



# **BEN FARMER SCHOOL OF REAL ESTATE**

*Savannah's Oldest Real Estate School!*

## **NOTICE TO STUDENTS**

Ben Farmer School of Real Estate is a subsidiary of Ben Farmer Realty, Inc. and is approved by the Georgia Real Estate Commission. The School's approval renews on December 31, 2011.

### **RESIDENT 75-HOUR SALESPERSON PRE-LICENSE COURSE**

The resident 75-hour Salesperson Pre-License course is approved by the Georgia Real Estate Commission. This course meets the Georgia Real Estate Commission's requirements for 75 hours of Salesperson's Pre-Licensing education. In order to successfully complete this course, students must meet the basic requirements as outlined below:

#### **COURSE REQUIREMENTS:**

1. Meet the attendance requirement, which requires the student to attend at least 75 hours of in-class instruction (exclusive of all breaks). Students must be on time for the beginning of class and remain present for the entire class in order to receive credit. Note: An in-class **Hour of Instruction** is defined as 60 minutes of instruction.
2. Demonstrate to the instructor either through classroom quizzes and/or graded exercises a proficiency in: (A) filling out certain real estate related pre-printed forms such as sales contracts, brokerage engagements agreements and leases; (B) pricing property and filling out a written competitive market analysis (CMA); (C) general areas of real estate financing including various types of real estate loans; and (D) demonstrate proficiency in filling out "Net to Seller" and "Purchaser's Cost" worksheets.
3. Meet the examination requirements of achieving a minimum grade of **Seventy-Five (75%)** on the course final exam. The student will also be expected to complete "graded" homework assignments and a "graded" in-class quiz at the completion of each lesson. The grades for these exercises are for the purpose of evaluating the student progress. They do not count towards the student's final grade, which is determined solely by the final exam.

#### **RE-TEST POLICY:**

Students who fail to pass the final exam with a minimum passing score of **seventy-five (75)** percent will be allowed **one** opportunity to take a re-test. The **FREE** re-test will be scheduled within one week of the original final exam. If a student cannot make the scheduled re-test, he or she may schedule an individual re-test session by paying a \$50 proctoring fee. All re-testing must be taken at the Ben Farmer Realty office during business hours within **one week** after the original final exam, no exceptions.

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### **RETURNED CHECKS:**

Any applicant who has a returned check due to insufficient funds or a closed account will be assessed a \$28.00 charge and will not be allowed to continue class until payment has been satisfied.

### **REFUNDS/TRANSFERS:**

Once a student has attended any in-class session **no refunds will be issued**; however, during the first week of class a student may transfer to the online course or another classroom session for whatever reason by requesting & completing a transfer form and paying the difference in cost, if applicable. The school cannot transfer credit hours and the cost of textbook(s), admin and/or terminal fees are non-refundable/non-transferable. Student must enroll prior to the transfer's expiration date in order to have previous payment(s) applied or risk having to enroll at full cost.

Transfers are not complete until approved by the School Administrator and can be requested by email at [school@benfarmerrealty.com](mailto:school@benfarmerrealty.com).

### **ABSENCE/MAKE UP POLICY:**

This 75-hour pre-licensing course has 85 in-class hours of instruction scheduled and only 75 hours of attendance is required; therefore, a student may miss a total of three (3) classes and still meet the 75-hour attendance requirement. An in-class hour of instruction is defined as 60 minutes.

Those students who fail to meet the 75-hour attendance requirement can make up a maximum of one (1) absence if the school is holding another course concurrent to the one in which they are enrolled; otherwise, the student will **NOT** be allowed to make up any classes. If a make up is available then it must be satisfied no later than the conclusion of the course in which they are enrolled and under no circumstances will a student be allowed to make up more than one class. Anyone that fails to meet the attendance requirement will receive an 'incomplete' for the course.

All classes begin promptly at 6:30 p.m. and will end promptly at 10:00 p.m. with a 15-minute break at 8:00 p.m. If a student is even one minute late for class (including returning from the 15 minute break) or leaves class even one minute before class is over, he or she will not get attendance credit for the entire hour of instruction for which they were either late or left early. Class roll will always be called at the beginning of each class and at the conclusion of the 8:00 break period plus occasionally at the end of a classroom session.

### **CERTIFICATION:**

The student's successful completion of the course will be electronically reported to Applied Measurement Professionals, Inc (AMP).

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## **INSTRUCTORS:**

The primary instructors for this class will be Ben Farmer. Any substitute instructor will be an instructor certified by the Georgia Real Estate Commission to teach the salesperson's pre-license course. Any guest instructors or uncertified instructor trainees will always be under the direct supervision of a certified instructor.

## **NON-DISCRIMINATION:**

The school will not discriminate on the basis of race, color, sex, religion, national origin, familial or handicap status in the establishment of fees, entrance qualifications or standards for successful completion of any course.

## **NO RECRUITING:**

No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Furthermore, no school coordinator/director shall allow anyone to use the school's premises or classroom to recruit new affiliates for any company one hour before, one hour after or during instruction period. Report promptly any effort to recruit by anyone to the Ben Farmer School of Real Estate Director at (912-692-1085) or the Georgia Real Estate Commission at (404) 656-3916. (Commission Rule 520-2-.15.).

## **STUDENT DISRUPTION:**

Any student disrupting the class may be asked to leave the classroom and at the discretion of the school director, may be expelled from the course with NO refund of tuition. No smoking is allowed inside the building and no food or beverages are allowed in the classroom. No Alcoholic beverages are permitted on the premises, including the parking area.

## **CRIMINAL HISTORY:**

NOTE: If you have ever been convicted of a crime (exclusive of minor traffic citations), been sanctioned by any state licensing authority, received a DUI or are delinquent on any child support payments, please ask for an additional form to initiate a preliminary investigation of prior criminal convictions or sanctions. If you are unsure of whether this NOTE applies to you, please ask your instructor for details. Failure to do so may prolong your application process for a real estate license.

We wish you success in this program and in your real estate career. If you have any questions, please call us at (912) 692-1085 or consult your instructor before or after class.

By signing, I certify that I have read the 'Notice to Students'.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SALESPERSON PRE-LICENSE COURSE SCHEDULE**

(Retain this page for your records)

CLASS BEGINS: **SEPTEMBER 8, 2009**

CLASS MEETS: **TUESDAY & THURSDAY**  
**6:30 P.M.-10:00 P.M.**  
**ARMSTRONG ATLANTIC STATE UNIVERSITY**  
**ROOM #: TBD**

CLASS ENDS: **DECEMBER 8, 2009**

SCHOOL CONTACT INFO: Barbara (Administrator)  
Email: [school@benfarmerrealty.com](mailto:school@benfarmerrealty.com)  
Phone: 692-1085 (M-F 9am-5pm)