

**University of Georgia  
Georgia Center for Continuing Education  
Online Real Estate Courses**

**Student Policies Agreement**

**Background** – The University of Georgia Center for Continuing Education is approved by the Georgia Real Estate Commission for the purpose of offering the distance education courses developed by Mbition LLC.

**University Contact Information** – All questions pertaining to registration, refunds, school policy, course content, final exams (if applicable), and completion uploads should be addressed to **University of Georgia Center for Continuing Education** at (706) 542-3537; Fax: (706) 542-6596 or online at: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

**Requirements for Enrollment:**

- **Age Requirement** – Student must be at least 18 years of age.
- **General Education**- Student must be a high school graduate or the holder of a certificate of equivalency.

**Requirement for Georgia Real Estate Licensure:**

- **Background Check** – Prior to receiving a license, you must file for a Georgia Crime Investigation Center (GCIC) report or a certified criminal history report from your resident state. Should you have any concerns about a criminal history, it is recommended that you complete the [Background Clearance Application](#). NOTE: the background clearance can be no more than 60 days old upon taking the real estate exam.

**Course Fee and Materials** – All course fees must be **prepaid** before online access is released to student. All course materials are provided online. Some courses contain handout materials, which can be accessed online (if applicable)

**Course Expiration and Review** – All course lessons must be completed within 180 days from the date of your enrollment. Access to the computer lessons will expire at midnight on the 180<sup>th</sup> day after enrollment. You will have an additional 90 days to access and review the course content after you have completed the last lesson in the course (regardless of when the course is completed within the 180 days from enrollment).

**Course Extension Policy** – If you cannot complete your course within the 180 days, then you may purchase a 60-day extension from the University of Georgia Center for Continuing Education by calling (706) 542-3537. The 60-day extension period begins from the date your course originally expires. The student may purchase up to three extensions per course. **In no case will a course be extended past 360 days.** It is the student's (your) responsibility to contact the University of Georgia Center for Continuing Education to inquire about purchasing an extension. It is recommended that you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension. The 60-day extension begins from the date of course expiration.

## **GREC School Code- 136**

**Cancellation & Refund Policy** – No cancellations or refunds will be issued for any course after seven days of purchase.

**Computer System Requirements** – In order to take this distance course, the student's computer must meet the following system requirements:

- Internet connection (minimum 56Kbps required, although we highly recommend a high-speed connection such as DSL, cable, or T1)
- Printer (for course documentation and student affidavit)

For Windows PC

- Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster
- Microsoft® Windows® XP, Windows® Vista®, or Windows® 7
- 512MB of RAM (1GB recommended)

For Mac OS

- Intel Core™ Duo 1.83GHz or faster processor
- Mac OS X v10.5 or v10.6
- 512MB of RAM (1GB recommended)

**Technical Issues** – The quickest way to address tech support issues is for the student to send an email to [support@mbitiontolearn.com](mailto:support@mbitiontolearn.com). If the student calls Technical Support, please be prepared to explain the problem in detail and have access to your computer. In order to effectively troubleshoot the issue, technicians begin the call by asking the student a series of questions regarding the student's operating environment. Tech Support will need to know what type of computer is being used, the operating system the student is using, the version number of the software, etc. The student's call may be documented or monitored to help maintain quality of service standards. Outside of the seven-business day refund policy, the student may be eligible for a refund **only if Tech Support determines the problem is not correctable**. After a technician determines the technical problem is not correctable, then the student will be instructed to contact the University of Georgia Center for Continuing Education to initiate a refund. Please note: Tech Support cannot issue a refund to the student under any circumstances.

**Proctored Exams Procedure** – It is the student's responsibility to: **(A)** secure an appropriate proctor and test site; **(B)** arrange the test date and; **(C)** notify the University of Georgia Center for Continuing Education with the proctor contact information and test date no less than **ten (10) business days prior** to the test date. Administrative proctoring services are separate fees and the responsibility of the student to prepay. If the student is located near the Athens area, they can arrange to take the test at the Georgia Center by calling (706) 542-3537.

**Proctor Guidelines** – The person supervising the testing shall not be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student. The proctor may be selected from the following professions:

- An accredited university, college, community college, or vocational technical school professor, instructor, librarian, or testing center.
- A librarian at a public or private library
- Legitimate testing centers such as Prometric or Sylvan Learning Centers or the Georgia Center for Continuing Education (UGA Campus)

## **GREC School Code- 136**

1. The University of Georgia Center for Continuing Education reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor.
2. Proctoring fees required by the proctor or testing center are the responsibility of the student to pay.
3. Instructions will be sent to the proctor to ensure proper testing conditions.
4. The student will be required to show identification such as a driver's license to the test administrator / proctor.
5. The proctor administers the exam and sends the entire exam package back to the Georgia Center for Continuing Education for grading. We then notify the student of the results.

**Requirements for Completing the Course** – Please refer to the directions on your Course Home Page for specific instructions regarding the completion of your course and the “Introduction” lesson located at the beginning of each course. **To complete the course and receive your completion credit, you must successfully complete the following requirements:**

- Complete all instructional lessons in the course by answering the questions correctly at least twice
- If you are taking a course that requires a proctored exam, you must pass the test with a grade of 75% or higher. You will only be allowed two attempts.
- Signed and dated **Student Affidavit** upon completion. The Student Affidavit is a signed document from the student certifying the student has personally completed each assigned lesson of instruction. This student affidavit **must be completed before any student can receive credit from the Georgia Real Estate Commission (GREC).** (A “Student Affidavit” link will appear on your course home page upon completion of the course. Click on that link to obtain a copy of the Student Affidavit.)

**Course Credit Reporting** – Upon successfully completing the requirements of the course, the student's completion will be uploaded to the Georgia Real Estate Commission, and Continuing Education credits will be awarded.

**University of Georgia  
Center for Continuing Education  
1197 S. Lumpkin Street, Suite 192  
Athens, GA 30602  
Fax: (706) 542-6596  
[questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)**