



SCHOOL CATALOG

Kansas

Mbition LLC

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June 2020

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SCHOOL OWNERSHIP

Mbition LLC is an e-learning partner that empowers companies and professionals to improve, achieve and aspire. For more than 40 years, Mbition LLC has been delivering continuing education, pre-licensing and corporate training. Top companies and millions of professionals nationwide know us by our premier brands in regulated industries, including Nurse.com, ProSchools, Mbition Learn Real Estate, and AHIT (American Home Inspectors Training). Consolidated as Mbition LLC, we bring together the nation's best-in-class brands and a multi-disciplinary education solution to enhance professions, guide career paths, and start new careers.

Mbition LLC is the umbrella owner of both Mbition Learn Real Estate and American Home Inspectors Training. Mbition Learn Real Estate is a company that is known for its remarkable relationships among employees, customers and business partners and real estate education providers. Our mission is to elevate and enrich the real estate industry through its innovative compliance solutions and comprehensive educational programs. Customers and partners can choose from proven online campuses/sites to meet their personalized needs.

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

Mbition LLC helps both professionals and companies navigate regulatory training, certification and compliance requirements to ensure success and manage risk in their chosen profession. Utilizing real world professionals, subject matter experts and leading instructional designers, Mbition LLC is focused on providing students with the most current and comprehensive curriculum in relevant and easy to understand formats. We help people get started and succeed in their chosen professions. Training is offered for real estate agents, brokers, and real estate appraisers.

OPERATING HOURS AND SCHEDULE

Students may access their online courses immediately upon enrollment. Courses are accessible to students at any time within the enrollment period. The administrative staff hours of operation are: M-F 7:30am – 7:30pm (CT). Email support is available during normal business hours. The Mbition LLC staff office is closed in recognition for the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

On occasions, the office may close early due to inclement weather or on the day prior to a holiday. When the school does close early, our phone system will be changed as to announce this closure. All students scheduled for a proctored exam will be called and notified by the school administrators no later than 8:30 AM if the school does close for inclement weather.

Our instructors will be happy to assist you with any questions regarding course content. They can be reached via email at realestateinstructor@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. Our head instructor is Molly Armstrong-Paschal (MA, Kennesaw State University; BFA, Savannah College of Art and Design).

ADMISSION REQUIREMENTS

Enrollment Policy

Students may enroll in our courses at any time by going to www.mbitiontolearn.com or by calling our enrollment office at [800-532-7649](tel: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. Upon completion, you will receive a certificate of completion for continuing education or qualifying education, as applicable.

Students with Special Needs

Students should contact their admission counselor for assistance with requests. People who work as a home inspector must have certain physical abilities to visually inspect buildings and structures, navigate throughout the building including on the roof, the ability to write inspection reports, and communicate with clients.

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

In order to get credit for our courses, you must complete 100% of the course (a 100% attendance rate.) For Appraisal qualifying courses, students must also pass the proctored final exam with a score of 75% or better. Our School Administrators will grade the exams and will email the student or call the student within 24 hours of grading the proctored exam, if not earlier.

Students must successfully complete all required reading, course assignments, quizzes, and the final exam in order for course credit to be issued. If the final assessment is not passed on the first attempt, additional attempts will be permitted.

Mbition LLC does not have a leave of absence policy or probationary period. Students are restricted to completing no more than 8 hours per day. Students must complete the live coursework within one year. Students must complete the online training within 6 months.

Grading

A student must pass, within six months, all required course practice exams and quizzes. The student must receive a score of at least 75 percent to pass each course. The exams are taken online with the grades posted immediately. In the event a student does not pass, the student may take additional final exams. In the event the student does not complete the course within six months, the student may ask for an extension from the school.* the school shall maintain a student progress report on each student showing when each exam was taken and the score given. The student, at any time, is able to print out a copy of their progress report. *Please see the section titled "Admission and Enrollment" beginning on page 4)*

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

All students are required to pay the full amount of tuition before the start of the course. The school does not offer financial aid or any other type of financing. Tuition may be paid in any of the following forms: credit cards (Visa, MasterCard, and American Express), money order, or certified check. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion to the student, that certificate will be invalidated.

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.

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

Real Estate Course Price List:

- Kansas Principles of Real Estate \$199
 - Kansas Real Estate Pre-licensing Silver Solution \$219
 - Kansas Real Estate Pre-licensing Gold Solution \$249
 - Kansas Real Estate Pre-licensing Platinum Solution \$279

*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

REAL ESTATE:

| Course Title: | Course Price | Extension Price | Retake Price | Hours |
|----------------------------------|--------------|-----------------|--------------|-------|
| Kansas Principles of Real Estate | \$199.99 | \$50 | N/A | 30 |

ACADEMIC POLICIES

Policy Relating 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 complete the course and receive your completion certificate, you must successfully complete the following requirements:

- Complete all instructional lessons in the course by answering each question correctly at least twice. The questions are timed and need to be answered within the prescribed time for credit.
- Return a signed and dated Student Affidavit to Mbition Learn Real Estate when the course is complete.

The Student Affidavit is a signed document from you certifying 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 of the course. Click on that link to obtain a copy of the Student Affidavit.)

Examinations 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 the lessons on the computer, you must allow the following times for processing to complete the course and receive your Course 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 the Certificate in the U.S. Mail.
- B. The minimum time you should allow between taking the exam and receiving your course completion certificate is approximately 9 business days, (depending on mailing time).
- C. We must receive your signed "Student Affidavit", which is available on your "Course Home Page",
- D. before we can issue a Course Completion Certificate.
- E. In the event the certificate is lost; a duplicate may be obtained from the Mbition Learn Real Estate Real Estate offices by written request. An administrative fee of \$10 will be charged for the duplicate and must be included in 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 sets the industry standard for continuing education and licensure with more than 650,000 real estate professionals beginning their careers or strengthening them using Mbition Learn Real Estate modules, all of which are online.

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
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 so the learner must satisfy preset criteria for fluency and mastery. Actual performance is frequently compared to desired performance, which is another way of describing 'mastery of the content'. Thus, the learning objectives — the structured learning process guiding the learner's progress — and the preset criteria collectively constitute an integrated learning system that leads to mastery. The process becomes one of "TEACHING TO mastery" rather than simply "TESTING FOR mastery."

Re-examination Policy: In the event you do not pass the online final exam, please contact Mbition Learn Real Estate at (800) 532-7649 or email Mbition Learn Real Estate (re@mbitiontolearn.com) schedule a retake.

Non-discrimination Policy

Mbition Learn Real Estate will 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 get credit for a course, you must complete 100% of the course. Under no circumstances will you receive any credit 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 the regulatory requirements by state. Information on the final exam requirements may be found in the Course Instruction Page under the Course Document tab.

Extension Policy

As our distance education courses are delivered via the Internet, Mbition Learn Real Estate does not have an attendance policy. However, if the course is not completed within 180 days, you may purchase an extension of 60 days (effective from the course expiration date). You can contact Mbition Learn Real Estate at 1-800-532-7649 to purchase an extension. A maximum of three extensions may be purchased for one course.

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.

Record Retention

Mbition Learn Real Estate files are held indefinitely online in our cloud-based servers. Files are also uploaded to Salesforce (another cloud-based system) and paper files are held at our corporate office in Brookfield, WI.

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. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

- 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.
- 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.

Dress Code

Dress is casual and neat. Some days include work on actual inspection sites where work clothes are appropriate. Students will need an extra pair of clean shoes to be worn at field training sites.

Drug Free School and Workplace

No student, instructor, or employee may be on the school premises or field/lab site under the influence or in the possession of any controlled substance. As a drug and alcohol-free environment, individuals under the influence or in the possession of any controlled substance will be subject to immediate dismissal/removal. Individuals may request counseling for substance abuse and will be referred to community resources.

Smoking

There is no smoking within the schools, labs, or offices. Smokers may smoke outside. There is no smoking at the field sites. Smokers may smoke during break across from the site.

Sexual Harassment and Hazing Policy

The administration of Mbition LLC 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.

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 | 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 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.

| Course Cost | Registration Fee | Course Cost | Registration Fee | Course Cost | Registration 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. If the complaint cannot be resolved after meeting with the director of the school, the student may contact the licensing board for the state where the school is located. See details below.

Disclosures

Mbition LLC makes no representations except as expressly set forth in this catalog, and under no circumstances does Mbition LLC make any claim, promise, or guarantee for employment or state licensure.

Mbition LLC 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 and will be attached to this catalog. Not all Courses listed in this catalog are approved or offered in every state. The information contained in this catalog is true and correct to the best of Mbition LLC's knowledge.

