



AVALON
SCHOOL OF REAL ESTATE
1135 Terminal Way, Suite 204 - Reno, Nevada 89502 - Office (775) 688-3222 - FAX (775) 331-3495
E-Mail: avaloninfo@charter.net - Website: avalonrealestateschool.com

Pre-Licensing Correspondence Courses

STUDENT: PLEASE READ THIS CATALOG!

This student Catalog contains:

- Student Policies and Procedures (Pages 2-6)
- Course information, materials/prices (Pages 6-9)
- School online practice test taking information (Page 9)
- Frequently asked questions (Pages 10-13)
- School and test center locations (Pages 14-15)

Licensed by the Commission on Post Secondary Education
Approved by the Nevada Real Estate Commission

Student Policies and Procedures

1. Mission Statement

1.1. Our mission statement is to provide and maintain high quality educational programs and services needed to prepare those entering the real estate profession through distance learning, and also protecting the public by enforcing a rigorous, demanding and relevant curriculum. Ensuring that our students are the most successful members of the real estate profession by being dedicated to providing high-quality professional education to the real estate community. We approach learning practices with a deep sense of purpose and responsibility in accordance with the highest standards of accountability. At Avalon School of Real Estate our students are our greatest investments.

1.1.1. Mission Statements are included in every package of student course materials.

1.1.2. Mechanisms are established for periodic review of the mission statement.

2. Accreditation

2.1. The state of Nevada Department of Business and Industry, Real Estate Division has accredited all real estate related courses.

2.2. All Nevada real estate courses of instruction are recognized by the Nevada Real Estate Commission and Nevada Post Secondary Education.

3. School Materials

3.1. Avalon School in order to provide the best products available to our students uses course material published and or created by companies or organizations not affiliated with Avalon School. This material should be used for educational purposes only and is not designed to be interpretations of any laws, but recommended for practice and testing only.

4. Governing Body and Faculty may be reached during business hours at (775) 688-3222.

5. Location of office and classroom

5.1. Avalon School is located at 1135 Terminal Way Suite 204 • Reno, NV 89502. Please take 395 to Mill St. Exit east onto Mill St. Turn right on Terminal Way and head south. Building is on the west side of the Street.

5.2. The offices and classrooms are in compliance with the Americans with Disabilities Act of 1990. Students with disabilities will be accommodated.

6. Operating Hours

6.1. Our staff is available to answer telephone calls Monday – Friday 9:00am – 5:00pm

6.2. The admissions office will be closed and courses will not be sold during Federal or State recognized holidays.

7. Mobile/Cell Phone Policy

7.1. Cell phones must be completely turned off while in the classroom during final examinations.

- 7.2. Students who repeatedly use or receive cell phone calls during final exams will be asked to leave the classroom.
- 7.3. Landline phones within the office are available for student use at the discretion of the instructor.

8. Tuition Policy

- 8.1. All students are required to pay the full amount of tuition before the start date of the course.
- 8.2. At no time will tuition transfer from one student to another whether the course has started or not.
- 8.3. Tuition may be paid in any of the following forms: cash, personal check, certified checks, Visa, Master card, American Express or Discover.
- 8.4. There will be a \$50 fee charged for a dishonored check. This is in addition to any fee the student's own financial institution may charge.
- 8.5. If a student's check is dishonored after issuance of a certificate of completion of a course to student, that certificate will be invalidated.
- 8.6. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion of a course to student, that certificate will be invalidated.

9. Refund Policy

- 9.1. If for any reason, the course is canceled by Avalon School, a full refund will be given.
- 9.2. Refunds of monies paid to the Avalon School for anything other than tuition are not included in this refund policy. All refunds will be made by the same payment type as student initially used to pay. Students who paid via cash will be refunded by check. No cash refunds. Refunds will be made within 15 calendar days of student withdrawal.
- 9.3. Course starts the date of delivery. Refund request received in writing during the first 60% of the course will receive a prorated refund, minus a 10% to 60% tuition fee or \$100. whichever is less, less a \$103 material fee $(\$265 - \$103) \times 10\% = \$16.20$ tuition). Material fee is non-refundable. No refund will be given after the student has completed over 60% of the course.
 - 9.3.1. Example: Kay enrolled in our 10-week program, for \$265 on August 1, and cancelled in writing at the end of 1 week, August 7. Kay attended 10% of the program (1/10 weeks = 10%), and her refund would be calculated as follows: $(\$265 - \$103) \times 10\% = \$16.20$ Refund to Kay \$145.80

10. Admissions

- 10.1. Course enrollment may be done online at www.avalonrealestateschool.com or call 775-688-3222 or by email to avaloninfo@charter.net Books and study material will be given to the student at the time of registration and payment, any phone/fax orders will be mailed to the student. Office hours are Monday through Friday 9:00am to 5:00pm by appointment only. Our school is located at 1135 Terminal Way, Suite 204. This is the location for the proctored final examination unless other arrangements are made with the approval of the School and the Nevada Real Estate Division.
 - 10.1.1. Students must be a minimum of 17 years of age and submit proof along with the enrollment agreement and must also comply with the policies in this document.

10.1.2. If your first language is not English, it is essential that your English language skills are good enough to undertake an intermediate academic course that is taught and examined in English.

10.1.3. Avalon Real Estate pre-licensing courses are completed by correspondence study only.

10.1.4. A student's admission is valid for 1 year. All courses for which the student has enrolled must be completed within this timeframe or the student will have to re-enroll.

11. Updates to Student Contact Information

11.1. If a student's telephone number, email address, or physical mailing addresses change, the student must notify the admissions office in writing.

11.2. Until notified of a change, the school will consider the original contact information to be valid and current.

12. Academic Integrity

12.1. Avalon School upholds the highest standards of academic integrity and honesty. The school has a no tolerance policy toward cheating, plagiarizing, and academic Dishonesty.

12.2. A violation of academic integrity would include, but would not be limited to, any of the following: cheating on an examination, copying work completed by another person, falsifying identity, falsifying data, destruction of school property, theft of another student's personal property, and stealing examination questions.

12.3. Upon learning of a student's violation of the school's academic integrity policy, the school will notify said student within a five business day period in writing. The student will have three business days to reply.

12.4. If the student has already received a certificate of course completion, the school may nullify the certificate

13. Student Conduct

13.1. Students are expected to act appropriately while in classrooms or on school property. "Appropriately" includes using social manners, respect for instructors and other students, respect for school property, and remaining quiet while in the classroom.

13.2. Any student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior consists of: violating any policy contained in this catalog, harassment or annoyance of other students or instructors, destruction of school or student property, not remaining quiet during class.

14. Complaints

14.1. Any questions or problems that have not been satisfactorily answered or resolved should be directed to the Nevada Commission on Postsecondary Education, 8778 S. Maryland Parkway, Suite 115, Las Vegas, NV 89123

15. Credit for Previous Training

15.1. The Real Estate Division requires proof of the completion of 45 hours of Principles and Practices and 45 hours of Law and Ethics. These courses may be taken at a state approved private school or college or university, 3 semester credits are the equivalent of 45 clock hours. You would have to complete the 18 hours of Nevada License Law unless these courses were taken at a school, college or university in Nevada.

For instance, if you had taken 45 hours of principles in another state, you would still have to complete the remaining 45 hours of Law including 18 hours of Nevada Law.

16. Standards of Progress

- 16.1. An instructor is available to answer student questions regarding instruction/materials Monday through Friday 9:00 AM to 5:00 PM by email. A response will be made within a 24 hour period.
- 16.2. Home study courses are referred to as Independent Study or Correspondence Study Programs
- 16.3. Each course provides lessons that you can review at your own pace, and exams that measure your understanding of the material. Students will be given a series of quizzes which are designed to be taken in the correct order after each lesson. Students must mail, fax, or email each quiz answer sheet only to the school after completion. An average score of 75% must be maintained in the students overall progression to be able to take the final school exams. If at anytime after completion of a lesson, the school, or the student feels that their progression is sub-standard, below 75%. The school will contact the student or visa versa and implement a strategy to bring the student up to par before student proceeds to the next lesson.
- 16.4. Home study students can not complete more than 8 clock hours of education per day. Home –study course material is designed to allow the students to conduct their education at their own pace and location. Course completion will not be granted until the calendar clock hours of the course have expired.

17. Tuition and Course Types

- 17.1. The following is a complete list of programs offered by Avalon School and corresponding tuition for each course.
- 17.2. Tuition costs may change without notice.
- 17.3. Tuition listed below is not inclusive of any discounts periodically offered.
- 17.4. Tuition listed below is inclusive for related courses.
- 17.5. Student’s enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.
 - 17.5.1. Real Estate Pre-licensing (90 Hours \$265.00) see page 6 for course directions.
 - 17.5.2. Real Estate Law & Ethics (45 Hours \$235.00) see page 7 for course directions.
 - 17.5.3. Real Estate Nevada Law (18 Hours \$145.00) see page 7 for course directions.
 - 17.5.4. Real Estate Brokerage (45 Hours \$145.00) see page 8 for course directions.
 - 17.5.5. Real Estate Appraisal (45 Hours \$145.00) see page 8 for course directions.
 - 17.5.6. Real Estate Finance (45 Hours \$145.00) see page 9 for course directions.
 - 17.5.7. Real Estate Investment (45 Hours \$145.00) see page 9 for course directions.
 - 17.5.8. Real Estate Economics (45 Hours \$145.00) see page 9 for course directions.
 - 17.5.9. Real Estate Property Management (45 Hours \$145.00) see page 10 for course directions.
 - 17.5.10. Real Estate Sales & Marketing (45 Hours \$145.00) see page 10 for course directions.

18. Completion

18.1. To receive credit for your correspondence course you must pass a closed book examination with a grade of 75% or higher. Testing can be done at the Avalon School on Fridays at 1:00pm by appointment only. It is a closed book paper and pencil exam that must be completed in the allotted amount of time. If the exam is failed, the student may retake the exam during the next testing cycle. Once you have passed the exam, you will be awarded you certificate of completion. School rules and regulations for final examination are as follows.

18.1.1. Notes or books are not allowed.

18.1.2. Cell phones must be turned off.

18.1.3. Only nonprogrammable calculators that are silent and do not have a keyboard containing the alphabet will be permitted.

18.1.4. Multiple responses to a single question must be scored as incorrect.

18.2. For a proctored examination, you must have your proctor complete a form that must be notarized prior to having the exam sent to them. Once the proctor form is completed, it must be faxed only to Avalon School with the time and date you will be taking the exam. The form can be downloaded from the Avalon School web-site www.avalonrealestateschool.com by clicking on the link for proctor form. The student must fill the form out entirely, have the proctor sign it in front of a notary, fax form to the school and school will fax/email the test to the proctor.

18.3. Once you have passed the examination you will be awarded a certificate of completion which will be mailed to you within one week after the completion of the required exam.

19. Academic Progress Records

19.1. Academic progress records will be maintained by Avalon School for a period of 7 years in accordance with the Nevada Real Estate Division. Avalon School recognizes each student's right to privacy. To this end, student records and information shall be maintained in a manner which will protect this privacy.

Course Offerings

Avalon Pre-Licensing-Correspondence (90 Hours-6 Credits) \$265.00

(Price includes registration fees and equipment).

PL.9000015-RE

Avalon School of Real Estate pre-licensing course is designed to prepare candidates for the Nevada Real Estate Licensing examination. The course is based on the following subjects; Realty, Agency, Ownership, Transfer, Valuation, Economics, Finance and Nevada Law. This course is designed to take the student ten weeks to complete. However, the student must keep the course at least twelve days and no longer then one year before taking the final exams with the school. A minimum grade of 75% is required on the exams to receive credit for this course.

Course Materials Provided

Course includes: Text book; Modern Real Estate Practice 20 Edition Galaty, Allaway, Kyle. For online practice exams go to www.modernrealestatepractice.com and enter your personal student access code which you will find in the modern real estate text book. This will allow the student to mix and match the hundreds of questions in the Modern Real Estate Practice text into their own quizzes and exams. Also included is the Nevada State specific

portion easy learning law outline with 100s of questions and answers based on Nevada laws and regulations. Your materials also include the course outline, ten homework assignments, the student catalog, and the application for the state examination. For additional practice test taking go to www.avalonrealestateschool.com press the online practice testing button, enter password and begin.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Law & Ethics-Correspondence (45 Hours-3 Credits) \$235.00

(Price includes registration fees and equipment).

PL.4502005-RE

Course is designed for those individuals who have partially met the educational requirements for an original salesman's license in Nevada with courses from another state. Topics include; Ownership, Transfer and use of Property, Applied Practice and Nevada Law. This course is designed to take the student five weeks to complete. However, the student must keep the course at least six days and no longer then one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book; Modern Real Estate Practice 20 Edition Galaty, Allaway, Kyle. For online practice exams go to www.modernrealestatepractice.com and enter your personal student access code which you will find in the modern real estate text book. This will allow the student to mix and match the hundreds of questions in the Modern Real Estate Practice text into their own quizzes and exams. Also included is the Nevada State specific portion easy learning law outline with 100s of questions and answers based on Nevada laws and regulations. Your materials also include the course outline, five homework assignments, the student catalog, and the application for the state examination. For additional practice test taking go to www.avalonrealestateschool.com press the online practice testing button, enter password and begin. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Nevada Law-Correspondence (18 Hours-1 Credit) \$145.00

(Price includes registration fees and equipment).

PL.1800015-RE

Course is designed for those individuals who have partially met the educational requirements for an original salesman's license in Nevada with courses from another state. These candidates are required to have 18 hours of Nevada Law pertaining to real estate licensing. This course is designed to take the student two weeks to complete. However, the student must keep the course at least 3 days and no longer then one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Nevada State specific portion easy learning law outline with 100s of questions and answers based on Nevada laws and regulations. Your materials also include the course outline, two homework assignments, the student catalog, and the application for the state examination. For online practice test taking go to www.avalonrealestateschool.com press the online practice testing button, enter password and begin. National refresher included. www.modernrealestatepractice.com

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Brokerage-Correspondence (45 Hours-3 Credits) \$145.00

(Price includes registration fees and equipment).

PL.4551003-RE

This is a required course by the State of Nevada as of January 1, 2001. This course is mandatory and there are no exceptions if you are interested in becoming a Broker or Broker/Salesman in the State of Nevada. Areas which are covered include; risk management, office policy & procedure, errors & omissions, controlled business arrangements, employer/employee relationships, business planning, real estate law and ethics, finance valuation, agency relationships, economics, and emerging trends. This course is 45 hours long as required by the Real Estate Division of the State of Nevada for an original Broker's or Broker/Salesman's license. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Real Estate Brokerage a Management Guide 9th ED) Cyr, Sobek, Mcadams. Also includes a binder wordbook composed of 18 quizzes, course outline, and the application for the state examination. For online practice test taking go to www.avalonrealestateschool.com press the online practice testing button, enter password and begin. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Appraisal-Correspondence (45 Hours-3 Credits) \$145.00

(Price includes registration fees and equipment).

PL.4552007-RE

This is a required course for those candidates wishing to obtain a Nevada Real Estate Broker or Broker/Salesperson license. The only exception to this requirement is if you can prove you have been a full time real estate agent for 2 years with a current license, or you have taken a similar course, you can also use your experience in lieu of taking this course. (This course is not to be confused with the appraisal pre licensing or appraisal licensing course as this course is directed toward broker applicants only) Topics which are covered include: Types of value, economic principles, the real estate market and its analysis, the process of valuation, description, highest and best use of real estate. Other topics include: mathematics and statistics related to appraisals, analysis of value by comparison, cost and income, valuation of site and partial interests and ethics. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Fundamentals of Real Estate Appraisal 13th ED). Includes a binder wordbook composed of 16 quizzes, questions and answers, course outline, and the application for the state examination. For online practice test taking go to www.avalonreal estateschool.com press the online practice testing button, enter password and begin.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Finance-Correspondence (45 Hours-3 Credits Business Elective) \$145.00

(Price includes registration fees and equipment).

PL.4553004-RE

This Broker upgrade course is optional and designed to help the student obtain a Broker or Broker/salesman license who is lacking experience or college credits, or both. This course is approved by the Real Estate Division to offer three units of real estate related education. Topics which are covered include: Introduction to real estate finance, lending rules, how the loan process works, qualifying by the numbers and types of financing. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Essentials of Real Estate Finance 7th ED). Also includes a binder wordbook composed of 15 quizzes, course outline, and the application for the state examination. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Investment-Correspondence (45 Hours-3 Credits Business Elective) \$145.00

(Price includes registration fees and equipment).

PL.4555004-RE

This Broker upgrade course is optional and designed to help the student obtain a Broker or Broker/salesman license who is lacking experience or college credits, or both. This course is approved by the Real Estate Division to offer three units of real estate related education. Topics which are covered include: principles of real estate investment, practices of real estate investment. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Essentials of Real Estate Investment 101th ED). Also includes a binder wordbook composed of 12 quizzes, course outline, and the application for the state examination. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Economics-Correspondence (45 Hours-3 Credits Business Elective) \$145.00

(Price includes registration fees and equipment).

PL.4558001-RE

This Broker upgrade course is optional and designed to help the student obtain a Broker or Broker/salesman license who is lacking experience or college credits, or both. This course is approved by the Real Estate Division to offer three units of real estate related education. Topics which are covered include: Economic Principles, Theories and Development, Origins, Growth and Problems of Cities, Government Regulation, Financing, Taxes and Land Use Control, Commercial and Residential, Farms, Land and Alternative Housing. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and

no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Real Estate Economics 6th ED). Also includes a binder wordbook composed of 15 quizzes, course outline, and the application for the state examination. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Property Management-Correspondence (45 Hours-3 Credits Business Elective) \$145.00

(Price includes registration fees and equipment).

PL.4554004-RE

This Broker upgrade course is optional and designed to help the student obtain a Broker or Broker/salesman license who is lacking experience or college credits, or both. This course is approved by the Real Estate Division to offer three units of real estate related education. Topics which are covered include: Types of Property Management, Ethics, Liability, Security and Maintenance Issues, Introduction to Property Management and Leases. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Real Estate Property Management 6th ED). Also includes a binder wordbook composed of 15 quizzes, course outline, and the application for the state examination. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Real Estate Sales and Marketing 101-Correspondence (45 Hours-3 Credits Business Elective) \$145.00

(Price includes registration fees and equipment).

PL.4557003-RE

This Broker upgrade course is optional and designed to help the student obtain a Broker or Broker/salesman license who is lacking experience or college credits, or both. This course is approved by the Real Estate Division to offer three units of real estate related education. Topics which are covered include: Real Estate Marketing, Real Estate Sales. This course is designed to take the student five weeks to complete. However, the student must keep the course at least 6 days and no longer than one year before taking the final exam with the school. A minimum grade of 75% is required on the exam to receive credit for this course.

Course Materials Provided

Course includes: Text book (Sales and Marketing 101 3rd ED). Also includes a binder wordbook composed of 13 quizzes, course outline, and the application for the state examination. National refresher included.

Student's enrollment is good for 12 months. However, a 12 month extension may or may not be available to the student for and extension fee of \$100 each time the course is extended.

Online Practice Test Taking

Please go to the Avalon School Website: www.avalonrealestateschool.com Click the button labeled (online practice testing). Enter password and click the enter practice area button. Choose your practice test by selecting the arrow under your choice of exam topics. Read the instructions and press the continue button. Read the question carefully and select one of the four answers. If you are correct it will prompt you to go to the next question. If you are incorrect you must click the try again button. If you are still incorrect you must proceed by clicking the next question button. You are able to review the exam, print the exam, and see your score at the end of each lesson. Please be aware that the online practice testing doesn't take the place of the reading material, and the lesson plan that comes with your course, it is there specifically to enhance the course only. When doing online practice testing you should have your reference material available to look up any questions that you may have. Try not to memorize questions, instead concentrate on the subject matter. Please email the school with any questions you may have related to the wording, or mechanical or grammatical errors that may occur.

Frequently Asked Questions

Question: What about the facility and location?

Please take 395 to Mill St. Exit East onto Mill St. Turn right on Terminal Way and head South. Building is on the West side of the Street. This is the location for the proctored final examination unless other arrangements are made with the school and another proctor. All equipment for taking final exams will be supplied to the student upon arrival except for calculators. We have one classroom (440 sq-ft) with seating for over 20 students respectively. The school has ample parking and complimentary coffee.

Question: What are the school office hours?

Office hours are Monday through Friday 9:00am to 5:00pm by appointment only. Please contact us at (775) 688-3222 or fax: (775) 331-3495 e-mail: avaloninfo@charter.net or please feel free to visit our web site: www.avalonrealestateschool.com

Question: What are the school registration periods and entrance requirements?

Contact Avalon School of Real Estate by phone, fax or e-mail. Students must be a minimum of 17 years old and submit proof of age along with the enrollment agreement. Books and study material will be given to the student at the time of registration and payment, any phone orders will be mailed to the student.

Question: Must I be a resident of Nevada to be licensed?

Nevada residency is not required.

Question: What do I do first?

Always check to make sure you have all the material, and then read the instructions on the first page located in your notebook binder. That page will tell you how to proceed step by step with the particular course you have purchased.

Question: What is in my package?

It all depends on the course you purchased, please turn to pages 6-10 in this student catalog to explain in detail what materials are provided with your course.

Question: What if all the materials are not here?

Please call the school immediately after receiving your package, and the school will mail out any missing or damaged material to you at no extra charge.

Question: How long do I have to complete the course?

It all depends on the course you purchased, please turn to pages 6-9 in this student catalog to explain in detail the time frame you have to complete your particular course.

Question: What if I have questions about the material?

Please contact the school instructor by email at avaloninfo@charter.net anytime, or you are welcome to call 775-688-3222 Monday– Friday from 9:00am to 5:00pm Pacific Standard Time.

Question: What if a student doesn't finish the course in the allotted amount of time?

Student's enrollment is good for 12 months. However, a 12 month extension is available to the student for and extension fee of \$100 each time the course is extended.

Question: What are the codes concerning conduct of students?

When appropriate there may be times when students may be placed on academic probation or be subject to termination for giving false information on the application, School documents, or cheating on the final exam.

Question: What are the school codes and regulations?

All tests and examinations are formatted identically to those found on the state's licensing examinations to give students a realistic approach to passing the state tests. When you take your final examinations you must be passed with a 75% score or higher to earn a certificate of completion.

Question: When are the school holidays?

Memorial Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, and New Years Day.

Question: What if I don't pass the proctored final test for the course?

You are allowed to take the proctored final test for the course as many times as you like without any charge. Please just email or call the school to make another appointment to take the final.

Question: Is placement service offered at this time?

Placement service is not currently offered, however the school staff is available to any student who needs guidance with regard to career opportunities.

Question: What are the school standards?

Students will be given a series of quizzes which are designed to be taken in the correct order after each lesson. The number of quizzes depends on the particular course being taken. Students must fax/mail each quiz **answer sheet only** to the school after completion. The final closed book examination is proctored by school personnel by appointment only. You need to earn a score of 75% on the final examinations in order to receive a certificate of completion. Other arrangements for proctoring may be made with advance approval of both the school and the Nevada Real Estate Division.

Question: Is the final proctored exam taken on a computer?

No, the final proctored exam is taken by using a pencil and paper. This method allows students to review their results for future study. We do however encourage students to use our online practice testing for simulations as to how the PSI testing center will administer the examination. The final examinations consist of 80 National and 40 State questions. State Testing will be given on the completion of the course. NAC [645.412](#) rules state that the final examination must be a closed book examination with a proctor present at a location designated by the school. You need to earn a score of 75% on the final examinations in order to receive a certificate of completion.

Question: What if I can't take the final proctored exam at Avalon's physical location?

If you are not in the Reno area, you must choose a proctor in your area that will administer your final examination. Approved proctors are libraries, attorney's office, or a title escrow company, and many other places. You must have your selected proctor complete a form, one that must be notarized prior to having the exam sent to them. You may only take the final exam between the hours of 9:00am and 5:00pm PST. This includes only proctored exams. You will need to discuss with your proctor whether your results will be sent by return fax to them or if you want them mailed directly to you. Once you have completed your final exam, your results will be sent, according to your instructions on the proctor application form within 24 hours. A Certificate of your course completion will be mailed to you within one week after the completion of the required exam.

Question: What is the State and National test like?

It is a standardized, multiple choice examination and is administered by PSI Examination Services. The test consists of two parts, a national portion and a Nevada portion (given separately). The national portion has 80 questions. The Nevada portion consists of 40 questions regarding NRS 645, 38, 113, 116, 116A, 116B, 118, 118A, 118B, 119, 119A, 119B. A passing grade of 75% is needed on each part of the examination. Visit the PSI web site: www.psiexams.com to schedule an examination appointment. Or call: 1-800-733-9267

Question: What is our Pre-Licensing Cancellation/Refund Policy?

Course starts the date of delivery. Refund request received in writing, during the first 60% of the course will receive a prorated refund, minus a 10% to 60% tuition fee or \$100, whichever is less, less a \$103 material fee ($(\$265.-\$103.) \times 10\% = \16.20 tuition). The material fee is non-refundable. No refund will be given after the student has completed over 60% of the course. If for any reason, the course is canceled by Avalon School of Real Estate, a full refund will be made. *Example:* Kay enrolled in our 10 – week program, for \$265. on August 1, and cancelled in writing at the end of 1 week, August 7. Kay attended 10% of the program (1/10 weeks = 10%), and her refund would be calculated as follows. Tuition \$265. Material fee-\$103. ($(\$265.-\$103.) \times 10\% = \$16.20$ Refund to Kay \$145.80

Question: Must I take the course before scheduling the test?

No that is not necessary, but it is recommended that you complete the course work, but this is required only for the license application, not before the examination.

Question: Does the school guarantee passing the State Examination?

There are no guarantees, neither expressed nor implied, that the student who successfully passes the course will pass the licensing examination.

Question: Is Avalon School of Real Estate Licensed?

Avalon School of Real Estate is Licensed by the Commission on Post-Secondary Education and Accredited by the Nevada Real Estate Commission.

Question: Is credit for previous training in another state allowed?

The Real Estate Division requires proof of the completion of 45 hours of Principles and Practices and 45 hours of Law and Ethics. These courses may be taken at a state approved private school or a college or university, 3 semester credits are the equivalent of 45 clock hours. You would have to complete the 18 hours of Nevada License Law unless these courses were taken at a school, college or university in Nevada. For instance, if you had taken 45 hours of principles in another state, you would still have to complete the remaining 45 hours of Law including 18 hours of Nevada Law.

Question: Does any of my experience count? For a broker candidate, yes; but not for a salesperson.

Question: Is any of my continuing education recognized?
No, only pre-licensing courses.

Question: What is the education required for the broker?

In order to receive a Broker’s or Brokers-salesperson’s license, applicants must show proof of completion of 64 semester units, comprised of:

Broker license applicants who hold a valid real estate salesman’s license are entitled to receive credit for the equivalent of 16 semester units of college level courses for each two years of active experience as a licensed real estate salesman or broker. The license must be VALID in that state at the time of application in Nevada. This credit may not be applied against the Broker Management Training Requirement.

Applicants for a Broker’s license must have been actively engaged as a full-time licensed real estate broker or salesman for at least two (2) of the (4) years immediately prior to the issuance of a Nevada Broker License. Applicants may apply for a Broker/Salesperson license without meeting the experience requirement. Applicants must show proof of passing the national and Nevada state exam within one year of the application date. Applicants may use their national exam results from another state but must show proof of those results.

Course Topic	Requirements effective January 1, 2001
Real Estate Law (including 18 hours of Nevada Real Estate Law, not waived by experience).	3 Semester units
Real Estate Principles	3 Semester units
Real Estate Appraisal	3 Semester units
Real Estate, Business, or Economics	15 Semester units
Broker Management Training (not waived by experience)	3 Semester units
Non-specified units can be in general studies from an accredited university or college. Non-credit courses are not applicable	37 Semester units
Unit Total	64 Semester units

Question: What is the education requirement for a broker-salesman?

The education required for broker-salesmen is identical to that required for a broker including the college level course work. The only difference is the broker-salesperson **does not** have to have been actively engaged as a full-time licensed real estate broker or salesman for at least two (2) of the four (4) years immediately prior to the issuance of a Nevada Broker License.

Who are the Avalon School of Real Estate Faculty/Governing Body?

Avalon School of Real Estate, Member Owners: Herb Bottomley, Lela Heavilin. Instructor: Herbert Bottomley, a Licensed Real Estate Agent/Broker for 25 Years. Administrator: Herb Bottomley, Broker/Owner Avalon Realty. Director: Lela Heavilin, a Licensed Real Estate agent, Graduate Realtor Institute, fluent in English, and Spanish.

Directions to Avalon School

1135 Terminal Way #204, Reno NV 89502
Please take 395 to Mill St. Exit East onto Mill St.
Turn right on Terminal Way and head South.
Building is on the West side of the Street.

Test Center Locations

Pearson Professional Centers-Reno NV

5250 S. Virginia
Suite 301
Corporate Point
Reno, Nevada 89502
United States
(775)-825-6611

Pearson Professional Centers-Las Vegas NV

101 Convention Center Drive
Suite 330
Tower Building
Las Vegas, Nevada 89109
United States
(702) 784-0526

Pearson VUE Test Center-Las Vegas NV

3230 E. Flamingo Road
Suite #1
Renaissance III
Las Vegas, Nevada 89121
United States
(702)-435-5883

