



Mbition LLC dba Mbition Learn Real Estate
20225 Water Tower Blvd. 4th Floor
Brookfield, WI 53045
Hours of Operation: 8a-5p M-F (EST)

Enrollment Application and Orientation for Michigan Prelicense Courses

This orientation covers some important information about your course. You will find a school policy manual under the "School Policy" tab on your course dashboard page. This policy manual includes school contact information, refund policies, requirements for completing your course and received credit for your course. Please review this information prior to starting your course.

Thank you for your interest in taking our online Michigan Prelicense course. This orientation covers some important information about your course. Mbition Learn Real Estate teaches online distance education courses only. Students may register and complete the course on any computer that meets the technical requirements covered in this document. Students may have access to the course at any time and may work at their own pace.

Enrollment and Fees

Mbition LLC does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students may enroll anytime. There are no prerequisites for enrollment. 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.

Terms of Agreement

1. Mbition LLC offers several payment options and tuition is required in full prior to the start of any program. Tuition may be paid by check (enrollment would occur upon receipt of your check – we cannot accept checks by phone), or by Visa, MasterCard, American Express, or Discover (credit or debit cards can be processed over the phone or online and enrollment would occur immediately when payment by card is processed).
2. I understand that courses are Internet based and conducted on an independent study basis and I may continue my enrollment for a period of 180 days (approximately 6 months). I understand that I can purchase up to three 90-day course extensions after the initial enrollment period. However, for tuition refund purposes the period of enrollment is 6 months and the following charges will apply:
 - a. If I withdraw within the 6 months of enrolling I will be charged for the actual lessons completed. For refund calculation purposes, I must provide evidence of the number of lessons completed.
 - b. If I fail to notify the school that I am withdrawing within 6 months of enrolling I understand that I shall be charged for the total number of contracted lessons and lesson materials.

- c. To complete the program, I must clock the required number of instructional hours and complete all required quizzes and final exams (if applicable).

Percentage of students who have successfully completed the program in the past calendar year, per *Rule 618(1)h*):

Broker Prep: 36% student pass rate

Real Estate Fundamentals: 34% student pass rate

Valuation of Residential Properties: 19% student pass rate

Commercial Real Estate Brokerage: 35% pass rate

Real Estate Finance: 66% pass rate

To get credit for this course, you must complete 100% of the course (a 100% attendance rate.)

Under no circumstances will you receive any credit for courses in which 100% of the lessons were completed and the final exam was passed.

Refund/Registration Cancellation Policy

You have the right to cancel your registration for any reason up to seven (7) calendar days from the date of purchase. Requests for cancellation of a registration must be made by contacting Mbition Learn Real Estate by phone, FAX, or e-mail. The request must be received by Mbition Learn Real Estate before midnight of the seventh calendar day from the date of purchase. The amount of the cancellation fee is 15% of the total purchase amount.

You can contact Tech Support by calling 800-532-7649 or emailing support@mbitiontolearn.com. The hours of operation are 7:30 AM to 6 PM (CT) Monday through Friday. Email support is available during normal business hours. Email received after normal business hours will be answered the next business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. To effectively troubleshoot your issue, our technicians will begin by asking you a series of questions regarding your operating environment. They will need to know what type of computer you are using, the operating system, and the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

System Requirements

Minimum system requirements:

- Internet connection (minimum 56Kbps required, although we highly recommend a high-speed connection such as DSL, cable, or T1)
- Printer (for course documentation and student affidavit)

A. For Windows PC:

a. Intel® Pentium® III 1GHz or faster processor, Intel® Pentium® 4 2GHz or faster

b. Microsoft® Windows® XP, Windows® Vista®, or Windows® 7

c. 512MB of RAM (1GB recommended)

B. For Mac OS:

a. Intel Core™ Duo 1.83GHz or faster processor

b. Mac OS X v10.5 or v10.6

c. 512MB of RAM (1GB recommended)

Requirements to complete this course

In order to receive credit for this course, you must complete the following steps in the order below.

1. Complete each module which includes an end of module quiz: You may take the quiz as many times as needed to pass.
2. Pass an online final exam: For this final exam, you will only have two opportunities to pass.
3. The passing score is 70%. If you do not pass the exam, you will need to contact your school administrator for course retake opportunities. (You can find this information in your school policy manual.
4. Complete the course evaluation: This evaluation will appear after you pass the final exam.
5. Complete the student affidavit: This affidavit will be available after you complete the evaluation. You will be required to electronically acknowledge the affidavit by typing your name in the required field.
6. Print off your completion certificate: Your course completion certificate be available after all of the above steps have been completed.

Check Your Email: As you are taking a distance education course, it is suggested that you check the email account used in registration for correspondence from your school. You will receive auto-generated emails upon registration and completion. Most school administrators will also correspond via email with students.