended scheduled coursework is based on the student studying at least 15.27 hours a week with all courses being completed within eleven weeks.

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 what scores were given. The student, upon request, will be given a copy of his progress report.

## **IV. Refund Policy**

### **General Refund Provisions**

1. There shall be a full refund of all money paid if the applicant is not accepted by the School;
2. There shall be a full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment, provided that the applicant has not commenced training and returns the book(s) undamaged. There shall be a 25% administration fee deducted from all refunds if the applicant withdraws after the three-day period.
3. There shall be a full refund of tuition and fees paid in the event that the School discontinues a course or program of education during a period of time within which a student could have reasonably completed the same, except that this provision shall not apply in the event that the School ceases operation.
4. The refund 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 25% administrative fee will be deducted from any refund. There is no refund for books or materials. Refund

amounts will be calculated as follows based on Progress Requirements (below based on \$695 tuition fee):

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 day the student first enters the course or the day 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 25% 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 \$695 payment:

<b>Refund Table Upon Student Withdrawal/Termination</b>	
0-3 days from enrollment	No fee, full refund (\$695.00)
Day 4	25% admin fee (-\$173.75) \$521.25 refund
Within first 10% of program or within 10 days from enrollment	90% less admin fee, \$469.13 refund
After 10% but within first 25% of program or within 24 days from enrollment	75% less admin fee, \$390.94 refund
After 25% but within first 50% of program or within 45 days from enrollment	50% less admin fee, \$260.63 refund
After 50% but within first 75% of program or within 59 days from enrollment	25% less admin fee, \$130.31 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.

**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 progress requirements:

<b>Progress Requirements</b>	
Completion of Real Estate Law & Practice – Units 1 & 2	One week
Completion of Real Estate Law & Practice Final Exam	Three weeks
Completion of Colorado Contracts & Regulations	Six weeks
Completion of Real Estate Closings and Trust Accounts Final Exams	Eight weeks
Completion of Practical Applications and Legal Issues	Ten weeks
Completion of two summary exams in exam prep	Eleven weeks

- a. Students may request and be granted an extension of time for any given unit. If an extension is granted, it shall not be for a length of time greater than 4 weeks for any given unit.
- b. Students may petition the School to be placed on inactive for a period not to exceed six months.

- c. Students must complete all course work within a one-year time period or be placed on inactive status. At such time as the student wishes to reactivate, the student will be required to pay a reactivation fee (Section VI) and pass all quizzes and exams.
3. Student gives notice to the School to terminate
4. Disruptive behavior during personal instruction (if applicable)
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 in which it was designed. If the School uses this option, the total fee shall be refunded, subject to the book return policy 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.

To register concerns, suggestions, and/or complaints, please contact VanEd in writing at [info@vaned.com](mailto:info@vaned.com). These will be categorized and forwarded to the appropriate department, with a response within 1-2 business days.

Students who have a complaint concerning the School must file their complaint with the Private Occupational School Board (DPOS) within two years after the date the cause of action arose. Complaints may be filed online at [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos). Contact DPOS by phone at 303-862-3001. There is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

## **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.

## **VII. Course Content**

### **Goals**

The goal of the School is twofold:

- 1). To prepare a non-licensed individual for the State of Colorado Associate Broker's real estate license exam by completing the Colorado Division of Real Estate educational requirements and
- 2). To help prepare a non-licensed individual (and the newly licensed agent) for a career in real estate using The Van Education Study-Guide as a reference manual.

Upon completion of the six courses, the student will have a basic working knowledge of the real estate industry. The course materials consist of the Van Education 168 hour online real estate course (broken into 6 courses), eBook PDFs of each course, online access to the current Colorado Real Estate Manual, the reference book VanEd Presents: Modern Real Estate Practice, by Galaty, Allaway & Kyle; 20<sup>th</sup> Edition, 6 course final exams and two summary exams. Upon the successful completion of the 6 final exams and two summary exams during the allotted time, the

School shall make available to the student the REC-33 needed for licensing and the required eligibility certificate to take the state exam. The REC-33 shall be available online or mailed within 2 weeks of passing the final summary exam.

### **Previous Training**

If a student has a transcript from another School showing completion of required courses and evidence of course approval by the Colorado Division of Real Estate, 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 unless there is a written agreement with another 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 brokerages. The School will keep on file and make available to students, a list of real estate companies who are looking for new agents, if available.

## **VIII. Preparation for the State Examination**

The State Real Estate Exam is administered by PSI – [www.psiexams.com](http://www.psiexams.com). . You are eligible to make your state exam appointment after completing the course and receiving your REC-33. Once both portions of the state exam are passed, you will have completed your education, passed the Colorado broker exam, and are eligible to apply for your associate broker's license. The exam fee must be paid at the time you contact PSI and make a reservation to take the Colorado broker exam. Any required license fees will be paid directly to the Division of Real Estate upon application.