

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

Student/ School Policies

Background – The University of Georgia Center for Continuing Education is an approved Real Estate School in the state of Georgia through the Georgia Real Estate Commission. The Georgia Center for Continuing Education offers a myriad of courses to meet the educational needs of Real Estate professionals in Georgia.

University Contact Info – All questions pertaining to registration, refunds, school policy, course content, final exams (if applicable), and completion requirements should be directed to the Georgia Center by phone to 706-542-3537 or 1-800-811-6640, by fax to 706-542-6596, or by email to questions@georgiacenter.uga.edu.

Course Fee and Materials – All courses fees must be prepaid. All course content and supporting materials (if applicable) for courses are provided through the online learning platform. Some courses contain handout materials, which can be accessed online and printed out (if applicable).

Course Expiration and Review- All course lessons on the computer must be completed within 180 days from the date of enrollment, including four-course packages. Access to the computer lessons will expire at midnight on the 180th day after enrollment. You have 90 days to access and review the course content after you have completed the last lesson in a course (regardless of when the course is completed within the 180 days from enrollment) .

Course Extension Policy – If the course content cannot be completed within the 180 days, then the student may purchase a 60 day extension from University of Georgia Center for Continuing Education, (\$50 for each Pre-License, Post-License and Broker course extension; \$10 each for Continuing Education course extension). 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 student be allowed to extend past 360 days in a course, including course packages. It is the student's (your) responsibility to contact The University of Georgia Center for Continuing Education, to find out 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.

Cancellation and Refund Policy - You have the right to cancel your registration for any reason up to seven (7) calendar days from the date of purchase, unless completion of coursework has occurred and no refund will be issued. Requests for cancellation of a registration must be made by contacting The University of Georgia Center for Continuing Education at questions@georgiacenter.uga.edu. The request must be received by the University of Georgia Center for Continuing Education before midnight of the seventh calendar day from the date of purchase.

Proctored Exams Procedure – It is the students 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, (706) 542-3537 or 800-811-6640 with the proctor contact information and test date no less than **ten (10) days prior** to the test date. Less than 10 day notification may result in rescheduling. The administrative proctoring services are separate fees and the responsibility of the student to verify and prepay.

Fee Structure:

- \$30 includes up to three hours for onsite proctoring services (M-F, 9 AM or 2 PM) at the Georgia Center for Continuing Education.
- The University of Georgia Center for Continuing Education is not responsible for proctoring fees incurred by the student.

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, Sylvan Learning Centers, or the Georgia Center for Continuing Education.
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 then 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:

It is the student's responsibility to provide the school with his or her correct real estate license or appraiser classification number, and failure to do so will result in not receiving credit for course. Students may contact the Georgia Real Estate Commission at any time at (404) 656-3916, press option 3, for license information.

Reporting Course Completion to Georgia Real estate Commission:

- The University of Georgia Center for Continuing Education will be notified electronically when the student has successfully completed the course work. The school will submit the student completion record online directly to the Georgia Real Estate Commission within two days.
- To avoid a lapse in license renewal, it is the student's responsibility to complete online continuing education course requirements a minimum of two business days prior to the license expiration date and allow for timely reporting to GREC.

The University of Georgia
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