



**Approved and Regulated by the Oklahoma Real Estate Commission**

**Home Study for Real Estate Licensing  
State of Oklahoma**

**CATALOG  
#2 OK -19**

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**<http://www.vaned.com>**

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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 Oklahoma Real Estate Commission and/or The Appraisal Foundation, the International Distance Education Certification Center and the various state boards of real estate and real estate appraisers.

## II. Fees and Enrollment

No sales associate's license shall be issued to any person who has not attained the age of eighteen years. No sales associate's license shall be issued to any person who is not a high school graduate or the holder of a certificate of high school equivalency.

Tuition for the real estate licensing course 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.

The full tuition includes the following:

Modern Real Estate Practice, 20<sup>th</sup> ed. by Galaty, Allaway & Kyle

In the event Van Education Center offers personal instruction in the future, there will be no additional cost for those students who wish to participate that have been previously enrolled.

**\*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 Policy

Students must pass, within a period of six months, various course practice exams and complete all final exams that correspond with the courses. The student must receive at least a passing score in each course as per the requirements of the Oklahoma Real Estate Commission and VanEd. The exams are taken online with the grades being posted immediately. In the event a student does not pass, the student may take additional final exams.

Since the course is offered through distance learning (individualized instruction method), students can 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 12 – 15 hours a week with all courses being completed within six to eight 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 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.
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. Should the School cease to operate, students shall receive a full refund for any course for which the student is not entitled to a Certificate of Completion.
6. The School will consider requests to transfer a course registration to another student provided that a Certificate of Completion has not been issued. The student will be assessed a \$100 administrative fee. All transfers will be irrevocable.

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 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 \$449 payment:

<b>Refund Table Upon Student Withdrawal/Termination</b>	
0-3 days from enrollment	No fee, full refund (\$449.00)
Day 4	25% admin fee (-\$112.25) \$336.75 refund
Within first 10% of program or within 10 days from enrollment	90% less admin fee, \$303.08 refund
After 10% but within first 25% of program or within 24 days from enrollment	75% less admin fee, \$252.56 refund
After 25% but within first 50% of program or within 45 days from enrollment	50% less admin fee, \$168.38 refund
After 50% but within first 75% of program or within 59 days from enrollment	25% less admin fee, \$84.19 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. Student gives notice to the School to terminate
3. Disruptive behavior during personal instruction (if applicable).
4. 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.
5. Students who have a complaint concerning the School should communicate with the School in an attempt to resolve the complaint. If no resolution is possible, the student may file their complaint with the Oklahoma Real Estate Commission.

## **VI. Inactive Status**

Students shall have six months in which to complete any course registered for, and must remain active within those course(s) and program(s). Students who wish to reactivate an inactive course 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 another 6 months 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 Oklahoma real estate license exam by completing the Oklahoma Real Estate Commission educational requirements and
- 2). To help prepare a non-licensed individual (and the newly licensee) for a career in real estate.

Upon completion of our course, the student will have a basic working knowledge of the real estate industry. The 90-hour course materials consist of the Van Education course material and the reference books Modern Real Estate Practice; the Oklahoma License Code & Rules and final exams. Upon the successful completion of the final exams during the allotted time, the School shall provide the student a Certificate of Completion needed prior to completing the application for licensing. The certificate shall be provided within 2 weeks of receiving the final exam.

### **Previous Training**

Credit for previous training and/or education will not be allowed unless approved by the Oklahoma Real Estate Commission.

### **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 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). The School will provide proof of completion of the education requirement to the student. The student will submit an application for licensure, along with proof of their completion, to sit for the state exam to the Oklahoma Real Estate Commission.

Please refer to the Oklahoma Real Estate Commission website for all applications and additional testing information:

[https://www.ok.gov/OREC/Application\\_and\\_License\\_Forms/index.html](https://www.ok.gov/OREC/Application_and_License_Forms/index.html)