



Van Education Center

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Approved and Regulated by the Texas Real Estate Commission

Home Study for Real Estate Licensing State of Texas

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www.vaned-texas.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 course enrollment and course registration are accomplished via the Internet at <http://www.vaned.com> or <http://www.vaned-texas.com>. Questions should be sent to texasinfo@vaned.com and shall be answered as promptly as possible but, no later than the next business day. At present, the School offers Real Estate Salesperson courses and Continuing Education.

VanEd offers real estate courses that meet the requirements for courses provided in a distance education format and are approved by the Texas Real Estate Commission (TREC).

II. Fees and Enrollment

VanEd currently offers courses towards obtaining a Texas real estate salesperson license. Texas real estate license law requires an applicant for a real estate license to be at least 18 years of age, a citizen of the United States (or a lawfully admitted alien,) and a legal resident of Texas. VanEd will accept any student who is at least 17 years old.

Please refer to the TREC website for details on all requirements for a license application at <http://www.trec.state.tx.us/licenses/salesapp.asp>

Tuition for the real estate 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.

Individual courses and course packages are available. The same and additional texts are an option with individual courses where applicable:

Essentials of Real Estate Finance, 14th ed., by David Sirota, PhD

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 one year from the date of payment, 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 Texas Real Estate Commission or Van Education Center. The exams are taken online with the grades being posted immediately. In the event a student does not pass, the student may take retake

additional exams in accordance with state regulatory requirements. For students with questions about these requirements, please contact VanEd or TREC.

Since the courses are offered through distance learning (individualized instruction method), students can work at their own pace. However, the refund policy is based on the student studying at least 16 hours per week (see refund policy below). Please note that students who can maintain this schedule have a better chance of retaining the information and passing the state exam than those who spread their study over a longer period of time.

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. 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 \$495 payment:

Refund Table Upon Student Withdrawal/Termination	
0-3 days from enrollment	No fee, full refund (\$495.00)
Day 4	25% admin fee (-\$123.50) \$371.50 refund
Within first 10% of program or within 10 days from enrollment	90% less admin fee, \$322.00 refund
After 10% but within first 25% of program or within 24 days from enrollment	75% less admin fee, \$247.75 refund
After 25% but within first 50% of program or within 45 days from enrollment	50% less admin fee, \$124.00 refund
After 50% but within first 75% of program or within 59 days from enrollment	25% less admin fee, \$0.25 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.

Individual Courses

Beyond thirty (30) calendar days from the payment date, no refunds will be issued for individual course purchases except as provided in the General Provisions above. Refund amounts are calculated daily on a straight-line basis until the refund amount reaches "0" on the 30th day after payment is received. 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 Texas Real Estate Commission.

VI. Inactive Status

Students shall have one year from payment date 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 Texas real estate license exam by completing the Texas Real Estate Commission educational requirements;
- 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. 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.

Previous Training

Credit for previous training and/or education will not be allowed unless approved by the Texas 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.

VIII. Preparation for the State Examination

Please refer to the Texas Real Estate commission website for all applications and testing information:

<http://www.trec.state.tx.us/education/default.asp>