

Century 21 H.T. Brown Real Estate Institute



Course Catalog

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“Certified True and Correct as to Content and Policy.”
Hollis T. Brown, Owner

A Certified Real Estate School Offering:

FIVE SCHOOL LOCATIONS

Columbia, Maryland
Laurel, Maryland
Waldorf, Maryland
Deale, Maryland
Annapolis, Maryland

PRE-LICENSING COURSES

Real Estate Principles and Practices
- 60 Hour Course -

CONTINUING EDUCATION

Approved courses offered on a regular basis

REAL ESTATE SALES TRAINING

Ongoing classes given on a regular basis.

Ask our sales managers for schedules on the courses we offer!

In addition, we offer regular license examination
prep at each office.

Century 21 H.T. Brown Real Estate Institute

Mission Statement

The Century 21 H.T. Brown Real Estate Institute was formed and certified by the Maryland Real Estate Commission and the Maryland State Board for Higher Education, as an Independent Post Secondary School, in 1985.

As an Institute of Higher Learning for the real estate industry, it has been recognized as one of the finest. The instructional staff offers years of experience in both the educational as well as real estate fields. In selecting our staff, we have endeavored to find the finest available local talent, but have additionally searched for talent of a national reputation.

Our success in this area has continued to provide instruction and continued growth in the Real Estate profession. This gives you, the student, the opportunity to succeed, which would be difficult to find at any other school.

Century 21 H.T. Brown Real Estate Institute

SCHOOL OFFICIALS:

H.T. Brown	President
Susan F. Brown	Director
Allison Fitzpatrick	Registrar

INSTRUCTIONAL STAFF:

Tanya Cunningham	Instructor
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SCHOOL HOLIDAYS:

Martin Luther King Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
New Years Day	Yom Kippur
	President Day

FACILITIES:

The administrative office of the H.T. Brown Institute is located in the Corporate Office of Century 21 H.T. Brown Real Estate, Inc., 6301 Stevens Forest Rd. Columbia, MD 21046. The telephone number is (888)359-2121. Class sessions are held in modern classroom environments, and the number of students per session is restricted.

Classes are offered in five locations: Charles County, Waldorf, Prince George's County, Laurel, Howard County, Columbia and Anne Arundel County, Deale and Annapolis. Equipment used in the training is computer projectors, television and VCR. Recording devices are allowed.

Policies

INCLEMENT WEATHER POLICY:

In case of school closings due to inclement weather, the Century 21 H.T. Brown Institute will follow the closing and delayed opening schedule of the local college inclement weather policy. Students are encouraged to call 410-964-8888 for updated information.

LEAVE OF ABSENCE POLICY:

A leave of absence may be granted to a student because of illness or serious established need. A leave of absence request must be in writing. The student may re-enter the next course at the same point where he or she left off, or may re-take the whole course, depending on the situation and upon consultation with the instructor.

ATTENDANCE-ABSENCE POLICY:

Attendance at class sessions is required. Emergency absence of one or two classes may be made up by the student attending the missed class topics when offered in another session. Any such absences must be approved by the School Director. Students with one unapproved absence will be placed on “probation” and if a second absence occurs, they will be dismissed from the program. The registration fee paid will be applicable to a future course.

STUDENT CONDUCT POLICY:

Students are required to act in a manner that will reflect credit on themselves, the Institute, and the business career for which they are being educated. Failure to adhere to and observe Institute or course regulations will result in probation or immediate dismissal.

SMOKING POLICY:

The H.T. Brown Real Estate Institute has a no smoking policy within the building. Ample and frequent breaks are provided and students may smoke at that time outside the building.

REFUND POLICY:

- ◆ If the school closes or discontinues a course or program, the school shall give a 100% refund to each currently enrolled student monies paid by the student for tuition and any other fees.
- ◆ All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
- ◆ If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student.

The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course or program taught by date of <u>withdrawal</u> :	Tuition <u>refund</u> :
Less than 10%	90% refunded
10% up to 19%	80% refunded
20% up to 29%	60% refunded
30% up to 39%	40% refunded
40% up to 50%	20% refunded
More than 50%	no refund

- ◆ A full refund will be issued if a course is canceled or discontinued by Century 21 H. T. Brown Institute.
- ◆ A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The date of withdrawal or termination is the last date of attendance by the student.
- ◆ In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

PROGRAM PERFORMANCE:

Any student or prospective student may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program.

The Maryland Higher Education Commission
16 Francis Street, Annapolis, MD 21401-1781.
The telephone number is (410) 974-2971.

PLACEMENT ASSISTANCE

The Century 21 H.T. Brown Real Estate Institute cannot guarantee employment, salary or association with Century 21 H.T. Brown Real Estate, Inc. in any of their departments or offices.

GRIEVANCE POLICY

If a student has a grievance with any portion of the course(s) they are attending please feel free to contact the director at (410) 964-8888 or any member of the board of school officials. If you would like contact the secretary of Higher education at the Maryland Higher Education Commission 16 Francis Street, Annapolis, MD 21401-1781, The telephone number is (410) 974-2971.

COURSE DESCRIPTION

PRINCIPLES OF REAL ESTATE

Is a 60 clock hour course of instruction. The objective of this course is to prepare the student to sit for the state examination as required for real estate licensure in the State of Maryland.

<u>MAJOR TOPIC:</u>	<u>CLASS HOURS</u>
◆ Principles of Real Property	3 hours
◆ Landlord-Tenant Relationship	3 hours
◆ Real Estate Contracts	5 hours
◆ Rules of Agency and Listings	4 hours
◆ Transfer of Title to Real Property	3 hours
◆ Title Insurance and Settlement	4 hours
◆ Fundamentals of Appraising	2 hours
◆ Real Estate Finance	5 hours
◆ Maryland Real Estate License Law	7 hours
◆ Regulations of the Maryland Real Estate Commission	4 hours
◆ Details of the Code of Ethics	3 hours
◆ Laws and Practices Covering Human Rights and Community Relations	4 hours
◆ Basic Mathematics Pertaining to the Real Estate Industry	3 hours
◆ Property Condition Disclosure	5 hours
◆ Law and Regulations Covering Hazardous Substances	5 hours

TUITION AND FEES:

Application Fee:	\$10.00 (non-refundable)
Tuition:	\$149.00
Books:	\$86.50

PAYMENT AGREEMENT:

Applies to tuition fees only. Books are to be purchased separately on the day of the first scheduled class by cash or check. Tuition must be paid prior to the first class.

DURATION OF PROGRAM:

The 60-hour course of instruction is typically taught over a period of approximately 5 weeks. Meeting nights per week are Monday, Wednesday and Thursday, From Approximately 6:00 to 10:00 p.m. Days and times are subject to change, but will be determined and announced prior to class beginning.

ENROLLMENT INFORMATION:

- ◆ Enrollment may take place anytime up to the start of the session, provided there is room in the session.
- ◆ Enrollment is limited, providing a low student-teacher ratio, 20 to 1. When a session is filled, the student will be eligible to enroll in the next session. Due to the limited enrollment, early registration is encouraged.
- ◆ Each session is contingent upon an enrollment of at least ten students.
- ◆ All applicants must submit a completed enrollment form and pay the appropriate tuition fee. Text books are to be purchased at the first class.

ENTRANCE REQUIREMENTS:

- ◆ All applicants for admission to the School must be at least eighteen years of age.
- ◆ All courses are open to all interested parties meeting the above requirements.

REQUIREMENTS FOR CERTIFICATION OF COMPLETION:

- ◆ A passing course grade (based upon a final examination grade of 70% or better). Any student failing the final exam will be entitled to one re-examination.
- ◆ Attendance as required.
- ◆ Satisfaction of all financial obligations to the Institute.

A Certification of Completion is issued to each student at the end of the course who has successfully completed the program. Permanent records of a students attendance and performance are maintained by The Century 21 H.T. Brown Real Estate Institute.

GRADING SCALE

F	Below 70%
D-C	70%-80%
B	90%
A	100%

STUDENT WITH PREVIOUS COURSE WORK:

Students who have successfully completed 45-hour course of real estate pre-licensing instruction may attend 15-hours of the 60-hour course and upon successful completion be issued an additional 15-hour certificate.