

School Policies

Arkansas Real Estate School Mission Statement

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Arkansas Real Estate School, Inc., a real estate education institution committed to providing affordable high-quality courses, instructional materials, and student services that are easy for students to access and use. Our goal is to present students with information necessary to pass the state licensure exam and provide ongoing education which not only meets Arkansas Real Estate Commission requirements, but also provides them with practical skills training. To achieve this goal, ARES ensures all courses provide clear learning outcomes, current information, interactive experiences, and assessment to facilitate student success.

Arkansas Real Estate School, Inc. provides online distance education. Students may register and complete these courses on any computer meeting the technical requirements covered in this catalog. Students may have access to the course at any time and may work at their own pace. See Online Education Policies Below.

Online Education Policies

School Hours of Operation/Calendar

Arkansas Real Estate School, Inc. students may access their courses via the Internet immediately upon enrollment. Courses are accessible at any time within the enrollment period. Upon enrolling in the course, the student will have **180 days (6-months)** to complete the course with the option to **purchase** up to three 60-day extensions (**\$50 each**) but must complete the course within one calendar year of enrollment. Courses are taught via distance education; therefore, students do not have the calendar constraints common to in-class courses such as program start/end dates and beginning/end dates for terms. **The administrative staff hours of operation are: M-F 8:30a.m. – 5:00p.m. CST; Sat 10:00 a.m. – 2:00 p.m. CST; Sun 1:00 p.m. – 4:00 p.m. CST.** Arkansas Real Estate School, Inc. staff office is closed in recognition of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Enrollment Policies

Students may enroll in an Arkansas Real Estate School, Inc. course at any time by going to <https://arkansasre.licenseschool.com/> or by calling our enrollment office at **501.690.0434**. Students choose to register for a course based on individual

schedules, therefore late enrollment requirement is not applicable. Enrollment policy allows students **180 days (6-months)** to complete the course and applicable exam with the option to purchase additional time. Arkansas Real Estate School, Inc. does not accept credit for previous training received in the classroom or from other schools or states.

Attendance Policy and Requirements to Graduate

In order to receive credit for any course, a student must complete 100% of the course (a 100% attendance rate.) Under no circumstances will a student receive any credit for courses in which 100% of the lessons were not completed and **the final exam was not passed**. Absences, tardiness, or early departures are not applicable. Arkansas Real Estate School, Inc. does not have a leave of absence policy or probationary period for online coursework.

Refunds

Course fees for online courses may be refunded within **3 days (72 hours)** of registration. Refund requests must be made to the school office by email or telephone before the 72-hour period is over to be eligible for refund. No refunds will be made after the 72-hour period.

Transfers

Moving from an online class to the classroom or from the classroom to online is discouraged. No credit can be given for time spent in the format a student is leaving and the full course must be completed in the new format.

When changing to the classroom from online, student will be required to purchase the **classroom/Live Zoom textbook for \$50** and pay an **administration charge**.

When changing from the classroom to online, an administration fee applies, as well as any difference in the cost of the course.

Overview of Programs

Arkansas Real Estate School, Inc. offers the following online courses:

Real Estate Sales Pre-license: This course provides relevant definitions and descriptions, background information, and state and federal laws and regulations necessary to successfully complete the state real estate licensing exam.

Continuing Education: Continuing Education courses provide information about a variety of topics relevant to the practice of real estate and are fully approved by the Arkansas Real Estate Commission.

Grading System/Minimum Grade Requirement

An explanation of the Learning Management System Arkansas Real Estate School, Inc. utilizes follows, including how the system monitors student progress. All course work must be completed and a student must take the final exam and score a minimum of 75% to receive credit for the course.

Signed Student Affidavit

Arkansas Real Estate School, Inc. requires the learner to certify personal completion of each module of a distance learning course and any written exercise or assessment required for completion of the course. Students must provide an electronic signed **Student Affidavit** to the school **before scheduling any course examination** and before the school may certify completion in any course. The school will not process course completion without the signed certification form. This form is available online and must be submitted electronically to Arkansas Real Estate School, Inc. *when all required modules of the course have been completed*. This form will appear on the course homepage once course lessons have been completed and the submission will automatically process to us.

Final Exams

Each **pre-license student** will be given **4 opportunities to pass this timed final exam at a 75 or above**. If the student does not pass the final exam after 4 attempts, he may contact Arkansas Real Estate School, Inc. by calling or texting 501-690-0434. After 4 attempts, the student must purchase additional opportunities (**\$10 each**) to take and pass the final exam. If the student does not pass the final exam, **he will not receive credit for the course**. However, that student may request to purchase a retake of the course at a discounted price. Such a retake entails starting at the beginning and progressing through every lesson and the final exam as if it were the first time.

Each **continuing education student** will be given **4 opportunities to pass the timed final exam at a 75 or above**. After 4 unsuccessful attempts, the student will need to contact Arkansas Real Estate School by calling or texting 501-690-0434. **Each additional attempt is \$10**.

Course Completion Records

Arkansas Real Estate School, Inc. will supply students with a certificate of completion when all the following requirements have been met:

1. Complete all instructional lessons in the course
2. Submit signed and dated **Student Affidavit**
3. Pass the required course final examination

Arkansas Real Estate School, Inc. will maintain students' school records including exam scores for a minimum of five years.

Arkansas Real Estate School, Inc. Learning System

The Arkansas Real Estate School, Inc. Learning System represents an entirely new approach to instruction administered using a computer. This system is designed around proven instructional strategies, rather than around the capabilities of the computer, distinguishing it from more traditional computer-based instruction (CBI).

How the Course Monitors and Evaluates Progress and Provides Feedback

Arkansas Real Estate School, Inc. courses utilize the personal computer to perform the functions traditionally performed by a teacher. Using our courseware, the computer becomes essentially a one-on-one tutor, presenting material, providing adequate explanation to ensure students understand what is being presented, and requiring students demonstrate understanding through active participation in the learning process.

More importantly, the system constantly monitors what the learner knows and doesn't know and utilizes that information to dynamically adjust the presentation to meet the unique needs of the learner. This process provides a fully self-contained instructional program which adjusts to the specific needs of learners.

Student Services, Rights, Privileges and Responsibilities

Upon successful completion of a course, each student has immediate access to print their certificate of completion while logged into the course.

Technical Support

Students may contact Tech Support at 800-743-8703 or by email at support@mbitiontolearn.com. Technical support hours of operation are: M-Th: 7:30a.m. to 7:00p.m. CST; Friday 7:30a.m. to 6:00p.m. CST. Email support is available during normal business hours. Emails received after tech support hours will be answered the following business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. 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 any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.