

VINTAGE REAL ESTATE ACADEMY

STATEMENT OF POLICY

BACKGROUND

Vintage Real Estate Academy is approved by the Pennsylvania Department of State, Pa. Real Estate Commission for the purpose of offering the distance education courses developed by Thomsom CompuTaught.

NOTICE TO STUDENT

All questions pertaining to registrations, refunds, school policy, course content, explanation of state licensing law, final exams (if applicable), and completion certificates should be addressed to Vintage Real Estate Academy. Vintage Real Estate Academy may be reached at (570) 459-8684 or toll free at 1-888-712-7191. FAX 570-459-6876.

COURSE EXPIRATION AND REVIEW

All course lessons on the computer must be completed within 180 days from the date of enrollment (unless individual state law specifies otherwise). 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 the enrollment).

COURSE EXTENSION POLICY

If you cannot complete your course within the 180 days, then you may purchase for \$50.00 a 60 day extension from Vintage Real Estate Academy. The 60 day extension period begins from the date your course originally expires. You may purchase up to three extensions per course. It is your responsibility to contact your school coordinator 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.** The "retake" costs for our pre-licensing course is \$100.00.

CERTIFICATE OF COURSE COMPLETION

Upon completion of the course, you will receive a Completion Certificate. In the event the certificate is lost, a duplicate may be obtained from Vintage Real Estate Academy's offices by request. A \$10.00 administration fee will be charged for the duplicate.

***REGISTRATION CANCELLATION POLICY**

All sales of Distance Education Courses are final and there will be no refunds, credits or transfer of money paid. Once your credit card or debit card has been charged, you will NOT be entitled to any refund whatsoever, nor can the money paid be credited towards any other courses.

Technical Issues: You will be eligible for a refund ONLY if Tech Support determines that your problem is not correctable. After a technician determines that your technical problem is not correctable, then you will be instructed to contact Vintage Real Estate Academy to initiate a refund. Tech Support cannot issue a refund to you under any circumstances.

TECHNICAL SUPPORT

For technical assistance (not for questions about course material or course content), please call Technical Support at 1-800-743-8703 or email them at techsupport@mycoursepage.com . Technical Support is available Monday-Thursday from 9:00AM to 9:00PM EST; Fridays from 9:00 AM to 6:00 PM EST; Saturdays from 12 noon to 4:00 PM EST (on call); Sundays from 2:00 PM to 8:00 PM EST. (Holiday hours are subject to change.)

The best and quickest way to address tech support issues is to go to: www.mycoursepage.com/support . If you call Technical Support, please be prepared to explain your problem in detail and have access to your computer. In order to effectively troubleshoot your issue, our technicians begin the call by asking you a series of questions regarding your operating environment. We will need to know what type of computer you are using, the operating system you are using, the version number of your software, etc. Your call may be documented or monitored to help us maintain quality service standards.

SYSTEM REQUIREMENTS

In order to take distance education courses with us, your computer must meet the following system requirements:

- IBM PC Compatible Computer (minimum 450 MHz Intel Pentium II processor or equivalent with 128MB RAM)
- SVGA (800x600) video card, driver, and monitor
- Microsoft Windows 98/ME/2000*/XP*
- Adobe Acrobat Reader 5.0 or greater (free download available with courses)
- Internet connection (minimum 56Kbps required, although we HIGHLY RECOMMEND a high speed connection such as DSL, cable, or TI)
- Microsoft Internet Explorer version 5.5 or greater (free download available with courses) (CompuTaught courses do not support any "Beta" versions of Internet Explorer)
- Printer (for course documentation and Student Affidavit)
- Flash Player plug-in (free download available with courses)

CD-ROM VERSION ONLY:

- CD-ROM drive (CD-ROM version only)
- 5 MB available hard drive space to install program and at least 7 MB available hard drive space per hour of course work (CD-ROM version only). For example: If you have purchased a 3 hour course and a 6 hour course, then you would need an average of 68 MB of available hard drive space (9 hours x 7 MB = 63MB plus 5MB to install)

*In order to install and use the CD-ROM courses (if available) on Windows 2000 or Windows XP, the User must belong to the Administrators or Power User Groups.

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 Certificate, you must successfully complete the following requirements:

- Complete ALL instructional lessons in the course by answering each question correctly at least twice
- Return a SIGNED and DATED Student Affidavit to Vintage Real Estate Academy when the course is complete. The Student Affidavit is a signed document from you certifying that you have personally completed each assigned lesson of instruction. This student affidavit must be returned to Vintage Real Estate Academy before you can receive credit for a distance learning course. (A “Student Affidavit” link will appear on your course homepage upon COMPLETION of the course. Click on that link to obtain a copy of the Student Affidavit).NOTE: on our Pa. “pre-licensing” courses of “Real Estate Fundamentals” and “Real Estate Practice” and on our Pa. “Broker” courses, there is a PROCTED EXAM that you must take and pass before you receive your transcripts for the course. Call us for more details on this.
- CD-ROM Students: You MUST upload your course work upon completion of all course lessons. (Directions on how to upload your course are available on your course home page). If you do not have the ability to establish an internet connection, you must save your course work to a diskette and return that diskette to Vintage Real Estate Academy so that the School Administrator can check it for course completion. (Online courses will be automatically marked as complete when you finish the last lesson). PLEASE NOTE: It is HIGHLY RECOMMENDED that you upload your course work every time you exit your course, as this will save any work that may be lost if you experience computer problems.

IMPORTANT NOTES

Vintage Real Estate Academy is sensitive to the needs of our students. As such, we must tell you that based on student surveys and student feedback, that Distance Education is a wonderful alternative to the traditional classroom learning style. Obviously, the student has a great amount of freedom with regards to choosing when and where to complete their Distance Education courses. However, not everyone will enjoy Distance Education. Some students have stated that they miss the instructor and student feedback and interaction they receive in one of our “live” classes. Keep these factors in mind before you enroll.

HOURS OF OPERATION

Vintage Real Estate Academy’s normal hours of operation are 9:00AM to 5:00PM daily, except for Holidays. If we are unable to personally answer your phone calls, please leave us a message or e-mail us at vintageschool@verizon.net. We do check our messages frequently.

STUDENT BEHAVIOR/DISCIPLINARY POLICIES

When taking our educational courses, you are expected to comply with all policies as stated within this school catalog. If you fail to adhere to these policies, it may invalidate your eligibility for course credit. (These situations will be handled on a case by case basis.)

NON DISCRIMINATION

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