



Mbition LLC DBA
Mbition Learn Real Estate

Wyoming School Catalog

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SCHOOL OWNERSHIP

Mbition Learn Real Estate (formerly OnCourse Learning Real Estate), a division of Mbition LLC, is an established leader in computer-based education in real estate and appraisal. Mbition LLC is focused on developing and delivering the highest quality education programs available for computer instruction. Since its inception, Mbition Learn Real Estate, now a wholly owned subsidiary of Mbition LLC, has dominated the computer-based real estate education market. The educational quality of its courses has gained Mbition LLC widespread acceptance, even in a stringent regulatory arena such as real estate. The courses offer “in class” content but are not bound by location or schedule. Mbition Learn Real Estate courses are approved across multiple jurisdictions, with a growing number of courses available in each state.

Leadership

Maure Baker-Vice President

Disclaimer

Students are encouraged to check with their appropriate regulatory agency to confirm that the programs you complete with Mbition LLC will satisfy your initial or renewal or licensing certification of that agency.

MISSION STATEMENT

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

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, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve.

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

Enrollment Policy

Students may enroll in our courses at any time by going to websites or by calling our enrollment office 800-532-7649. Our enrollment policy allows students 180 days to complete the course and applicable exam with the option to purchase additional time (unless it is not permissible by your state licensing board). Extensions may be purchased in monthly increments for \$50. 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. All students must be at least 18 years of age and have either a high school diploma or its equivalent in order to receive credit for our courses. Please note that some states have shorter lengths of time available to complete courses. Contact your state licensing board to ensure that you have the most up-to-date information.

Notice to Students

Should you have any questions or difficulty regarding the course content, our approved instructor will be glad to assist you, and can be reached at RealEstateInstructor@mbitiontolearn.com.

Language of Training

All Courses are offered only in English. Mbition LLC does not offer English as a Second Language instruction.

Transfer of Granting of Credit

No life experience, credit through challenge exams, or previous training may be applied to any course. Mbition LLC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Late Enrollment

There are no provisions for late enrollment.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

PLACEMENT SERVICES

Mbition LLC, in general, does not guarantee job placement. We make no claim that the award of its certificate entitles the student to any job placement or salary consideration by either the school or any potential.

ATTENDANCE AND GRADING POLICY

ATTENDANCE

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.

Grading

You must pass the course exam with a minimum score that is set by the Commission Rules in your state. All final exams are accessed via the LMS at the end of your course. If required, you will receive notification that your exam must be proctored. If you fail the first exam you may schedule a second exam no sooner than the next day.¹ 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 of 50% of the original purchase price will be charged

¹ Dependent upon your state's requirements. Some states require that students who fail the final exam on the first try to retake the course. Additionally, some states may require a longer waiting period between retaking the final exam. Contact your school coordinator for details.

Satisfactory Progress

Students receive feedback about their skills and knowledge based on in-class participation, fieldwork, and completion of reports.

Unsatisfactory Progress

Should a student receive a grade of less than 75% he/she will be notified in writing immediately after the test is taken and graded. Ways to raise the grade will be determined with the manager of school administration and/or instructor. If the student is not able to achieve a score of 75% or higher, he/she will be requested to take the exam at another time.

Probation

There are no probationary periods because the lengths of the courses are short. Students have the choice to withdraw if there is no satisfactory progress or re-enroll the next time the course is offered. Students are notified in writing of their choices and may consult with the school director about their options.

Re-enrollment/Readmission

See "Leave of Absence."

Students who have been absent during class make arrangements for another class.

TUITION AND FEES

Tuition Policy

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.

Fee Schedule

Mbition LLC reserves the right to change course prices when necessary. Each course has an all-inclusive price which covers the cost of the course, student handouts, tech support, service charges, and completion certificates. Students already enrolled in a program will not have their tuition modified for the currently enrolled program.

Tuition and Pricing Policies

Students enrolled in the same program may pay different tuition and fees if a published notice of a program price change specifies an effective date for all students enrolling in the program on or after that date. Students who modify a program or service in a manner which will reduce or increase tuition may also pay a different price than other students.

Extensions

Extensions may be purchased in the following increments:

Real Estate: \$25 (CE courses), \$50 (pre and post license courses) Appraisal: \$50 each course

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.

Our Fee Schedule for courses is as follows:

Mbition Learn Real Estate

Appraisal Course Price List:

- 30-hour course: \$349
- 15-hour course: \$289
- Package:
 - Wyoming 75-Hour Real Estate Appraiser Trainee Package \$899

**There are no other fees or expenses associated with the cost of the course, unless extensions are purchased.*

*** Package prices are based on additional exam preparation tools and materials added to the base program*

EDUCATIONAL PROGRAMS

Mbition Learn Real Estate

**all courses are online*

Appraisal:

<u>Course Title:</u>	<u>Course Price</u>	<u>Extension Price</u>	<u>Hours</u>
Basic Appraisal Principles	\$349	\$50	30
Basic Appraisal Procedures	\$349	\$50	30
Residential Sales Comparison and Income Approach	\$349	\$50	30
Residential Appraiser Site Valuation and Cost Approach	\$289	\$50	15
Residential Market Analysis and Highest and Best Use	\$289	\$50	15
Residential Report Writing and Case Studies	\$289	\$50	15

ACADEMIC POLICIES

POLICY RELATED TO GRANTING CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Mbition Learn Real Estate does not grant credit for previous education and training. Also, Mbition Learn Real Estate 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 the completion of your course and the “Introduction” lesson located at the beginning of each course. To receive your Completion 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 Learn Real Estate offers qualifying (appraisal), pre-license (real estate) and continuing education appraisal and real estate courses. All qualifying and pre-license courses require an examination upon completion of the course lessons. If a final examination is required for the course you are taking, you must pass the exam with a minimum score of 75% correct 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 the retake final exam (if applicable) 3 business days
- Receipt of 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 for that specific module;
2. frequently assesses with multiple choice questions the extent to which the learner has absorbed the material and met the stated learning objectives;
3. offers remediation for any items not yet mastered; and
4. continues remediation until the learner can demonstrate mastery of all items in the instructional content for that 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 Learn Real Estate 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, sex, religion, national origin, handicap, or familial 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 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, you will be allowed three 60-day extensions thereafter.² The first extension is free of charge and the second and third may be purchased at \$50 each. The 60-day extension period begins from the date your course originally expires. It is your responsibility to contact your Mbition Learn Real Estate school coordinator to purchase 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. Access to a course after the extension periods requires re-enrollment.³ A discounted re-enrollment fee of 50% of the original purchase price will be charged.

PLACEMENT ASSISTANCE

Mbition Learn Real Estate does not offer placement assistance.

PROBATION

There are no probationary periods because the lengths of the Courses are short. Students have the choice to withdraw if there is no satisfactory progress or re-enroll the next time the Course is offered. Students are notified in writing of their choices and may consult with the school director about their options.

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.

² Dependent upon your state's requirements. Some states require that students who do not complete within the six-month timeframe restart the course from the beginning. Contact your school coordinator for details.

³ In the event of an extension or re-enrollment, it is the responsibility of the student to verify with a school representative that the course approval is still active.

- 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.

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TRANSFERABILITY

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. It is solely up to the receiving school to determine whether credits will be accepted.

FACILITIES

Online Courses: students have the ability to take the course at a location and setting of their choice. Therefore, a description and floor plan of our school is not applicable.

REFUND POLICY

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a) The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b) The date on which the student violates published school policy, which provides for termination.
 - c) Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier

of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand-Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. A refund for the textbook(s) in the amount shown will be made if the textbook(s) is returned sealed and in its original packing less a thirty-five (\$35.00) re-stocking fee.

Course Cost = Cancellation Fee

\$35 - \$75 = \$5	\$376 - \$475 = \$55	\$776 - \$875 = \$115
\$76 - \$175 = \$10	\$476 - \$575 = \$70	\$876 - \$975 = \$130
\$176 - \$275 = \$25	\$576 - \$675 = \$85	\$976 - \$1075 = \$145
\$276 - \$375 = \$40	\$676 - \$775 = \$100	

Extenuating Circumstances

In the case of extenuating circumstances, the school director will consider a settlement that is reasonable and fair to the student and the school.

Changes Made by the School

If the school cancels or changes a course of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the course who is affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both parties, the school will refund all monies paid by the student of the course.

STUDENT GRIEVANCE POLICY

Grievance Procedure

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. The student may contact the licensing board for the state where the school is located.

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.