



**14246 Greenfield Loop  
Parker, Colorado 80134  
(Administrative Office ONLY)**

**RMRESchool.com**

**720-315-1413  
RMRESchool@gmail.com**

**Volume No. 1**

**January, 2018**

**Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board**

<b><u>Table of Contents</u></b>	<b><u>Page</u></b>
Introduction	3
Attendance Requirements	4
Class Schedules	3
Conduct Policy	4
Dismissal	4
Educational Services	5
Enrollment Procedures	4
Entrance Requirements	3
Facilities	5
Grading System/Progress Reports	4
Placement Assistance	4
Postponement of Start Date	4
Previous Credits	5
Programs & Courses	3
Progress Policy	4
Refund Policy	5
Student Complaints	5
Student Grievance Procedure	5

## **Introduction**

The **Rocky Mountain Real Estate School** (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The School is founded and owned by Matt Talafuse, Rocky Mountain Real Estate School LLC.

## **Faculty Members**

### **Lead Instructors:**

Matt Talafuse

Paul Talafuse

## **Programs/Courses Offered**

Diploma/Certificate Programs:

### **Real Estate Pre-Licensing Program**

Occupational Objective: Obtain a Real Estate license for the State of Colorado.

### **Stand alone courses:**

## **Program/Course Costs**

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees +</u>	<u>Books/Supplies</u>	<u>Equipment=</u>	<u>TOTAL</u>
\$600	\$0	\$600	\$150		\$750

## **Class Schedule**

Course is offered as correspondence course with optional weekly in-person tutoring. The course length is 7 weeks.

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. All students for licensure must be 18 years of age, and legally present in the United States.

## **Enrollment Procedures**

Prospective students may enroll anytime.

## **Postponement of Start Date**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981. All online or distance education classes must be completed within 60 days of enrollment or the student must ask for and receive an extension in writing.

## **Placement Assistance**

**The school does not offer placement assistance. We can and do refer students to local real estate brokerages or boards. Current law prohibits any school from guaranteeing job placement as an inducement to enroll.**

## **Attendance Requirements**

Attendance at small group meetings are optional. Correspondence courses do not have any attendance requirements.

## **Progress Policy**

Instructor will check in on students weekly to ensure progress is being made in appropriate time. Student progress will be monitored via online video/material login. Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

## **Grading System**

All online courses are pass/fail. For pre-license courses a minimum grade of 80% or higher is required to complete the course. For stand alone classes a grade of 70% on the final exam is required.

## **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## **Facilities**

The school administrative office is located at 14246 Greenfield Loop, Parker CO 80134. In addition small tutoring groups meet in local real estate offices or other facilities that meet all required ADA and DPOS requirements. We do not offer regular classroom services for our correspondence course.

## **Educational Services**

The school provides licensing credit for real estate agents in Colorado.

## **Previous Credits**

The school will not accept transfer credits from any other school or institution.

## **Transfer of Credits**

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

## **Student Grievance Procedure**

Student grievances should be brought to the director of academics or operations within 30 days of the action causing a grievance to be filed. This can be done by email at [RMRESchool@gmail.com](mailto:RMRESchool@gmail.com). Within 10 days the director or other authority will notify the student in writing of the resolution for the grievance.

## **Student Complaints**

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. The student may file a written complaint online with the Colorado Division of Private Occupational Schools at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos) or at (303) 862-3001. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

## **Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentages of Lessons attended, as described in the table below. The refund is based on the last date of recorded attendance. Students must complete the course within 12 months of start date. Once the 12 month window has expired, additional fees may be charged to reinstate the student in to the program.

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. For distance education or online programs students must start and complete within 60 days or ask for and receive in writing an extension period. If the student fails to complete within 60 days of enrollment no refund shall be given.