



# Carolina Connections- Academy of Real Estate

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## *Policies & Procedures Disclosure*

Publication Date: Feb 25, 2026

Legal Name of Education Provider: Carolina Connections Realty, Inc

Advertised Name of Education Provider: **Carolina Connections Academy of Real Estate**

*\*NOTE: This may differ from the Legal Name only if the Education Provider has registered an assumed or trade name with the NC Secretary of State.*

Name of Education Director: Angel Bowman, GSI

Names of Full-Time Officials and Faculty: **Angel Bowman**

### Education Provider Certification

Carolina Connections School of Real Estate is certified by the North Carolina Real Estate Commission. The Commission's address is 1313 Navaho Drive, Raleigh, NC 27609. Any complaints concerning the Education Provider, or its affiliated instructors should be directed in writing to the Commission. A link to the Complaint Form is provided on the Commission's homepage (ncrec.gov).

Per Commission Rule 58H .0204, the Education Provider must provide each prospective student with a copy of the Education Provider's Policies & Procedures Disclosure (PPD) prior to payment of any non-refundable tuition or fee. The PPD, which is required by the NC Real Estate Commission, outlines Education Provider policies plus the rights and obligations of the Provider and the student. A signed certification that a student received a copy of the PPD must be retained by the Provider.

***NO STUDENT SHALL BE DENIED ADMISSION ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, FAMILIAL STATUS, DISABILITY, OR RELIGION.***

### Special Accommodations Request Procedure

Carolina Connections School of Real Estate complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability as defined by the ADA is deprived of the opportunity to participate in a course. Students requesting special accommodations must notify the Education Director 30 days prior to the class to allow sufficient time to make a reasonable accommodation.

## **Course Offerings:**

Carolina Connections School of Real Estate conducts both Post Licensing and the annual *Continuing Education* courses required to maintain a NC real estate license on active status. Annual CE courses are both the NCREC approved GenUp & BicUp (4-hr classes), as well as other NCREC approved Elective courses. Additionally, Carolina Connections School of Real Estate provides ALL 3 of the required 30-hr Provisional Broker Post-Licensing classes (301,302 and 303) that are due within 180-Days of your original Licensure date by the NCREC.

## **Broker Continuing Education Update/Elective Courses:**

### **Purpose of the Annual Continuing Education Programs**

The primary objective of the mandatory *Continuing Education Program* is to help ensure that licensees possess the knowledge, skills, and competency necessary to function successfully in the real estate business in a manner that protects & serves real estate consumers and the public interest.

Per G.S.93A-38.5, brokers must complete eight (8) credit hours of instruction annually in subjects approved by the Commission in order to retain eligibility to actively engage in real estate brokerage. Per Commission Rule 58A .1702, the eight hours must consist of an Update course and four credit hours of elective courses.

### **Course Offerings include:**

- 2025-2026 General Update (GENUP)
- 2025-2026 Broker-in-Charge Update (BICUP)
- Elective: From Opportunity to Strategy
- Elective: Deal Makers or Deal Breakers

### **Course Materials for CE Update/Elective Course**

Carolina Connections School of Real Estate will provide each student with a copy of course materials.

### **Eligibility Requirements for CE Update/Elective Course Completion Certificates**

*Per Commission Rule 58A .1705(a):*

To **receive credit** for completing an approved continuing education course, a broker shall:

- (1) Attend at least 90 percent of the scheduled instructional hours for the course.
- (2) Provide his or her legal name and license number to the education provider.
- (3) Present his or her pocket card or photo identification card, if necessary; and
- (4) Personally perform all work required to complete the course.

### **Tuition for Update/Elective Courses**

The cost of each four-hour synchronous elective will range from \$50-\$75 based on estimated class size, cost & time of year. Students will receive the course materials as a pdf attached to their email containing the link for access to the class. In person class fees are determined by attendance numbers and will vary per class.

## **Broker Postlicensing Education Courses**

### **Purpose of the Postlicensing Program**

The primary objective of the Postlicensing Education Program is to provide instruction at a level beyond that provided in the Broker Prelicensing Course on topics deemed to be of special importance to licensees.

Per General Statute 93A-4(a1), provisional brokers must complete, within eighteen (18) months following initial licensure, a postlicensing education program consisting of ninety (90) hours of instruction in subjects determined by the Commission in order to retain eligibility to actively engage in real estate brokerage.

The Postlicensing program consists of three 30-hour courses prescribed by the NC Real Estate Commission that may be taken in any sequence. Be aware that a postlicensing course will expire two (2) years after its completion date. When a provisional broker has timely completed all three (3) courses, the provisional status of the broker's license will be automatically terminated by the NC Real Estate Commission.

### **Course Descriptions for Postlicensing Courses**

#### **Post 301 - Brokerage Relationships and Responsibilities**

Topics addressed in this course include a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, a real estate broker's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, a review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status and education issues. Review the course syllabus at: <https://www.ncrec.gov/Pdfs/PostLicensing/SyllabusBRR.pdf>

#### **Post 302 - Contracts and Closing**

Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options, and selected real estate license status and education issues. Review the course syllabus at: <https://www.ncrec.gov/Pdfs/PostLicensing/SyllabusCC.pdf>

#### **Post 303 - NC Law, Rules, and Legal Concepts**

Topics addressed in this course include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous laws and legal concepts. Review the course syllabus at: <https://www.ncrec.gov/Pdfs/PostLicensing/SyllabusST.pdf>

### **Course Materials (Postlicensing)**

Each student is required to use and have immediate access to the current editions of the NC Real Estate Manual and North Carolina License Law and Commission Rules booklet during each Postlicensing course session. Carolina Connections Academy of Real Estate DOES allow a student to use the online versions of the NC Real Estate Manual and NC License Law & Commission Rules booklet during classes.

### **End-of-Course Exams (Postlicensing)**

The end-of-course exam is a closed book, no open notes, or resources exam. The security of the exams and measures taken to prevent cheating are of the School's highest priorities. The exam will be administered either in our physical classrooms once established or online depending on the course type - in-person, synchronous or asynchronous - the student enrolls in. For in-person and online synchronous courses, the examination occurs on the last day of the course schedule. For distance learning (asynchronous) courses, students will sign-up to attend an upcoming exam session that must occur within 180-days from enrollment. The possession and use of electronic devices (other than a basic calculator) are strictly prohibited during all quizzes and exams.

An end-of-course exam will not be administered to any student who does not satisfy the course attendance requirement.

For in-person courses, students are not permitted to bring laptops, tablets, cell phones, or similar electronic devices (other than a basic calculator) into the testing site on the day of an exam. Any student who brings such a device into the testing site on the day of an exam will be required to remove it before the exam begins. For online synchronous and asynchronous courses, students may not have within arm's reach anything other than 1 scratch paper, a writing utensil, & a basic functioning calculator. No food or drink is allowed in the classroom or online while completing the examination.

Students are allowed one break during the examination period. For classroom exams, only one student at a time is allowed to leave the classroom to take a break. For online students, students must log their leaving and return in the chat feature of the virtual classroom. The student's camera must remain on during break. Any exam timer that is in effect cannot be stopped when a student takes a break.

For students enrolled in online synchronous & asynchronous courses, students are subject to, at any time during an exam, panning their entire workspace with their video camera and/or sharing their screen indicating what windows/tabs are open on their computer. Students failing to comply within 30 seconds of being asked will lose access to the exam and any work completed up to that point will be submitted as is.

Students may not continue to work on their exam if they're not present and visible within the physical or virtual classroom. Students must confirm with their instructor prior to leaving the exam session that their completed exam has been received. Students completing the exam online and that lose connectivity during the exam have a maximum of 20 minutes to return to the virtual classroom and resume their exam, otherwise they lose access to the exam and any work on the exam completed up until that point will be submitted.

Online students are strongly encouraged to have a hotspot connection or other back-up plan should their original connection fail during the exam period. Not having a reliable internet connection is not an excuse to delay the exam to another date or stop any applicable exam timers that have started.

### **Missed Exams for In-Person, Synchronous, and Blended Courses (Postlicensing)**

Carolina Connections Academy of Real Estate WILL allow a Broker Postlicensing Course student who does not take the initial end-of-course exam as scheduled to take a makeup exam one time within 7-days of the last scheduled day of the course at time/date stated by the Education Provider.

## **Failed Exams (Postlicensing)**

Carolina Connections Academy of Real Estate WILL allow a Broker Postlicensing Course student who takes but does not pass the initial end-of-course exam to retake the end-of-course exam one time(s); however, all retakes must be completed within the deadline stated by the Education Provider.

## **Eligibility Requirements for Postlicensing Course Completion Certificate(s)**

To successfully complete a Broker Postlicensing Course and receive a course completion certificate, a student must:

- a) meet attendance requirements (miss no more than 3 classroom hours),
- b) timely submit completed in-class and take-home assignments, and
- c) pass the end-of-course exam with a minimum score of 75%.

## **All-Inclusive Tuition/Fees (Postlicensing)\***

Each post-licensing course tuition ranges between \$199 and \$250 depending on the course delivery method (in-person classroom, online synchronous and online asynchronous) the student enrolls in and how far in advance enrollment occurs.

For in-person and synchronous online courses, students may choose to enroll in the three-course package for a reduced rate of \$599 for all three post-licensing courses. This special rate is offered to students at time of initial enrollment only. Students must complete all 3 Postlicensing courses within 180 days of the registration date.

\*The cost of the required textbook “The NC Real Estate Manual” that is used for all three post-licensing courses is \$49 and may be purchased through [www.ncrec.gov](http://www.ncrec.gov) website. An online version is available for an annual subscription fee of \$25.00 and is permitted for students use who enroll with Carolina Connections Academy of Real Estate. Carolina Connections Academy of Real Estate will supply students with a manual for \$75.00 at Carolina Connections Academy of Real Estate locations per student’s request.

## **Attendance (Postlicensing)**

- Students in an in-person or online synchronous Broker Postlicensing Course must attend a minimum of 90% of all scheduled instructional hours. This equates to a maximum of 3 instructional hours that can be excused. Anyone exceeding the maximum allowance will not be eligible to complete the end-of-course exam and therefore, not receive course completion credit.
- Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and online synchronous courses. All time missed will be recorded for each student.
- For online asynchronous (self-paced) courses, course completion, including the proctored course exam, must occur within 180-days of enrollment.

## **Student Cancellations and Withdrawal (Postlicensing)**

- For in-person and online synchronous courses, students may cancel their enrollment up to 48-hours prior to the course start date and receive a refund of all tuition and fees minus a \$75 cancellation fee. There are no refunds after the deadline & no refunds on returned books.
- Students may request to transfer their enrollment to another course with approval by the Education Director prior to the start date of the original course enrollment. Students typically may not transfer to another course that’s already started due to each course’s attendance requirements.

- Anyone unable to complete a course, for whatever reason, may enroll in a future course within 6 months of their last attended date of original class for a one-time reduced tuition fee of \$150. Attendance credit and/or tuition credit is NOT transferable after a student has started a course.

## **Registration, Enrollment, & Conduct at Carolina Connections School of Real Estate**

### **Registration:**

To enroll in a course at Carolina Connections School of Real Estate, prospective students must register online or by phone and pay for classes by 6pm the day **before** the class to avoid problems that arise with last minute registration. Phone registration and payment is possible should the need arise. For synchronous classes (online via ZOOM) students will need a laptop or desktop computer with an internet connection and a camera. If this is not possible, students may log in on two devices and use a phone or a tablet for the camera. We do need to track attendance with a visual connection. **Students may NOT participate in class while in a moving vehicle (driver or passenger).**

### **Tuition and Fees:**

Carolina Connections Academy of Real Estate accepts the following forms of payment and Terms: Credit Cards and Debit Cards. No Checks/Cash accepted.

Tuition must be received: In advance of the class deadline at the sole discretion of Carolina Connections Academy of Real Estate Education Director. No credit for course attendance will be processed if payment is not made at time of booking, by the start of scheduled class date or if their payment is declined.

### **Missed classes: (*Advanced Cancellation/Class Date Change/Emergencies*)**

Upon the student's request, they may receive a seat in a class of equivalent credit/type with approval by the Education Director of Carolina Connections School of Real Estate. Changes must be made and approved within 7-days of the official class start date. No Class Refunds.

### **Attendance**

- Students attending an in-person or synchronous distance learning Broker Continuing Education Course must attend a minimum of 90% of all scheduled instructional hours.
- Early departures from CE courses delivered in-person or via synchronous distance learning are prohibited by Rule 58A .1705.
- Attendance will be closely monitored, including late arrivals and early departures from class sessions and from all scheduled breaks, during in-person and synchronous distance learning courses. All time missed will be recorded for each student & reviewed by the ED if necessary.
- No credit will be processed or issued for students failing to meet the NCREC attendance requirements, and no refunds will be issued.

### **Virtual, Live Classroom:**

All attendance requirements will be monitored using Zoom software. We recommend students download Zoom and use a computer to access the course. Please sign on to the scheduled meetings fifteen (15) minutes prior to the start time of class to ensure everything is in proper order. You will need to be logged into the session for us to know that you are present.

**It is the responsibility of the student to ensure they have reliable internet access for the duration of the course as well as any required examinations. Any time spent logged out of the course will count against your attendance.** Total time will be calculated from reports pulled when the course is concluded. Zoom technical support is available at 888-799-9666 and <https://www.support.zoom.us>. Dearborn's REcampus technical support for students is 888-213-5124 or <https://www.dearborn.com>about>.

### **Course Cancellation / Rescheduling / Refunds**

Carolina Connections School of Real Estate reserves the right to cancel or reschedule a course as needed. Students enrolled in a rescheduled or cancelled course will be given a minimum of 1 hour notice of the cancellation or revised course schedule with continued communication and scheduling options within 10-days or sooner of the originally scheduled course.

If a course is cancelled or rescheduled for greater than 15 days of the currently advertised class start date, students will have the following options: Transfer to another class or request a refund within 5-days from notice of class cancellation or schedule change.

### **Withdrawals and Transfers / Refunds**

A student may withdraw from a course by giving written notice to the Education Provider prior to the start of the course. In such an event, the student will have the following options: Transfer to another class or request a class credit to be used within the next 6-months from credit issuance.

A student who terminates enrollment in a course either with written notice to the Education Provider or by failing to attend or meeting the attendance requirement after the class begins will not be entitled to a refund of any portion of paid tuition.

### **Student Conduct**

Students are expected to be physically visible and attentive during class. Conduct concerns or issues that would cause a student to be removed from class and possibly not receive credit for the class include but are not limited to the following:

- Sleeping
- Talking out of turn
- Disruptive or inappropriate behavior
- Making or accepting phone calls during class
- Working on activities not connected to the course being taught
- Driving or being a passenger in a car moving while attending class

### **Cheating**

If a student is discovered to be cheating in any manner during an examination, the student will be immediately dismissed, will receive a failing course grade, will not be eligible for any retake or makeup policies, and will be reported to the NC Real Estate Commission [per *Commission Rule 58H .0203(h)*].

**CERTIFICATION OF TRUTH AND ACCURACY**

*I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that Carolina Connections Academy of Real Estate will abide by the policies herein.*

*Angel Bowman, GSI*  
Education Director

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**STUDENT CERTIFICATION OF RECEIPT**

*I certify that I received a copy of Carolina Connections Academy of Real Estate Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.*

\_\_\_\_\_  
*Full Legal Name of Prospective Student*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*