

Fonville Morisey Center for Real Estate Studies

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Policies & Procedure Disclosure

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Legal Name of Education Provider: Long and Foster Real Estate, Inc.

Advertised Name of Education Provider: Fonville Morisey Center for Real Estate Studies

Name of Education Director: Scott Gibson

Names of Full-Time Officials and Faculty: Scott Gibson (Education Director), Martha Castellanos, (Assistant Director), Instructors: Scott Gibson, Denise Stewart, Marty Cassady, and Dennis Miller.

Education Provider Certification

Fonville Morisey Center for Real Estate Studies is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider, or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

Per *Commission Rule 58H .0204*, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, HANDICAPPING CONDITION, OR RELIGION.

Course Offerings

Fonville Morisey Center for Real Estate Studies conducts:

- the *Broker Prelicensing Course* required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- the annual *Continuing Education* courses needed to maintain a real estate license on active status.

Broker Prelicensing Course:

Purpose of the Course

Successful completion of the *Broker Prelicensing Course* is generally required to qualify for the North Carolina real estate license examination and to obtain a North Carolina real estate broker license. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as licensed real estate broker in North Carolina in a manner that protects and serves the public interest and (2) to prepare students for the North Carolina real estate license examination. This course may only be offered by education providers certified by the North Carolina Real Estate Commission. At Fonville Morisey Center for Real Estate Studies, the *Broker Prelicensing Course* consists of a total of 80 instructional hours, including the end-of-course examination.

After passing the *Broker Prelicensing Course*, a student must submit a license application to the North Carolina Real Estate Commission to be eligible to take the license examination. License application instructions are provided in the free publication *Real Estate Licensing in North Carolina* (RELINC) which is available on the Commission's website at www.ncrec.gov. The minimum age requirement to obtain a real estate license in North Carolina is 18. To enroll in a Broker Prelicensing Course with the Fonville Morisey Center for Real Estate Studies, you must be at least 18 years of age prior to the first class meeting.

Course Description

Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law and Commission Rules, and Trust Account guidelines. Real estate mathematics is an important component of this course and calculations will be required.

End-of-Course Exam

The end-of-course exam will be administered on the last scheduled day of the course in the same classroom where instruction was provided and at the same beginning time of the course. For synchronous distance *Broker Prelicensing Courses*, virtual exams will be administered on the last scheduled day of the course at the same beginning time of the course.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins.

Policies and Procedures Disclosure Manual – July 9, 2025

Missed Exams

Fonville Morisey Center for Real Estate Studies allows a *Broker Prelicensing Course* student who does not take the initial end-of-course exam as scheduled, due to an emergency, to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

Fonville Morisey Center for Real Estate Studies allows a *Broker Prelicensing Course* student who takes but does not pass either the National and/or the State Section of the initial end-of-course exam to retake the applicable Section(s) end-of-course exam one time. Retake exams must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Prelicensing Course* and receive a course completion certificate, a student must:

- a) meet the attendance requirements, and
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a minimum score of 75% on **BOTH** sections:
 - National Section – 75% (60 out of 80 questions)
 - State Section – 75% (45 out of 60 questions)

All-Inclusive Tuition/Fees

Fonville Morisey Center for Real Estate Studies only accepts Visa or Mastercard (credit or debit)

Tuition must be received in full at time of registration

Broker Prelicensing Course: \$449

Textbook is **NOT** included in *Broker Prelicensing Course* tuition

For textbook information and purchase, please see the link provided on school website www.fmschool.com

Annual Summary Report

During the July 2024 – June 2025 license year, Fonville Morisey Center for Real Estate Studies had 25 of our students take the 2-part state license examination for the first time within 30 days of completing one of our *Broker Prelicensing Courses*. 20 of those students passed on their first attempt, resulting in a cumulative 80% pass rate on the North Carolina Examination.

- 23 students completed in-person classes. 19 of those students passed, resulting in a 82.61% pass rate.
- 2 students completed the course by synchronous instruction. 1 of those students passed, resulting in a 50% pass rate.
- No self-paced (distance) classes were offered during this period.
- No blended classes were offered.

License Examination Performance Report

Student candidates can access the education provider's state license examination performance records by visiting <https://www.ncrec.gov/PrelicensingEducation/ExamPassRates>. A provider's exam performance record is also accessible by clicking on any scheduled Prelicensing course on the Commission's website or by going to the Education Provider Details page.

Broker Postlicensing Education Courses:

Purpose of the Postlicensing Program

The primary objective of *Broker Postlicensing Education Program* is to provide instruction at a level beyond that provided in the *Broker Prelicensing Course* on topics deemed to be of special importance to licensees.

Per General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission to retain eligibility to actively engage in real estate brokerage.

The Postlicensing program consists of three 30-hour courses prescribed by the North Carolina Real Estate Commission that may be taken in any sequence. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker's license will be automatically terminated by the North Carolina Real Estate Commission.

Course Descriptions

Post 301 - Brokerage Relationships and Responsibilities

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status and education issues.

Post 302 - Contracts and Closing

Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options, and selected real estate license status and education issues.

Post 303 - NC Law, Rules, and Legal Concepts

Topics addressed in this course include general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in North Carolina, and miscellaneous laws and legal concepts.

Course Materials

Each student is required to use and have immediate access to the current edition of the *NC Real Estate Manual* and *North Carolina License Law and Commission Rules* booklet during each *Broker Postlicensing Course* session.

- Purchase a physical copy of the NCRE Manual here: <https://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>
- Purchase a subscription to the digital version of the NCRE Manual here: <https://rem.ncrec.gov/>
- Obtain a free PDF copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrec.gov/Pdfs/Rules/NCRECLawAndRules.pdf>
- Purchase a physical copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrecpubs.org/north-carolina-real-estate-law-commission>.

End-of-Course Exams

The end-of-course exam will be administered on the last scheduled day of the course in the same classroom where instruction was provided and at the same beginning time of the course. For synchronous distance *Broker Postlicensing Courses*, virtual exams will be administered on the last scheduled day of the course at the same beginning time of the course.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement. Students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam commences.

Missed Exams

Fonville Morisey Center for Real Estate Studies allows a *Broker Postlicensing Course* student who does not take the initial end-of-course exam as scheduled, due to an emergency, to take a makeup exam one time within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Failed Exams

Fonville Morisey Center for Real Estate Studies allows a *Broker Postlicensing Course* student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam one time. Retake exams must be within 7 days of the last scheduled day of the course at a time and date stated by the Education Provider.

Eligibility Requirements for Course Completion Certificate(s)

To successfully complete a *Broker Postlicensing Course* and receive a course completion certificate, a student must:

- a) meet the attendance requirements, and
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a minimum score of 75%.

All-Inclusive Tuition/Fees

Broker Postlicensing Courses: \$199 per 30-hour course.

*Required textbooks are **NOT** included in Broker Postlicensing Course Tuition. Please see link provided on school website, www.fmschool.com, for information regarding textbooks.*

Broker Continuing Education Courses:

Purpose of the Continuing Education Program

The primary objective of the mandatory *Continuing Education Program* is to help assure that licensees possess the knowledge, skills, and competency necessary to function in the real estate business in a manner that protects and serves real estate consumers and the public interest.

Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must be comprised of an Update course and four credit hours of elective courses.

Course Description(s)

2025 - 2026 General Update (GenUp)

2025 - 2026 Broker-in-Charge Update (BICUP)

The Contract Maze (Elective)

Course Materials

Fonville Morisey Center for Real Estate Studies will provide each student with a copy of course materials.

Eligibility Requirements for Course Completion Certificate

Per Commission Rule 58A .1705(a):

To receive credit for completing an approved *Continuing Education Course*, a broker shall:

- (1) attend at least 90 percent of the scheduled instructional hours for the course; and
- (2) provide his or her legal name and license number to the education provider; and
- (3) present his or her pocket card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.

Tuition

Continuing Education Courses: \$65.00 each

NO TUITION REFUNDS FOR CONTINUING EDUCATION COURSES. In the event the student has a conflict or emergency on the date of the *Continuing Education Course*, the student can be transferred to a different *Continuing Education Course* or the student's tuition can be placed in a credit file for a future class within the current licensing year.

Registration, Enrollment, and Conduct for FM Center for Real Estate Studies Classes

Registration

To enroll in a *Pre-licensing Course* at Fonville Morisey Center for Real Estate Studies prospective students must complete the registration form found on the school website, www.fmschool.com and pay the tuition fee in full using Visa or Mastercard. The Center does not accept cash or checks. Textbooks are not included in the tuition and must be purchased separately. Links are provided on the school website for purchasing the textbook. The minimum age to obtain a real estate license in North Carolina is 18. To enroll in a Broker Prelicensing Course with the Fonville Morisey Center for Real Estate Studies, you must be at least 18 years of age prior to the first class meeting.

To enroll in a *Broker Postlicensing Course*, a student will need a North Carolina real estate license number. A student who has passed the North Carolina Licensing Exam but has not received a license number yet must receive his/her license number before the last day of class.

For *Continuing Education Courses*, the presentation of a North Carolina license pocket card is required at check-in.

Tuition and Fees

Fonville Morisey Center for Real Estate Studies only accepts Visa or Mastercard (Credit or Debit.) The Center does not accept cash or checks. Tuition must be received in full.

Attendance

- Students in an in-person or synchronous distance learning *Broker Prelicensing Course* must attend a minimum of 80% of all scheduled instructional hours. Students are required to attend the first class session.
- Students in an in-person or synchronous distance learning *Broker Postlicensing Course* must attend a minimum of 90% of all scheduled instructional hours. Students are required to attend the first class session.
- Students in an in-person or synchronous distance learning *Continuing Education Course* must attend a minimum of 90% of all scheduled instructional hours. Early departures from *Continuing Education Courses* delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.
- Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student.

Course Cancellation or Rescheduling / Refunds

Fonville Morisey Center for Real Estate Studies reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum three (3) calendar day notice of the cancellation or revised course schedule.

If a course is cancelled or rescheduled, students will have the following options:

- Students may receive a full refund of their tuition.
- Students may opt to have their tuition applied to a future class.

Withdrawals and Transfers for Prelicensing and Postlicensing Classes / Refunds

A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such event, the student will have the following options: If the Center receives written notice of the student's intent to withdraw from a course at least three (3) working days prior to the starting date of the scheduled course, all monies deposited will be refunded. After that time and prior to the second class session, a \$100 Administrative Fee is non-refundable.

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course on or after the second class meeting will not be entitled to a refund of any portion of paid tuition.

Before the second class meeting, a student may also choose to forgo a refund and transfer to a like class within six months of the notification of withdrawal. If any class materials have updated for the new class, the student will be responsible for all cost associated with obtaining the updated materials.

Student Conduct

Students are expected to conduct themselves in a professional and polite manner. Dismissal without recourse will be imposed for behavior that, at the sole judgment of the instructor or staff, reflects negatively on Fonville Morisey Center for Real Estate Studies.

As an example, inappropriate behavior includes but is not limited to:

sleeping in class, talking out of turn, surfing the internet, texting and/or use of electronic devices during instruction, initiating or accepting phone calls during instruction, working on activities not connected to the course

The dress code for all classes is business casual.

The Fonville Morisey Center for Real Estate Studies does **NOT** permit students to bring any weapons or firearms on the school's property.

Cheating

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, receive a failing course grade, not be eligible for any retake or makeup policies, and will be reported to the North Carolina Real Estate Commission [per *Commission Rule 58H .0203(h)*].

Special Accommodations Request Procedure

Fonville Morisey Center for Real Estate Studies complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability, as defined by the ADA, is deprived of the opportunity to participate in a course. Students requesting special accommodation must submit a letter dated within the last 12 months from a licensed medical professional specifying the accommodation needed before the end of the first week of class. (For in-person classes, only service animals, as defined by the ADA, are permitted.)

Inclement Weather / Emergency

In the event of inclement weather or a local or national emergency, students will receive a notification to the email address the student used for class registration from the Center as soon as possible with information regarding the class(es).

Course Schedules

Course schedules are published separately from this *Policies & Procedures Disclosure*. Schedules are posted on the Education Provider's website www.fmschool.com and are also available at the Center upon request.

Use of Technology in the Classroom

Fonville Morisey Center for Real Estate Studies is not responsible for lost or stolen electronic devices.

Fonville Morisey Center for Real Estate Studies provides wireless internet access.

If wireless internet access is provided, the Education Provider is not responsible for disruptions in or problems with the service.

At the Instructor's discretion, Fonville Morisey Center for Real Estate Studies allows the use of laptops, tablets, and similar devices in the classroom.

If such devices are permitted, the following guidelines will be enforced to minimize distraction from the learning environment:

- Students may use electronic devices to enhance their learning, including taking notes, researching class topics, or viewing the on-line version of the *NC Real Estate Manual*. Sending personal emails/texts, shopping online, visiting social networking sites, or playing games are disruptions and are not acceptable student conduct. If an instructor discovers that a student is using an electronic device for these (or similar) purposes, the student will be given a one-time warning in writing from the instructor and copying the Education Director of the Center. If the incident occurs again, the student will be required to leave the class and no refund will be provided.
- Instructors, at their discretion, may designate times during which students may and may not use their electronic devices during class sessions. If an instructor has directed students to discontinue use of electronic devices, all students must put away their devices immediately. If a student does not follow an instructor's direction to discontinue use, the student will be given a one-time warning in writing from the instructor and copying the Director of the Center. If the incident occurs again, the student will be required to leave the class and no refund will be provided.
- Sound on electronic devices must be muted during class sessions. Video and audio recording of class sessions is strictly prohibited.
- The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

Visitors

Virtual and classroom courses at Fonville Morisey Center for Real Estate Studies are open to enrolled students only. Enrolled students may not share virtual class links or bring visitors to the classroom without prior approval of the Education Director.

Communications

The Fonville Morisey Center for Real Estate Studies will only communicate with the student regarding any questions or concerns that may arise before, during, or after classes. The school will NOT communicate with anyone other than the enrolled student.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Fonville Morisey Center for Real Estate Studies will abide by the policies herein.

*Scott H. Gibson,
Education Director*

CERTIFICATION OF RECEIPT

I certify that I received a copy of Fonville Morisey Center for Real Estate Studies' Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition. By signing this agreement, I am giving the school permission to contact me by phone call, text, or email to the telephone number and email address provided.

Full Legal Name of Prospective Student