Mission Statement

The mission of Colibri Real Estate, LLC (hereinafter referred to as either Colibri Real Estate LLC or the School) is to help customers achieve more in their days and careers. We do this through products and job aids that help professionals become licensed, stay licensed, and gain the skills to perform at the top of their fields.

Criminal History Disclosure Statement

Upon application with the division, an applicant will be required to:
(A) accurately disclose the applicant's criminal history according to the licensing questionnaire provided by the division;
(B) submit fingerprint cards to the division and consent to a criminal background check; and
(C) provide to the division complete court documentation relative to any criminal proceeding that the applicant is required to disclose.

Administrative Rule R162-2f-201, provides additional detail about how an applicant's criminal history and other relevant factors affect the applicant's qualification for licensure, see _R162-2f-201(1) and R162-2f-201(2)_.

Privacy Policy

Read our privacy policy in its entirety on our website: https://www.colibrirealestate/privacy-policy/.

Non-Discrimination and ADA Policy

Colibri Real Estate, LLC will not discriminate based on age, color, creed, familial status, gender identity, handicapping condition, language, marital status, national origin, race, religious preference, sex, or sexual orientation in the establishment of fees, entrance qualifications or standards for successful completion of this or any course.

School and Faculty Contact Information

Owner:	Colibri Real Estate, LLC

Officers:	Jeff James, CEO Mike Duran, Executive Chairman Michelle Franchi, COO Jim Fox, CFO and Secretary
School Director:	Emily Timblin
Prospective Student Phone Number:	614-508-7264 Mon – Fri 8:00 am – 8:00 pm (CT), Sat 10:00 am – 5:00 pm (CT)
Enrolled Student Phone Number:	866-739-7277 Mon – Fri 8:00 am – 5:00 pm (CT), Sat 9:30 am – 4:00 pm (CT)
Customer Service Email Address:	ColibriRealEstateSupport@ColibriRealEstate.com
Lead Course Instructor:	Linda Leavitt – 5450233-PI00
Instructor Email Address:	UTInstructor@colibrirealestate.com
Physical Address:	1801 Park 270 Drive, Suite 600, St. Louis, MO 63146
Mailing Address:	218 Liberty Street, Warren, PA 16365

Rules of Student Conduct and Conditions for Probation or Dismissal

Students are expected to complete all coursework. Inappropriate student behavior is grounds for termination and forfeiture of your education. Inappropriate behavior includes but is not limited to cheating, fraud, use of profane language in written and verbal interactions with our instructors, other students, partners, staff, or website, verbally abusive language toward instructors, other students, partners, or staff, threatening, and bullying. Students with repeated offenses will be dismissed at the school's discretion without a refund (within state guidelines).

Entrance Requirements

There are no prerequisite requirements to take this course, and no special computer knowledge or program training is necessary. In fact, if you can move a mouse, point and click, and type a few words on your keyboard, you are more than qualified.

Course Delivery Descriptions

The Utah Real Estate Sales Agent Pre-License Education Program content is delivered to students through distance education in a couple different ways:

Asynchronous Online – ("Online") Self-paced internet courses that students access at any time from the student dashboard. Students are separated from the instructor by both distance and time.

Synchronous Livestream – ("Livestream") Internet courses administered synchronously through a WebEx platform, allowing students to take courses remotely in real-time in a virtual classroom setting. Students are separated from the instructor (and classmates) by distance only, not time.

Facilities

Students can work on their course(s) from any computer, smartphone, or tablet with an internet connection – whether it is at home, work, public library, etc. Therefore, a description and floor plan of our facilities does not apply.

We strongly recommend that Livestream students use a computer for their courses.

Equipment Needed

Students will need a device with Internet access to take these courses (ex. Computer, smartphone, or tablet). Technical issues may arise if not running updated versions of the major browsers or operating systems, and we may be limited in the assistance we can offer until those systems are up to date.

Operating Systems
Windows Vista, 7, 8, 10
Microsoft no longer supports Windows XP (still may work, but we do not support and recommend you upgrade)
Mac OS X 10.4 to 10.9
(Linux Distributions not currently supported, but may work because our software is browser based)

Browsers
General rule to which browsers we support is as follows:

The current major build minus 1 is what we officially support for each major browser (Internet Explorer, Mozilla Firefox, Google Chrome, and Safari). Example: If the current version of Firefox is 29, we will support versions 29 and 28.

Other Hardware and Plugins (Livestream)

Livestream students will need a (web)camera and microphone. They will also either need to download WebEx, install the WebEx App, or ensure that they can join WebEx through their browser. Visit https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting for help.

Internet Connection

We cannot guarantee our courses will run on dial-up service as they are optimized for broadband. Minimum Broadband Specs of 500 Kbps download and 384 Kbps upload. Recommended 1 Mbps download and 768 Kbps upload. Wireless Broadband can run slowly on videos depending on connection speeds. 4G or 5G Network recommended for wireless.

Technical Support

If you need assistance, email ColibrirealestateSupport@Colibrirealestate.com or call **866-739-7277** during business hours. Our Customer Service staff will work with Technical Support to help resolve your issue.

Questions about real estate or the course content should be directed to the course instructor.

School Calendar and Observed Holidays

Our offices are closed in observance of the following United States holidays: New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day. Emails and phone calls will be answered the next day our office is open.

Students enrolled in Online courses can access those courses even if our offices are closed. Livestream classes will not meet on any of the observed holidays listed above.

Enrollment Period and Duration of Course Access

Online Courses

There is an open enrollment period for our Online real estate courses. Students can register for these courses 24 hours a day, 7 days a week, 52 weeks a year. Students are given six months from the date

of registration to complete their Utah coursework. Extensions are available for purchase, if needed, by calling **866-739-7277** during regular business hours.

Livestream Courses

There is an open enrollment period for our Livestream real estate courses up until 2 days before the 1st day of class unless the maximum seat capacity is reached prior to that date. At that point, our website will show the course as "Sold Out."

Students will attend the class sessions in accordance with the schedule for that class. After the final class session for a course, students will have up to 7 days to pass the final exam for that course.

Attendance Policy

Online Courses

Our Online courses are self-study internet courses and, as such, there is no way to have "missed sessions" or absences for these classes. Once registered, access to the student's Utah sales agent pre-license Online course is available for six months. Students can work at their own pace and complete their coursework at any time in that six-month period. Course extensions are available for purchase, if needed, according to the chart below by calling **866-739-7277** during regular business hours:

Fee for Additional 7 Days	Fee for Additional 30 Days	Fee for Additional 60 Days
$30	$50	$100

Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend the first day of class to receive credit for that course. If a student is not present at the start time on the first day of a course, that person will be deemed absent and withdrawn from the course.

Additionally, students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using WebEx software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for

the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

We recommend students download WebEx and use a computer to access the course. We also strongly encourage students to sign on to the webinar 10 minutes prior to the start time of class to ensure everything is in proper order.

Progress Policy

Online Courses

As this is a self-study internet course, there is not a schedule of progress to which students must adhere. The pre-license course is accessible for six months from the enrollment date. Students can work at their own pace and complete their course at any time in that six-month period.

If a student is unable to complete the course in that time, course extensions may be purchased to continue work in the course, as detailed in the **Attendance Policy**. Students may purchase extensions prior to or after course expiration, however extensions must be purchased prior to course expiration to prevent interruption of the program.

Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using WebEx software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

Grading System and Criteria

Online Courses

To complete an Online course and receive a completion certificates, students must successfully complete the following requirements:
- Read all chapters,
- Pass all chapter quizzes and practice exams (if applicable), and
- Pass the course final exam with a grade of 80% or higher.

Livestream Courses

Students will attend the class sessions for the pre-license course in accordance with the schedule for that class. Before the last day of class, students are required to complete and submit the required course project. After the final class session for a course, students will have up to 7 days to pass the final exam with a score of at least 80%. Students will not be allowed to take an exam if they have not met attendance requirements or turned in the required course project.

Procedure for Quizzes and Practice Exams

Online Courses

Each chapter of the Online course is followed by an online multiple-choice quiz. Once submitted, the system displays the percentage score at the top, then displays feedback on the questions answered correctly and incorrectly. If the quiz was passed, the next chapter become available. If the quiz was failed, the student can click the "Take Review Quiz" button and retake the quiz or opt to review the chapter again by clicking the "Review Chapter Info" button. Access to the next chapter will remain locked until the quiz for the current chapter has been passed.

If the Online course contains a practice exam, it will be accessible after completion of all chapter readings and chapter quizzes and before the final exam. The Practice Exam is an online multiple-choice quiz that must be passed before the final exam will be accessible.

Livestream Courses

Instructors will ask review questions throughout the class sessions and encourage student participation and interaction. Additionally, students have access to an online practice quizzes course made up of optional online multiple-choice quizzes that correspond with each chapter topic to reinforce mastery.

Procedure for Course Final Exam

Course final exams are presented as online multiple-choice exams.

Online Courses

After you complete the course chapters (including quizzes and practice exams, if applicable), you must pass a course final exam.

Livestream Courses

After meeting all attendance requirements, you must pass a course final exam.

Requirements for Graduation and Completion Certificates

Students must score at least 80% on the final exam to pass the course. After the course final exam has been passed, a completion certificate will be available on the student's dashboard. Completion certificates are needed to apply for a license. Students can print as many copies as needed.

Livestream Course Cancellation and Rescheduling Policy

Colibri Real Estate, LLC reserves the right to cancel or reschedule a Livestream course as needed. If Colibri Real Estate cancels a Livestream course, a full refund will be issued. If Colibri Real Estate reschedules a Livestream course before the start date, the student may elect to continue with the new schedule or request a full refund. If a Livestream course is rescheduled during the duration of the class, the student may continue as scheduled or elect to transfer their enrollment to another Livestream course at no additional charge.

Unforeseen events such as instructor illness or technical issues may cause Colibri Real Estate to reschedule a future Livestream course or alter the schedule of a Livestream course in progress. Colibri Real Estate will make a reasonable effort to accommodate the students and complete the Livestream course instruction, however, such completion may require changes in dates or instructor, and the student is expected to abide by school's attendance requirements.

Withdrawal Refund and Transfer Policy

We are committed to providing the ultimate learning experience, which is why we back every purchase with our 100% satisfaction guarantee. Our commitment to quality education gives you peace of mind when making a decision.

Online Courses

After one week, if our Online course does not feel right, you can withdraw and receive up to a 100% refund. If you have not started the course, you have one month from purchase to withdraw and request a refund. No questions asked. To withdraw your enrollment and request a refund, contact

Colibri Real Estate either via email at CustomerCare@Colibrirealestate.com or by phone at **866-739-7277**.

Livestream Courses
Up until the end of the first day of your Livestream course, you can withdraw from the course and receive a 75% refund. No refund is available after you have attempted the final exam. Alternatively, you can transfer to another Livestream course – or an equivalent Online course, where available – for a $50 fee within the first week of any Livestream course. To withdraw and request a refund or to transfer your enrollment, contact Colibri Real Estate either via email at CustomerCare@Colibrirealestate.com or by phone at **866-739-7277**, option 2.