

POLICIES & PROCEDURES DISCLOSURE

Encompass Real Estate School LLC

Revised September 23, 2026

229 Indian Hill Road, Union Grove, NC 28689

980-402-7172 | encompassreschool.com

danib@encompassreschool.com

Legal name: Encompass Real Estate School LLC

Advertised name: Encompass Real Estate School

Education Director: Dani Bucholtz

Full-time officials and faculty: 1

Provider and enrollment

Certified by the North Carolina Real Estate Commission, 1313 Navaho Drive, Raleigh, NC 27609. Direct written complaints about the school or instructors to the Commission using its Complaint Form at ncrec.gov. The school provides this disclosure before collecting nonrefundable tuition or fees and retains the student's signed acknowledgment (21 NCAC 58H .0204). Admission is available without discrimination based on age, sex, race, color, national origin, familial status, handicapping condition, or religion.

Courses, materials, fees, and completion

Postlicensing: Three 30-hour courses totaling 90 hours for provisional brokers: Post 301, Brokerage Relationships and Responsibilities (agency and broker duties); Post 302, Contracts and Closing (contracts and closing); and Post 303, NC Law, Rules, and Legal Concepts (licensing, discipline, and property management). Provisional brokers must finish within 18 months of initial licensure. Each course expires two years after completion. Students need the current NC Real Estate Manual and NC License Law and Commission Rules booklet, in print or online, during class. Tuition is \$199 per course; textbook additional. Complete assignments and attendance requirements and pass the end-of-course exam with at least 75%. Exams are proctored through PSI; scheduling details and course codes arrive in the enrollment confirmation. A missed exam cannot be made up; one retake after failure is permitted within 15 days of the last scheduled class day, at a time set by the school.

Continuing Education: Brokers complete an Update course and a four-hour elective annually (eight hours total). General Update 2026-2027 is for brokers who are not BIC or BIC-eligible; BIC Update 2026-2027 is for BICs and BIC-eligible brokers; Using RPR to Better Serve Buyers and Sellers is an elective. Each course is \$65; prices may change. Materials are emailed at least 48 hours before class. CE credit requires at least 90% attendance, the student's legal name and license number, identification if requested, and personal completion of required work (21 NCAC 58A .1705).

Registration and live online attendance

Register and pay at encompassreschool.com/classes. Email your pocket card to danib@encompassreschool.com at least 48 hours before class. Major credit and debit cards are accepted; full payment is due at registration. Checks are not accepted. Online students need a desktop, laptop, or comparable tablet, a working camera and audio, and a reliable internet connection. Cell phones are not permitted.

For live online classes, you must participate, provide your legal name and license number, present identification if requested, and remain visible on camera. Attendance is monitored at the start of class and after breaks. Missing more than 10% of instruction, including late arrival or early departure, means no CE credit; missed time cannot be made up. Camera visibility is required by 21 NCAC 58H .0101(15).

Cancellation, refunds, and conduct

If Encompass cancels a class, you may receive a full refund. If we reschedule and the new date does not work for you, you may receive a full refund. If you withdraw before class or do not attend, there is no refund, but you may apply the payment to another class within 60 days. This transfer option does not apply to the violations below.

By registering, you agree to follow the camera, attendance, participation, and conduct rules. If you fail to meet the on-camera requirements or are dismissed for conduct issues, there is no refund, free rescheduling, transfer credit, or CE credit. Students must act professionally, complete required work, and avoid sleeping, disruptive behavior, and unrelated phone or internet use. Cheating on a Postlicensing exam results in dismissal, a failing grade, no retake, and a report to the Commission.

Other policies

Request disability accommodations at 980-402-7172 at least one week before class. For weather or emergency closings and course schedules, check encompassreschool.com. Classroom devices are for course work only and must be silenced; personal use may result in warning and then dismissal without refund or credit. No devices during quizzes or exams. Classroom visitors and walk-ins are not permitted.

Certifications and acknowledgment

I, Dani Bucholtz, Education Director, certify that this disclosure is true and that Encompass Real Estate School LLC will follow these policies.

I acknowledge receiving this disclosure before paying any nonrefundable fee or tuition and agree to its attendance, camera, conduct, refund, rescheduling, and CE credit terms.

Full legal name: _____ Signature: _____

NC license number: _____ Date: _____

Website disclosure: <https://encompassreschool.com/policies-and-procedures>