

## Concepts Real Estate School Policies

Concepts Real Estate School is strictly a real estate school. It is not accredited as a college or university. Credits earned at this school may not transfer to accredited schools and may not qualify students for employment.

### REFUND POLICY

A registrant may cancel enrollment using the registration system or contacting the school administrator up until the day before the start of the course. Refunds will be issued within 30 days of course cancellation. Refunds will not be made if the course has already started or has already been completed. Refunds will be issued in the same manner as course payment. Full refunds will be issued to all registrants if the class is canceled for any reason.

\*For all questions regarding enrollment or refunds, please contact the Concepts Real Estate School administrator at [classes@realestateconcepts.net](mailto:classes@realestateconcepts.net) or 515-276-2872.

### AN EQUAL OPPORTUNITY SCHOOL

Concepts Real Estate School firmly believes in and subscribes to fair practices and opens its facilities to every qualified person. We are committed to prohibiting discrimination on the basis of race, color, creed, national origin, sex, age, sexual orientation, military status, marital status, disability, genetic predisposition or carrier status, arrest and convictions records or status as a Vietnam-era or special disabled veteran or any other protected class specified by federal, state, or local law.

### ALCOHOL AND DRUGS

It is the policy of our school to create a Drug Free environment.

**INTOXICATION, USE OF ILLEGAL DRUGS, POSSESSION OR SELLING OF ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES ON SCHOOL OWNED OR LEASED PROPERTY IS FORBIDDEN.**

Whenever there is a reason to believe a student is under the influence of alcohol or illegal drugs, is in possession of, or is using or selling illegal drugs, our school will take corrective action, which can include suspension or dismissal of the student.

### TOBACCO-FREE ENVIRONMENT

It shall be the policy of Concepts Real Estate School to provide a tobacco-free environment for all students. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco.

### FIREARMS AND WEAPONS-FREE ENVIRONMENT

To ensure that Concepts Real Estate School maintains a classroom safe and free of violence for all students, the school prohibits the possession or use of perilous weapons on school property. A license to carry the weapon on school property does not supersede school policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including dismissal. It is prohibited to possess firearms, weapons or explosives on school property. Dangerous weapons include, but are not limited to firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

## HARASSMENT AND DISCRIMINATION POLICY

It is the policy of Concepts Real Estate School to affirmatively seek to provide and maintain a campus free of sexual and/or other harassment, discrimination and intimidation of any student or instructor. We do not accept or condone actions of harassment or discrimination based on: race, color, creed, age, sex, sexual orientation, national origin, disability, marital status, military status, genetic predisposition or carrier status, arrest and criminal convictions records, or any other protected status identified by federal, state or local law, by our instructors, Leadership Team, students or visitors of Concepts Real Estate School.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other conduct of a verbal or physical nature, especially where submission (either explicitly or implicitly) is a term or condition of course completion, or the rejection of such conduct is used as a basis for decisions affecting a person's course completion. Conduct that has the purpose or effect of creating an intimidating, hostile or offensive learning environment is also included. This can include comments, jokes, and innuendoes, nonverbal gestures of a sexual nature, or graphic visuals or cartoons.

Harassment in any form is prohibited and will not be tolerated. Anyone who engages in any form of harassment will be subject to discipline up to and including dismissal.

All members of The Leadership Team are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. You have the right to make a complaint if you feel you have experienced school related harassment of any kind. To file a complaint, you should notify the Director of Education. If you believe that it would be inappropriate to report the incident to the Director of Education, report it to the owner of the company. An immediate investigation of the allegations will be conducted and corrective action taken where warranted. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of both the person filing the complaint and the person accused.

If Concepts Real Estate School determines that a student is guilty of harassing another student, appropriate disciplinary action will be taken against the offending student.

Concepts Real Estate School prohibits any form of retaliation against any student who files a bona fide complaint or assists in the investigation into a complaint.

#### MILITARY DEPLOYMENT REFUND POLICY

Students who are members of the Iowa national guard or reserve forces of the United States and the spouses of such members if the members have dependent children when the members are ordered into active duty may withdraw from all or a portion of the student's registration for live classes and receive a full refund of tuition and mandatory fees the school assessed for courses from which the student withdrew. For online courses, students will also receive a full refund of tuition and mandatory fees the school assessed for courses from which the student withdrew.