

Robeson Community College
5160 Fayetteville Rd
Lumberton, N.C. 28359
910-272-3484 | pclark@robeson.edu
www.robeson.edu

Policies & Procedures Disclosure

Date of Publication: September 18, 2026

Legal Name of Education Provider: Robeson Community College

Name of Education Director: Patricia Clark

Names of Faculty and of Full-Time Officials: Erica Hernandez

Education Provider Certification

This Education Provider 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, HANDICAPPING CONDITION, OR RELIGION.

Course Offerings

This Education Provider conducts:

- the *Broker Prelicensing Course* required to qualify to take the license examination to become licensed as a real estate provisional broker in North Carolina; and
- the *Postlicensing Education Program* needed for a provisional broker to remove the provisional status of such license; and
- the annual *Continuing Education* courses needed to maintain a real estate license on active status.

Broker Prelicensing Course

Course Description

This Education Provider's *Broker Prelicensing Course* consists of a total of [90] instructional hours, including the end-of-course examination. Major topics addressed in the *Broker Prelicensing Course* include basic real estate concepts and law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real property valuation, property insurance basics, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic construction, basic real estate investment, North Carolina Real Estate License Law and Commission Rules, and Trust Account Guidelines. *Real estate mathematics is an important component of this course and calculations will be required.*

Course Materials

NORTH CAROLINA REAL ESTATE TODAY 4th Edition 978-1-7337996-8-3
The price is \$56.86 + tax which totals to \$60.84 (Price subject to change)

Bookstore contact information: 910-272-3520
5160 Fayetteville Rd, Lumberton, N.C. 28359
Located in Building #9
or visit the website:
<https://roberson.bncollege.com/?storeId=88241&catalogId=10001&langId=-1>

End-of-Course Exam

For the In-Person, delivery courses, the end-of-course exam will be administered:

Method: Written Exam

Location: Providers Classroom,
RCC, Building #14, Room 1421B
5160 Fayetteville Rd
Lumberton, N.C. 28359

Date: Last day of scheduled class, usually on a Saturday.

Time: 8:30am-2:30pm

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

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.

Missed Exam

A Broker Prelicensing Course student who does not take the initial end-of-course exam as scheduled will NOT be allowed to take a makeup exam.

Failed Exam

A Broker Prelicensing Course student who does not pass the end-of-course exam will NOT be allowed to retake the exam.

Eligibility Requirements for Course Completion Certificate

To successfully complete the *Broker Prelicensing Course* and receive a course completion certificate, a student must:

- a.) meet attendance requirements,
- b.) timely submit completed in-class and take-home assignments, and
- c.) pass the end-of-course exam with a minimum score of [75] %.

Any Broker Prelicensing Course must be completed (including passing the end-of-course exam) within 180 days of enrollment.

All-Inclusive Tuition/Fees

Cost of the course: \$182.00

Annual Summary Report

During the July 2025 - June 2026 license year, this provider had [127] students who initially enrolled in a *Broker Prelicensing Course*. Of that initial number, [63] of those students successfully passed the course, [53] of those students completed the course but did not pass the end-of-course exam, and [11] students did not complete the course.

License Examination Performance Report

Student candidates can access an education provider's state license examination performance records by visiting <https://www.ncrec.gov/PrelicensingEducation/ExamPassRates>. A provider's exam performance record is also accessible by clicking on any scheduled Prelicensing course on the Commission's website or by going to the Education Provider Details page.

Broker Postlicensing Courses

A Broker Postlicensing student must already possess a North Carolina Real Estate Broker license prior to registration.

Course Descriptions

Post 301 - Brokerage Relationships and Responsibilities - (30 instructional hours)

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.

Post 302 - Contracts and Closing - (30 instructional hours)

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.

Post 303 - NC Law, Rules, and Legal Concepts - (30 instructional hours)

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.

Course Materials

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.

- Purchase a physical copy of the NCRE Manual here: <https://www.ncrecpubs.org/north-carolina-real-estate-manual-paper>
- Purchase a subscription to the digital version of the NCRE Manual here: <https://rem.ncrec.gov/>
- Obtain a free PDF copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrec.gov/Pdfs/Rules/NCRECLawAndRules.pdf>
- Purchase a physical copy of the North Carolina Real Estate License Law and Commission Rules booklet here: <https://www.ncrecpubs.org/north-carolina-real-estate-law-commission>.

End-of-Course Exam

For the In-Person, delivery Postlicensing courses, the end-of-course exam will be administered

Method: Written Exam

Location: Providers Classroom,

RCC, Building #14, Room 1421B

5160 Fayetteville Rd

Lumberton, N.C. 28359

Date: Last day of scheduled class, usually on a Saturday.

Time: 8:30am-2:30pm

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

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.

Missed Exam

A Broker Postlicensing Course student who does not take the initial end-of-course exam as scheduled will NOT be allowed to take a makeup exam.

Failed Exam

A Broker Postlicensing Course student who does not pass the end-of-course exam will NOT be allowed to retake the exam.

Eligibility Requirements for Course Completion Certificate

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

- a.) meet attendance requirements,
- b.) timely submit completed in-class and take-home assignments, and
- c.) pass the end-of-course exam with a minimum score of [75] %.

Any Broker Postlicensing Course must be completed (including passing the exam) within 180 days of enrollment.

All-Inclusive Tuition/Fees

\$127.00

Broker Continuing Education Program

Course Description(s)

No courses are offered at this time.

General Information

Registration

To enroll in a course, prospective students must register through the college registration system:

<https://robeson-register.fundfive.com/course>

Attendance

- Students in an in-person Broker Prelicensing Course must attend a minimum of [80] % of all scheduled instructional hours.
- Students in an in-person Broker Postlicensing 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.

Student Conduct

1. Professional Conduct

Students are expected to:

Treat instructors, staff, guest speakers, and fellow students with courtesy and respect.

Maintain a professional learning environment free from harassment, discrimination, intimidation, threats, or disruptive behavior.

Participate in class discussions and activities in a respectful and constructive manner.

Follow reasonable instructions provided by the instructor or education provider.

Respect classroom facilities, equipment, and other students' property.

2. Attendance and Participation

Students are responsible for attending all required instructional sessions and complying with the attendance requirements applicable to their course format.

Students must:

Arrive on time and remain for the required instructional period.

Complete required coursework and assignments.

Participate as required by the instructor and course format.

Notify the education provider when circumstances prevent attendance.

3. Academic Honesty and Integrity

Students are expected to complete their own coursework and examinations honestly.

The following conduct is prohibited:

Cheating on examinations or assignments.

Sharing examination questions or answers when prohibited.

Using unauthorized materials or assistance during an examination.

Having another person attend class or complete coursework on the student's behalf.

Providing false identification or falsely representing attendance.

Falsifying school, licensing, attendance, or examination records.

Cheating

If a student is discovered to be cheating in any manner, 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)].

Course Cancellation or Rescheduling / Refunds

The Education Provider reserves the right to cancel or reschedule a course as needed. If a course needs to be canceled or rescheduled, we will strive to provide notice at least [\[3\]](#) [days] prior to the start of the class.

If a course is canceled or rescheduled, students will have the following options:

Student will get a full refund.

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 event, the student will have the following options:

Student will be issued a full refund, prior to the start of the class.

A student who terminates enrollment in a course either with written notice to the Education Provider or by no longer attending a course on or after course [census date] will not be entitled to a refund of any portion of paid Tuition.

Signed Certification of Receipt

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information contained in this Policies & Procedures Disclosure is true and correct and that this Education Provider will abide by the policies herein.

Patricia Clark
Education Director

CERTIFICATION OF RECEIPT

I certify that I received a copy of Robeson Community College's Policies & Procedures Disclosure prior to payment of any non-refundable course registration fee or tuition.

Use Full Legal Name of Prospective Student:

Student Name: _____

Student Signature: _____

Date: _____

Education Provider: Robeson Community College 1420

Instructor: Erica Hernandez