



Tristar Academy, Inc.
4201 Mitchellville Rd. #402
Bowie, MD 20716
240-701-6327
Info@mytristaracademy.com

Welcome to Tristar Academy, a Real Estate Education Provider. We hope the information contained in this catalog is helpful and informative. If you have any questions concerning this material, please feel free to contact Manny Bohorquez at 240-701-6327 or Sarah Sinanan at 240-463-8589.

History and Mission Statement:

Tristar Academy was founded in 2014 by Cindy and Chris Sinanan. Tristar Academy is an independent, private, career Academy approved by the Maryland Higher Education Commission. The Academy prepares the student in the pre-licensing real estate program, Maryland Principles and Practice of Real Estate for Salespersons.

Mission Statement:

To provide to each student a solid understanding of the principles and practices of real estate in the State of Maryland in a safe, pleasant, and comfortable environment and to prepare those students to sit for the State of Maryland Real Estate Licensing Examination.

Ownership:

Cindy Sinanan	President
Chris Sinanan	Resident Agent

Staff:

Chris Sinanan	Academy Director/Instructor
Cindy Sinanan	President/Instructor
Wyman Jones	Instructor
Seun Lawal	Instructor
Samantha Sinanan	Instructor
Catherine Inniss	Instructor
Sarah Sinanan	Assistant Director/Instructor
Manny Bohorquez	Administrative Assistant

Academy Facility

Tristar Academy, Inc. will hold programs in one of your locations:

Charles County, Waldorf Location:	2441 Crain Highway Waldorf, MD 20601 (240)-701-6327 (Student to instructor ratio at this location is 35:1)
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Prince George's County, Bowie Location:	4201 Mitchellville Rd., Suite #402 Bowie, MD 20716 (240)-701-6327 (Student to instructor ratio at this location is 35:1)
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The facilities consist of a large classroom providing plenty of seating capacity for students. Instructors make use of videotape displays, overhead projectors and a personal computer. There are ample lavatories available outside the classrooms. Free parking for students is available.

Academy business hours are: Monday through Friday from 9:30 AM to 5:30 PM.

Schedule:

Weekday Program-Tuesday and Thursday

Tuesday and Thursday	9:00AM - 4:00 PM (1hour lunch break daily)	6.0 instructional hours per day	12 hours/week	5 weeks = 60.0 hours
5.0 Weeks				60.0 hours

Thursday of week 6 is optional as a make-up session.

6.0 hours

Weekday Program-Monday through Friday

Monday, Tuesday, Wednesday, Thursday, and Friday	9:00 AM - 4:00 PM (1 hour lunch break daily)	6.0 instructional hours per day	2 weeks-30 hours/week	2 weeks = 60.0 hours
2.0 Weeks				60.0 hours

Monday after Final is a 6-hour, make-up session.

6.0 hours

Evening Program-Monday, Wednesday, Friday

Monday, Wednesday, and Friday	6:30 PM - 9:30 PM	3.0 instructional hours per day	9 evening hours/week	8 weeks = 60.0 hours
8.0 Weeks				60.0 hours

Wednesday and Friday after Final are make-up sessions of 3 hours each.

6.0 hours

Evening and Saturday Program

Monday and Wednesday	6:30 PM - 9:30 PM	3.0 instructional hours per day	6 evening hours/week	8 weeks = 48.0 hours (no classes 11/22 - 11/28)
2 Saturdays	9:00 AM - 4:00 PM (1 hour lunch break daily)	6.0 instructional hours per day	6 Saturday hours/session	2 weeks = 12.0 hours
8.0 Weeks				60.0 hours

Saturday of week 8 is optional as a make-up session.

6.0 hours

Weekend Program

Saturday/Sunday	9:00 AM – 4:00 PM (1 hour lunch break daily)	6.0 instructional hours per day	12 hours/week	5 weeks = 60.0 hours
5.0 Weeks				60.0 hours

Saturday of week 6 is optional as a make-up session.

6.0 hours

Academy Calendar: 2021 Program Schedule

Location	Dates	Day and Time	Instructor	Notes
Online via Zoom	2/1/2021 - 3/29/2021	Mon/Wed: 6:30 – 9:30 PM 2 Saturdays: 9:00 AM – 4:00 PM	Chris Sinanan	No Class on 2/15/2021 Make-up Session 3/27/2021
Online via Zoom	4/12/2021 - 6/7/2021	Mon/Wed: 6:30 – 9:30 PM 2 Saturdays: 9:00 AM – 4:00 PM	Seun Lawal	No Class on 5/31/2021 Make-up Session 6/5/2021
Online via Zoom	5/24/2021 - 6/7/2021	Mon – Fri 9:00 AM – 4:00 PM	Chris Sinanan	No Class on 5/31/2021 Make-up Session 6/8/2021

INCLEMENT WEATHER: Tristar Academy will close if public schools are closed in the county in which classes are scheduled. If there is a delay of start times by public schools in the county in question, Tristar Academy will be open and all classes will be held as scheduled. For example: Charles County announces closure of public schools; Tristar Academy is closed. Charles County announces a 2-hour delay for public schools; Tristar Academy is open will all Charles County classes offered as scheduled.

Academy Holidays: (Administrative Offices will be closed.)

January 1, 2021	New Year's Day
January 18, 2021	Martin Luther King Day
February 15, 2021	President's Day
May 31, 2021	Memorial Day
July 4, 2021	Independence Day
September 6, 2021	Labor Day
October 11, 2021	Columbus Day
November 25, 2021	Thanksgiving Day
December 25, 2021	Christmas Day

Entrance Requirements

1. All students must be 18 years of age or older.
2. All students must provide documentation or proof of a GED or high school diploma or college diploma.
3. Tuition and registration fees must be paid at the time of enrollment and received no later than three (3) days before the first class. There is no installment plan available.

Enrollment Procedures

Students may apply by calling or visiting any of our Tristar Academy locations to obtain an enrollment agreement. Students can also register online at mytristaracademy.com. Enrollment is subject to space availability and granted on a first come-first serve basis to students meeting the stated criterion. Students can enroll up to 3 days prior to the first day of class

Student Conduct Policy:

Tristar Academy suggests that all students make every effort to be on time. Repeated tardiness will not be permitted. Students are required to act in an ethical and professional manner. The Academy has the right to dismiss any student who fails to adhere to Academy policies.

NOTE: Criminal convictions may affect a student's ability to be licensed.

Credit for Previous Class Time:

The Academy does not accept credit for previous training.

Attendance Policy:

The Maryland Real Estate Commission requires successful completion of 60 instructional hours scheduled to be eligible for taking the real estate salesperson pre-licensure exam. Therefore, students must attempt to attend every session. Arriving more than 10 minutes late or leaving more than 10 minutes early will count as a full hour of absence.

A student must achieve at least a 90% attendance rate in order to successfully complete the program, and all missed hours, up to six (6) must be made up. A student's attendance will be evaluated and reported in writing to students at the end of each week. If a student's cumulative attendance rate is below 90% at the end of any week, the student will be counseled by Academy staff. When a student misses more than 6 hours of the program, the student will be dismissed from the program.

The Academy does not have a leave of absence policy.

Make up Policy

Hours missed cannot exceed 6 hours and *must be made up on the designated session at the completion of the program*. Three (3) hours of the six (6) make-up hours will be the three-hour instruction on Agency. The other three (3) hours will be a review of the program. Students

must contact Academy staff to arrange for makeup of missed time on the designated make-up session date and academic assessments up to a maximum of 6 hours.

Grading System:

To successfully complete the program, a student must achieve a cumulative minimum average of 75% on all quizzes and the mid-term and achieve a minimum 75% grade on the final examination. Each student will be given examination results once graded. Please note that the Academy does maintain and store grade records for each student.

Satisfactory Academic Progress:

A student's academic progress will be evaluated through the administration of five graded quizzes, a mid-term examination and a final examination. Grades from the quizzes and mid-term examination will be made known to the students by the instructor at the beginning of the class immediately following the testing. The instructor will counsel students who do not achieve satisfactory scores on the first two quizzes. If the student's cumulative average is below 75% after the administration of the first five quizzes and the midterm examination, the student will be terminated from the program.

Grades from quizzes, mid-term examination, final examination, and final grade average will be recorded and maintained on student's permanent transcript.

In the event that a student fails the final examination, there will be an opportunity to re-take the exam by scheduling an appointment with the instructor for the re-examination. Re-examination appointment must be scheduled within five (5) days of completion of the program.

Graduation/Completion Policy:

A certificate will be awarded to the student upon satisfactory completion of the Maryland Principles and Practices of Real Estate for Salespersons program. Those requirements are:

1. Must attend 60.0 clock hours of instruction with no more than 6 clock hours missed and made up.
2. Must complete all work assignments.
3. Must achieve a cumulative minimum grade of 75% on the mid-term and quizzes and must achieve a minimum grade of 75 % on the final grade. A student will be given a second opportunity to pass the final examination, if he/she fails the first.

Re-Admission Policy:

Students who have voluntarily withdrawn from the Academy's program prior to its completion or who were terminated from the Academy's program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into the program. No credit will be granted for any previous training, however.

Program Costs:

Tuition	\$ 200.00
Registration Fee	<u>20.00</u>

Total

\$ 220.00

Textbooks:

Name of Textbook	Edition	Author	ISBN
Modern Real Estate Practice	20	Galaty, Allaway & Kyle DF Institute, Inc. d/b/a Dearborn Real Estate Education)	978-1-4754-6372-9
Maryland Real Estate Practice & Law	15	Donald A. White DF Institute, Inc. (d/b/a Dearborn Real Estate Education)	978-1-4754-4694-4

Additional Costs:

1. Textbooks may be purchased through Tristar Academy, Dearborn.com, or a bookstore. The cost of textbooks through Tristar Academy is \$75.00.
2. Textbooks and a small hand-held calculator (both to be supplied by the student) are required for the first session and the calculator for the state examination.
3. The cost of the Maryland State Licensing Exam administered by PSI is \$61.00.

Maryland Principles and Practices of Real Estate for Salespersons for Salesperson Licensure Exam Preparation (60.0 Clock Hours)

Program Objectives:

The pre-licensing program, Maryland Principles and Practices of Real Estate for Salespersons, is designed to teach the student the basic fundamentals of real estate in order to pass the State Licensing Examination. Passing the State Licensing Examination allows the recipients to affiliate his/her license with a Broker of his/her choice and begin a career as a real estate agent.

Class Size and Student/Instructor Ratio:

Silver Spring location:

Student to instructor ratio is 35:1

Waldorf location:

Student to instructor ratio is 35:1

Bowie location:

Student to instructor ratio is 35:1

Weekday Program or Weekend Program

Program Subjects (Lecture)	#Hours
Session 1:	
Principles of Real Property	1.0
MD Law-License Law & Regulations	2.0
MD Ethics, Flipping & Predatory Lending	3.0
Session 2:	
Interests in Real Estate	1.5
MD Law-Interests in Real Estate & Ownership	1.5
Forms of Real Estate Ownership	1.5
Land Description	1.0
Quiz: Session #1	.5
Session 3:	
Transfer of Title	1.5
Title Records	1.5
MD Law - Transfer of Title & Recordation	1.0
Real Estate Brokerage	1.0
MD Law - Real Estate Brokerage	1.0
Session 4:	
Agency	1.0
MD Law - Agency	3.0
Client Representation Agreements	1.5
Quiz: Sessions 2 & 3	.5
Session 5:	
MD Law - Representation Agreements	1.0
Real Estate Contracts	2.5
MD Law-Real Estate Sales Contracts	1.5
Quiz: Session #4	.5
Session 6:	
Mid-Term	2.0
Real Estate Financing	1.5
Government Involvement in Real Estate Financing	1.5
MD Law - Real Estate Financing	1.0
Session 7:	
Closing the Real Estate Transaction	2.0

MD Law - Closing the Real Estate Transaction	1.0
Real Estate Taxes & Other Liens	2.0
MD Law - Real Estate Taxes & Other Liens	1.0

Session 8:	
Real Estate Appraisal	2.0
Leases	1.0
MD Law - Leases	.5
Fair Housing	1.0
MD Law - Fair Housing	1.0
Quiz: Sessions #6 & 7	.5

Session 9:	
Property Management	1.0
Land Use Control & Property Development	.5
Environmental Issues & Real Estate Transactions	1.0
MD Law-Environmental Issues & Real Estate Transactions	.5
MD Law Quiz for Study Purposes	2.5
Quiz: Session #8	.5

Session 10:	
Math Review	1.5
Program Review	1.5
Final Examination	2.0
Exam Review & Graduation	1.0

Total Hours: 60.0

Evenings & Saturdays

Program Subjects (Lecture)	#Hours
Session 1:	
Principles of Real Property	2.0
Real Property & the Law	1.0

Session 2:	
MD Law-License Law & Regulations	3.0

Session 3:	
MD Ethics, Flipping & Predatory Lending	3.0

Session 4:	
Interests in Real Property	1.5
MD Law - Real Estate Interest & Ownership	1.0
Quiz: Session #1	.5

Session 5:	
Agency	1.0

MD Law – Real Estate Agency	3.0
Forms of Ownership	2.0

Session 6:	
Land Description	2.0
Transfer of Title	1.5
Quiz: Sessions #4 & 5	.5

Session 7:	
Title Records	1.0
MD Law – Transfer of Title & Recordation	.5
Real Estate Brokerage	1.5

Session 8:	
MD Law – Real Estate Brokerage	.5
Client Representation Agreements	1.0
MD Law – Representation Agreements	1.0
Quiz: Sessions #6 & 7	.5

Session 9:	
Real Estate Contracts	1.5
MD Law – Real Estate Contracts	1.5

Session 10:	
MID-TERM & Review	3.0

Session 11:	
Real Estate Financing	1.0
Government Involvement in Real Estate Financing	1.5
MD Law – Real Estate Financing	.5

Session 12:	
Real Estate Financing: Practice Continued	.5
Closing the Real Estate Transaction	1.5
MD Law – Closing the Real Estate Transaction	.5
Real Estate Taxes & Other Liens	2.0
MD Law – Real Estate Taxes & Other Liens	1.0

Session 13:	
Real Estate Appraisal	2.5
Quiz: Sessions #11 & 12	.5

Session 14:	
Leases	1.0
MD Law - Leases	.5
Fair Housing	1.0

MD Law – Fair Housing	.5
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Session 15:	
Property Management	1.5
Land Use Control & Property Development	1.0
Quiz: Sessions #13 & 14	.5

Session 16:	
Environmental Issues & The Real Estate Transaction	1.5
MD Law – Environmental Issues & The Real Estate Transaction	1.5

Session 17:	
Law Review (Study Purposes Only)	2.0
Math Review	1.0

Session 18:	
Final Exam & Review	3.0

Total Hours: 60.0

Evenings-Monday/Wednesday/Friday

Program Subjects (Lecture)	#Hours
Session 1:	
Principles of Real Property	2.0
Real Property & the Law	1.0

Session 2:	
MD Law-License Law & Regulations	3.0

Session 3:	
Real Estate Brokerage	1.5
MD Law-Real Estate Brokerage	1.0
Quiz: Session 1	0.5

Session 4:	
Agency Relations (National and MD Law)	3.0

Session 5:	
Interests in Real Estate-National and State	1.5
Forms of Real Estate Ownership-National and State	1.5

Session 6:	
Client Agreements (Listing and Buyer)	2.0
MD Law-Listing Agreement and Buyer Representation Agreements	1.0

Session 7:	
Land Description- National and State	2.5
Quiz: Session #3 & 4	0.5

Session 8:	
Real Estate Taxes & Other Liens- National and State	3.0

Session 9:	
Real Estate Contracts-National & State	2.5
Government Involvement in Real Estate Financing	0.5

Session 10:	
Transfer of Title-National and State	1.5
Title Records-National and State	1.5

Session 11:	
Mid-Term	3.0

Session 12:	
Real Estate Financing-National and State	1.5
Government Involvement in Real Estate Financing	1.5

Session 13:	
Real Estate Financing Continued	1.0
Leases-National and State	2.0

Session 14:	
Property Management	1.0
Real Estate Appraisal	2.0

Session 15:	
Land Use Controls and Property Development	1.0
Fair Housing and Ethical Practices-National and State	2.0

Session 16:	
Environmental Issues and the Real Estate Transaction-National and State	1.0
Closing the Real Estate Transaction-National & State	2.0

Session 17:	
MD Ethics	2.5
Quiz: Sessions 11-14	0.5

Session 18:	
Investing in Real Estate	1.0

Math Review	2.0
Session 19:	
Law Quiz	1.0
Program Review	2.0
Session 20:	
Final	3.0

Total Hours: 60.0

Refund Policy: for classroom-based instruction

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the Academy within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the Academy.
3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule:

Proportion of Total Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the Academy closes, cancels or discontinues a course or program, the Academy will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
4. Students are requested, but not required, to notify the Academy Director or designated Academy official if they are withdrawing from the Academy.
5. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. Books purchased from the Academy are the property of the student and are not refundable, except within the seven-day cancellation period.

DISCLOSURE PER HB464:

Tristar Academy does not provide placement services; therefore, there is no placement rate to note. Affiliation with HomeSmart International is neither guaranteed nor required. Upon graduation from the Tristar Academy program, the student may affiliate with the broker of his/her choice.

Tristar Academy's program, *Maryland Principles and Practices of Real Estate for Salespersons* is the 60-hour program approved through the Maryland Real Estate Commission and Maryland Higher Education Commission and meets all the requirements for a successful student to be eligible to sit for the Maryland real estate license exam as provided by PSI.

The average earnings for the first year of practice as a real estate salesperson is dependent upon status as full or dual career. Full time median earnings = \$ 42,500; Dual career median earnings (less than 20 hrs./wk.) = \$8,940.00. (Source: NAR 2017 Member Profile).

Responsibilities and Grievance Procedure:

Students who have a grievance with the Academy are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance should be addressed to the Academy Director. If still unsatisfied, the student may submit a written complaint to: the Maryland Real Estate Commission, 500 North Calvert Street, 3rd Floor, Baltimore, Maryland 21201-3651, 410-230-6230, fax: 410-333-0023, e-mail: mrec@dllr.state.md.us; the Secretary of Higher Education at the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201; or the Maryland Consumer Protection Division at 200 St. Paul Place, Baltimore, Maryland 21202, 410-576-6550, email: consumer@oag.state.md.us.

Program Performance:

Prospective students and enrolled students may obtain from the Maryland Higher Education Commission information regarding the performance of this class, including, but not limited to, information regarding each program's enrollment, completion rate, and pass rate of graduates on any licensure examination. The commission may be reached by writing to the Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, <http://www.mhec.state.md.us/>