



Mbition LLC DBA
Mbition Learn Real Estate

Hawaii Academic Catalog

Corporate Office
18500 W Corporate Drive Suite 250
Brookfield, WI 53045
1-800-532-7649
www.mbitiontolearn.com

January 2021
Volume 1.2

TABLE OF CONTENTS

Topic	Page Number
SCHOOL INFORMATION	3
OWNERSHIP AND ADMINISTRATION	3
HOURS OF OPERATION	4
ADMISSION REQUIREMENTS	4
FACILITIES	5
ACADEMIC POLICIES	5
TUITION AND FEES	7
CURRICULUM	8
REFUND AND CANCELLATION	1
DISCIPLINARY POLICIES	1
RECORD RETENTION	1
TECHNICAL SUPPORT	1

Mbition History

Mbition Learn Real Estate's foundation is rooted in the legacy of our leading professional education brands that have supported and nurtured real estate careers for decades.

This expertise fuels our commitment to delivering an outstanding online learning experience for every customer looking to begin, advance, and succeed in their profession. As a nationally approved real estate school Mbition Learn Real Estate provides online courses for real estate agents, brokers, appraisers, and home inspectors.

Our online real estate course catalog is designed to prepare you for your exam, help you become licensed, and maintain your license through continuing education. Our real estate, appraisal, and home inspection pre-licensing courses satisfy the educational requirements for licensure by the appropriate jurisdictions and adhere to all state licensing requirements.

MISSION STATEMENT

Empower aspiring and accomplished real estate, home inspection, and appraisal professionals with the tools they need to succeed.

OWNERSHIP AND ADMINISTRATION

Mbition LLC dba Mbition Learn Real Estate is a private (not public) training institution that is registered in the state of Delaware.

Officers

Maure Baker, Vice President

Instructors

Molly Lathem, MA, CDEI

Ralph Foulger

Bud Black, PhD, CDEI

School Operations

Nichol Andler, Compliance Manager

Frances Cartagena, Administrator

Valerie Munkres, Administrator

Ryan Paulus, Administrator

Heather Abrahms, Compliance Analyst

OPERATING HOURS AND SCHEDULE

SCHOOL CALENDAR

Students may access their courses online immediately upon enrollment. Courses are accessible to students any time within the enrollment period. The administrative staff hours of operation are: 7:30am to 7:30pm (CT) Monday through Friday. Email support is available during normal business hours. The Mbition staff office is closed for the following holidays:

New Years Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day.

On occasion, the office may close early due to inclement weather or on the day before a holiday. When the school does close early, our phone system will be changed to announce the closure. All students scheduled for a proctored exam will be called and notified by the school administrators no later than 8:30 AM on a day the school closes for inclement weather.

Our instructors will be happy to assist you with any questions regarding course content. They can be reached at 800-532-7649 or by email at support@mbitiontolearn.com during normal business hours. While our instructors make every effort to answer your questions in a timely manner, they are committed to responding within a 24-hour window.

ADMISSIONS REQUIREMENTS

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

1. Be at least 18 years of age.
2. The submission of any required forms (Enrollment Agreements, etc.) as required by state regulations.
3. Pay appropriate fees. See ENROLLMENT AND TUITION.

SYSTEM REQUIREMENTS

The update system requirements for Mbition Learn Real Estate's LMS can be found [here](#). Course functionality may not work on all tablets and mobile devices, and usage on these devices is not recommended.

ENROLLMENT AND TUITION

Students may enroll in courses through www.mbitiontolearn.com or 800-532-7649. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

Training must be paid in full upon enrollment.

FACILITIES

Mbition LLC delivers courses in a distance-learning format. Students can take courses at a location and setting of their choice.

ACADEMIC POLICIES

POLICY RELATED TO GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Mbition LLC does not grant credit for previous education and training. Also, Mbition LLC does not guarantee the transferability of its credits to any other educational institution. Transferability is up to the receiving institution.

REQUIREMENTS FOR COMPLETING THE COURSE

Please refer to the directions on your course home page for specific instructions regarding completion of your course and the “Introduction” lesson located at the beginning of each course. To complete the course and receive your certificate, you must successfully:

- Complete all instructional lessons in the course within the prescribed time for credit.
- Pass the final exam if an exam is required.
- Complete the final affidavit at the end of the course.
- Complete the end-of-course survey.

The Student Affidavit is a signed document on which you certify that you have personally completed each lesson of instruction. The student affidavit must be returned to the school before you can receive credit for a distance learning course. (A “Student Affidavit” link will appear on your course home page upon completion. Click on that link to obtain a copy of the Student Affidavit.)

EXAMINATION AND GRADING POLICY

Mbition LLC offers qualifying (appraisal), prelicense (real estate), and continuing education appraisal and real estate courses. All qualifying and prelicense courses require an examination upon completion of the course lessons. You must correctly answer at least 70% of the questions to pass the course. All exams are taken online. If you fail the first exam, you may schedule a second exam no sooner than the next day. Should you fail both exams, you must re-register and repeat the course from the beginning before taking the final exam again. A discounted re-enrollment fee will be charged.

PROCESSING TIMES

After you have completed all of the lessons on the computer, you must allow the following times for processing to complete the course and receive your completion certificate:

grading exam and issuing course completion certificate	3 business days
--	-----------------

scheduling a retake final exam (if applicable)	3 business days
receiving the course completion certificate by U.S. Mail	3 days (estimated)

Important Notes:

- A. "Issuing" a course completion certificate means that we will place it in the U.S. mail.
- B. The minimum time you should allow between taking the exam and receiving your course completion certificate is approximately nine business days (depending on mailing time).
- C. We must receive your signed Student Affidavit, which is available on your course home page, before we can issue a course completion certificate.
- D. In the event the certificate is lost, you may obtain a duplicate from the Mbition Learn Real Estate offices by written request. An administrative fee of \$10 must accompany the written request.

HOW COURSES MONITOR YOUR PROGRESS

Mbition Learn Real Estate’s innovative approach is entirely user-driven with a platform that allows learners to progress at their own pace. Learners range from beginners who want to build on their training to veterans who would like a refresher course in best practices.

Mbition Learn Real Estate’s learning management system (LMS) emphasizes teaching to mastery and fluency and giving the learner dynamic control of the learning process.

Each module:

- 1. begins by stating the learning objectives;
- 2. provides frequent multiple-choice assessments to allow the student to demonstrate understanding of the material aligned to the stated learning objectives;
- 3. offers remediation for any concepts not yet mastered; and
- 4. continues remediation to support the student in demonstrating mastery of the instructional content for the module.

No module may be completed until the stated learning objectives have been met. Students must satisfy the preset criteria for fluency and mastery.

Re-examination Policy: In the event you do not pass the online final exam, please contact Mbition LLC by calling 800-532-7649 or emailing support@mbitiontolearn.com to schedule a retake.

NON-DISCRIMINATION POLICY

Mbition Learn Real Estate does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status, in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

ATTENDANCE POLICY

To receive credit for a course, you must complete 100% of the course. Under no circumstances will credit be given for courses in which 100% of the lessons were not completed and/or the final exam was not passed. We do not have a leave of absence policy or probationary period.

Additionally, if a course requires a final exam, the student will be required to pass that final exam. Information on the final exam requirements may be found in the Course Instruction Page under the Course Document tab. All pre-licensing and qualifying courses require a final exam. However, for continuing education courses, final exam requirements vary depending on the regulatory requirements by state. Information on the final exam requirements may be found in the Course Instruction Page under the Course Document tab in our LMS.

EXTENSION POLICY

All course lessons must be completed within 180 days (6 months) from the date of enrollment. Course access will expire at midnight on the 180th day after enrollment.

If you are unable to complete your course within the initial 180 days then, if eligible ¹, you may request a maximum of three 60-day extensions thereafter, each extension at a cost of \$50.

The maximum time to complete a course, including any eligible extensions and completion of the final exam, is 12 months (180 days + purchase of 3 60-day extensions). The 60-day extension period begins from the date your course originally expires. It is your responsibility to contact Mbition Learn Real Estate to request an extension. It is recommended you purchase the extension immediately after the course has expired in order to be able to have the full 60 days of the extension. Access to a course after the extension period(s) requires re-enrollment². A discounted re-enrollment fee of 50% of the original purchase price will be charged.

If you are not eligible for an extension due to regulatory requirements, then you will be eligible to re-purchase the course with a discounted re-enrollment fee at 50% of the original purchase price.

GRIEVANCE POLICY

Should you have a complaint, please do not hesitate to call Mbition LLC at 800-532-7649 or email support@mbitiontolearn.com.

PLACEMENT ASSISTANCE

Mbition Learn Real Learning Real Estate does not offer placement assistance.

TUITION AND FEES

Tuition Policy

All students are required to pay the full amount of tuition before the start of the course. The school does not offer financial aid or any other type of financing. Tuition may be paid in any of the following forms: credit cards (Visa, MasterCard, and American Express), money order, or certified check. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion to the student, that certificate will be invalidated.

Fee Schedule

Mbition LLC reserves the right to change course prices when necessary. Each course has an all-inclusive price that covers the cost of the course, student handouts, tech support, service charges, and completion certificates. Our fee schedule for courses is as follows:

Prelicense:

<u>Course Title:</u>	<u>Course Price:</u>
Platinum Package	\$645
Gold Package	\$450
Silver Package	\$375
Hawaii Real Estate Broker Program	\$699

Salesperson packages include:

- *Platinum: Hawaii Real Estate Course, National Exam Prep, MathMaster, Exam Prep Toolkit, Hawaii Exam Prep online, Hawaii Real Estate Salesperson Textbooks.*
- *Gold: Hawaii Real Estate Course, National Exam Prep, Exam Prep Toolkit.*
- *Silver: Hawaii Real Estate Course, and Exam Prep Toolkit.*

Extensions

Extensions may be purchased (please view *EXTENSION POLICY* above).

Retakes

Students must complete all coursework within one year of enrollment. If for any reason a student must retake the course, the re-enrollment fee is 50% off the original course cost.

EDUCATIONAL PROGRAMS

School curriculum is available for any student's inspection upon request.

Salesperson:

Hawaii Real Estate Pre-license Course, a 60-hour course that provides in-depth review of all major exam topics and fulfills the pre-license requirements for the state of Hawaii. **(60 Credit Hours)**

Broker:

This real estate pre-license Broker package is conveniently divided into three courses. Real Estate Basics and Beyond prepares you to pass the national portion of the exam; Hawaii Real Estate Laws and Rules prepares you

to pass the state portion of the exam; and Hawaii Real Estate Broker is an excellent reference material and tool to ensure you succeed as a real estate broker. **(80 Credit Hours)**

REFUND AND CANCELLATION POLICIES

REFUND AND CANCELLATION

COURSE REFUNDS

You have the right to cancel your registration for any reason up to seven (7) calendar days from the date of purchase. Requests for cancellation of a registration must be made by contacting Mbition Learn Real Estate by phone, fax, or e-mail. The request must be received by Mbition Learn Real Estate before midnight of the seventh calendar day from the date of purchase. A cancellation fee will be charged to the student to cancel a registration. The cancellation fee is 15% of the total purchase amount. If physical book was part of the package, the book must be returned to the warehouse address given by the customer service representative before the 14th day from date of purchase.

PRODUCT RETURNS AND REFUNDS

Pre-authorization is required for all returns. Please contact 855-733-7239 with any questions.
The policy for granting credit for previous training shall not affect the refund policy.

DISCIPLINARY POLICIES

STUDENT CONDUCT POLICY

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school administration reserves the right to terminate a student on any of the following grounds listed below. The termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Reasons for Termination:

- Not complying with school rules and regulations.
- Unprofessional conduct.
- Unsatisfactory academic progress.
- Excessive absence or lateness.
- Failure to pay fees when due.
- Cheating or falsifying records.
- Breach of enrollment agreement.
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.

- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

DISMISSAL/READMISSION

Students who have been dismissed or terminated may be readmitted at the school director's discretion.

SEXUAL HARASSMENT AND HAZING

The administration of Mbition Learn Real Estate takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to termination.

RECORD RETENTION

Student files are retained for the minimum time required by state regulations. Online student files are maintained in our cloud-based servers, and paper files are held at our corporate office located at:

*Mbition Learn Real Estate
18500 W Corporate Drive Suite 250
Brookfield, WI 53045*

Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, or other schools unless a written request has been made by the student.

TECHNICAL SUPPORT

For technical assistance, please call Technical Support at 800-532-7649 or email them at support@mbitiontolearn.com. Technical Support is available to provide support during the following times:

Monday – Thursday: 8:00am to 7:00pm (Central)
Friday: 8:00am to 6:00pm (Central)
Saturday: 8:00am to 4:00pm (Central)
Sunday: Closed

Holidays are an exception to this schedule and times may vary.

When you call Technical Support, 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 your software, etc. Your call may be documented or monitored to help us maintain quality of service standards.

SYSTEM REQUIREMENTS

The update system requirements for Mbition Learn Real Estate's LMS can be found [here](#). Course functionality may not work on all tablets and mobile devices, and usage on these devices is not recommended

Disclosures

Mbition Learn Real Estate, an Mbition LLC school, makes no representations except as expressly set forth in this catalog, and under no circumstances does Mbition Learn Real Estate make any claim, promise, or guarantee for employment or state licensure.

Mbition Learn Real Estate reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with State Board rules and regulations. The information contained in this policy is true and correct to the best of Mbition Learn Real Estate's knowledge.