



Dias Real Estate Academy
8222 Schultz Road, Suite #206
Clinton, Maryland 20735
Telephone: (240) 429-9842
www.diastraining.net | email: contact@diastraining.net

**REAL ESTATE SALESPERSON 60-HOUR PRE-LICENSING PROGRAM
SCHOOL CATALOG**

Mission

The mission of Dias Real Estate Academy is to prepare students to sit for, or to take the Maryland State Real Estate Salesperson licensure exam and to become competent real estate agents.

Ownership

Dias Real Estate Academy is owned by the Academy for Real Education, LLC, with Kurt Dias as the sole member. Marie Dias makes decisions for the school as the school Director.

Staff

School Director: Marie Dias
Administrative Assistant: Aisha Dias
Instructors: Marie Dias, Larry Hudson, Linda Harris, and Tyrone Whitby

School Facility and Equipment

Dias Real Estate Academy is in the Real Estate Building at 8222 Schultz Road, Suite #206, Clinton, Maryland 20735. The building is a two-story, detached office building. There is ample free parking on the front and rear parking lots. The parking areas are well lit. The exterior doors have required safety features (panic bars) and the building has an alarm system, monitored by Select Security. In addition to an elevator, there are front and rear stairs for entry and egress. There are adequate restroom facilities that meet the ADA requirements for persons with disabilities.

The administrative office is located on the second floor in Suite #206. The classroom is located on the second floor in Suite #206 and is approximately 934 square feet. The classroom is equipped with the following: two (2) exit doors, both with lighted exit signs; ample lighting; emergency floodlights; overhead sprinkler system; fire alarm; air conditioning; heat; tables; chairs and lectern.

School Calendar

Course Schedule:

**Evenings: Mondays and Fridays
6:00pm–10:00pm (4 Hours)
8 Hours per Week for 7.5 Weeks / 15 – 4 Hour Sessions**

Course Location: 8222 Schultz Road, Suite #201, Clinton, MD 20735

Upcoming Schedule

<u>Start Date</u> October 4, 2021	<u>End Date</u> November 22 , 2021
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Maximum Students per Class: 15 students per teacher (15:1 ratio)

Inclement Weather:

Students should visit the Dias Real Estate Academy website (www.diastraining.net) for closings and updates.

School Holidays: Dias Real Estate Academy observes the following holidays:

Thanksgiving Day	Christmas Eve & Christmas Day
New Year's Day	New Year's Eve
Independence Day	Labor Day

Entrance Requirements:

All applicants must be at least 18 years of age. A state-issued ID with date of birth is acceptable. Students must also provide evidence of possessing a high school diploma or G.E.D. prior to the start of class. Criminal convictions may affect a student's ability to be licensed.

Enrollment Procedures:

Students may request an application for enrollment by calling or visiting the school. To complete enrollment, students must meet with the school admissions representative (Aisha Dias) to review and sign the Enrollment Agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available session. The school does not accept credit for previous training.

Attendance Policy:

The Maryland Real Estate Commission requires successful completion of sixty (60) instructional hours to be eligible for taking the real estate exam. Therefore, students must attempt to attend every session. Hours missed cannot exceed 12 hours and must be made up in the next available program schedule or within sixty (60) days of contracted last date. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour absent.

A student must achieve at least an 80% attendance rate in order to be graduated. A student's attendance will be evaluated at the end of each module (4-hour session). If a student's attendance rate is below 80% at the end of any module, the student will be placed on attendance probation for the following module. If, at the end of the next module (probationary period) the student's cumulative attendance rate is at least 80%, the student will be removed from probation. If the cumulative attendance rate is below 80%, the student will remain on probation until the student's cumulative attendance rate is at least 80%. Any student who misses more than 12 hours will be terminated from the program. The school has no leave of absence policy.

Grading Policy:

	Grading System	Grading Calculations	Final Grade
A	95%-100%	12 Quizzes	25%
B	85%-94%	Mid-term Exam	25%
C	75%-84%	Final Exam	50%
F	Below 75%		

To successfully complete the program, a student must have received a cumulative minimum grade average of 75%. Grade records and daily attendance will be maintained on the Student's Record Card and will be reported in writing to students after each module, and upon request. Students have two (2) weeks from the last session to make up all missed assignments, quizzes and/or exams, after which they will be considered withdrawn for unsatisfactory progress. The exception is, if completion of the assignment, quiz or exam is contingent upon attending a missed class.

Satisfactory Academic Progress:

Student's academic progress will be evaluated at the end of each module (considered to be a session of 4 hours). If a student's grade average is less than 75%, the student will be placed on academic probation for the following module. If, at the end of the next module (probationary period) the student's grade average is at least 75%, the student will be removed from probation. If, at the next module, the student's grade average is still below 75%, the student will remain on probation until the cumulative grade average is at least 75%. However, if it is no longer mathematically possible for the student to achieve a cumulative grade average of at least 75%, the student will be terminated from the program.

Graduation Requirements:

A certificate of completion is awarded upon successful completion of the program.

Graduation requirements are:

- Complete sixty (60) clock hours of training with no more than twelve (12) hours missed and made up within the allotted timeframe.
- Achieve at least 80% overall attendance rate.
- Achieve a minimum cumulative average of 75% on all quizzes, and a minimum score of 75% on both mid-term and final examinations.
- Financial obligations to Dias Real Estate Academy satisfied.

Re-Admittance Policy:

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school program due to unsatisfactory attendance or academic progress may re-apply to be accepted into the program at any time. Credit will be granted for passed modules and attendance provided re-enrollment occurs within six (6) months of their last date of attendance.

If re-enrollment occurs after six (6) months have passed, then the student must enroll for and attend the complete program.

Cost of the Program:

Application Fee/Registration:	\$ 25.00
Tuition:	<u>\$295.00</u>
Total Fees & Tuition:	\$320.00

The approximate cost of books and materials is \$115.00. Students may purchase books from amazon.com or by calling Dearborn Publishers or Dias Real Estate Academy. The textbooks used are "Modern Real Estate Practice" and "Study Guide for Modern Real Estate Practice" by Galaty, Allaway & Kyle; and, "Maryland Practice & Law" by White.

Refund Policy:

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or withdraw from the school within seven (7) calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration or application fee will be retained by the school.
3. If, after the seven-day cancellation period expires a student withdraws, or is terminated after instruction begins, refunds will be made based on the total contract price for the course or program, and will include all fees, except the application/registration fees.
4. Textbooks are owned by the student and are not purchased from Dias Real Estate Academy; therefore, no refund will be provided by the Academy for the purchase of books. The minimum refund that the school will pay a student who withdraws or is terminated after the seven-day cancellation period has expired and instruction has begun is as follows:

Proportion of Total Program Taught by Date of Withdrawal	
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

If the school closes or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.

Students are requested, but not required to notify the Director or designated official if they are withdrawing from the school. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the student's last date of attendance. All refunds due will be paid within sixty (60) days of the student's last day of attendance.

Student Services, Rights, Privileges and Responsibilities:

Transcripts: Students wishing to obtain a transcript from the school must send a written request to Dias Real Estate Academy. The cost of an official transcript is \$15.00.

Job Placement: In order to maintain a neutral environment, Dias Real Estate Academy does not place students for employment and does not guarantee employment. Instructors will give general guidance regarding how the student may make decisions in choosing a broker.

Student Conduct Policy, Grievance, and Program Performance:

Conduct Policy:

Students are required to dress and act in an ethical and professional manner. The school has the right to dismiss any student who fails to adhere to school policies.

Grievance Procedures:

Students who have a grievance with Dias Real Estate Academy are encouraged to resolve the matter with their instructor. If it fails or the student is still not satisfied, the student may submit a written complaint to the Secretary of Higher Education at the Maryland Higher Education Commission at 6 North Liberty Street, Baltimore, MD 21201. Telephone (410) 767-3301 or (800) 974-0203.

Program Performance:

Student and prospective students may obtain information regarding Dias Real Estate Academy program performance from the Maryland Higher Education Commission at 6 North Liberty Street, Baltimore, MD 21201. Telephone (410)767-3301 or (800) 974-0203.

Additional Voluntary Information Request:

Maryland has a new tool to which students' achievements can be tracked from Pre-kindergarten through higher education and the workforce.

ADDENDUM

Additional Locations:

Dias Real Estate Academy has additional locations at:
4301 Garden City Drive Suite #103 Landover, MD 20785