

HONDROS

COLLEGE

**Student Catalog and
School Policies**

2025

Course Descriptions/Program Details

Real Estate Sales Prelicensing Program

Individual Courses

Real Estate Principles and Practices - \$600

40 clock hours

This course covers key concepts and terminology that serve as the foundation for your real estate education and for your new career. Among the topics addressed are property ownership and rights, ethics, fair housing, agency, finance, valuation, land use, contracts, settlement, and property management.

Course Objectives: Upon completion of this course, students will be able to:

1. Recall key real estate-related terms and concepts.
2. Demonstrate a basic knowledge of real estate principles.
3. Recognize documents and other resources used in real estate practice.

Real Estate Law - \$600

40 clock hours

This course covers responsibilities and requirements for real estate sales and broker licensing. Topics include sources of real estate law, Ohio's judicial structure, the procedures in a typical legal action, and an introduction to process law.

Course Objectives: Upon completion of this course, students will be able to:

1. Demonstrate a basic knowledge of Ohio real estate law.
2. Demonstrate a basic knowledge of real estate legal terms.
3. Recognize instruments used in real estate practice.

Real Estate Finance - \$150

10 clock hours

This course is designed to provide students with a basic understanding of the instruments, procedures, methods, institutions, and markets involved in real estate financing.

Course Objectives: Upon completion of this course, students will be able to:

1. Demonstrate a basic knowledge of Ohio real estate finance.
2. Demonstrate a basic knowledge of real estate finance terminology and principles.
3. Recognize finance instruments and procedures used in real estate practice.

Real Estate Appraisal - \$150

10 clock hours

This course is designed to provide the student with a basic understanding of the theory, procedure, and methods of real estate appraising and the three approaches to appraisal.

Course Objectives: Upon completion of this course, students will be able to:

1. Demonstrate a basic knowledge of Ohio real estate appraisal and its methodology.
2. Demonstrate a basic knowledge of real estate appraisal terminology and principles.
3. Gain a general understanding of appraisal data sources.

Course Descriptions/Program Details

Real Estate Broker Prelicensing Program

Individual courses

Business Law - \$729

30 clock hours

This course presents an overview of the legal system as it relates to business entities and operations. Special attention will be paid to contract law, business organizations, and governmental relations. Case Studies are used throughout.

Course objectives:

1. Explain the nature and sources of law, the rule of law and its effect on business.
2. Discuss the U.S. court system and its effect on the conduct of businesses and individuals.
3. Define litigation, the parties involved, and the steps in the process.
4. Identify alternative dispute resolution options and the benefits and drawbacks of each.
5. Discuss various aspects of the U.S. Constitution and its effect on business.
6. Explain the elements of contracts and torts and the differences of each.
7. Discuss the different classifications of property including real, personal, and intellectual.
8. Relate the nature of criminal law and the purpose of punishments for committing a crime.
9. Discuss the factors of organizing a business and the effects of bankruptcy.
10. Examine the various statutes in employment law and concepts regarding global law.

Human Resource Management - \$729

30 clock hours

This examines personal functions in the business environment including job analysis, recruitment and hiring, training performance appraisal and compensations. Other topics include ethics, benefits programs, and policy development.

Course objectives:

1. Explain the basic concepts related to the discipline and practice of HR management.
2. Define diversity and inclusion and explain the recruitment process.
3. Discuss considerations in the selection process.
4. Compare different compensation plans and benefits.
5. Discuss retention, motivation, and engagement strategies.
6. Develop a training program for employees.
7. Identify various communication styles.
8. Discuss employee performance and assessment management.
9. Relate strategies for working with labor unions and explain workplace safety and health laws.
10. Define global Human Resource Management strategies.

Business Economics - \$729

30 clock hours

This course introduces students to the basic economic system of the United States, discussing roles of the different driving forces in the economy. Topics include market economy, interest rates, macroeconomics, industry finance, and secondary markets.

Course objectives:

1. Define economics and explain scarcity and production choices.
2. Describe demand and supply.
3. Explain production choices and cost in the short and long run.
4. Discuss competitive markets for goods and services and imperfect competition.
5. Identify changes in demand and supply.
6. Define macroeconomics and how the economy's output is measured.
7. Discuss price levels, inflation, and unemployment.
8. Relate the importance of economic growth.
9. Explain the relationship between monetary policy and the Fed.
10. Demonstrate knowledge of the government's budget and fiscal policy.

Financial Management - \$729

30 clock hours

This course introduces the student to the principles of financial management of business firms. Covered are financial statement analysis, ratio analysis, financial planning, working capital management, financial leverage, and capital budgeting.

Course objectives:

1. Explain the role of finance in business and describe the different types of financial statements.
2. Define the concepts of present and future value and relate the time value of money.
3. Explain risk and risk aversion, and the benefits of diversification.
4. Identify the costs associated with capital and discuss the weighted average cost of capital.
5. Use capital budgeting techniques for different projects and explain the internal rate of return.
6. Discuss the ethical implications of cash flows and identify decision considerations.
7. Describe sources of investment, and ways capital structure decisions can influence firm value.
8. Explain cash dividends and the different strategies for dividing the amount.
9. Describe a corporate financial plan, a cash budget, and working capital.
10. Explain the difference between current assets and current liabilities.

Campus/Learning Center Locations, Times and Directions

Campus Sites:

Columbus/Westerville

6584 N. Hamilton Rd.
Westerville, OH 43081

Cleveland South/Independence

4100 Rockside Road, 2nd Floor
Independence, OH 44131

Learning Centers:

Cincinnati/West Chester

9286 Schulze Dr.
West Chester, OH 45069

Dayton

1515 S. Main St.
Dayton, OH 45409

Youngstown

132 Westchester Dr.
Austintown, OH 44515

Maumee

590 Longbow Dr.
Maumee, OH 43537

Student Services:

1-888-HONDROS (466-3767)

info@hondros.com

Campus Sites:

Monday – Friday: 8:00am – 5pm

Saturday & Sunday: Closed

Call Center:

Monday – Friday: 7:30am – 7:00pm

Saturday: 8:00am – 3:00pm

Sunday: Closed

Administrators

Carol Thomas, Vice President of Degree Programs/School Director of Real Estate Sales/Broker Program - Westerville location
 Bachelor of Arts, History, Otterbein College
cthomas@hondros.com
 614-508-7218

Melanie Castillo, School Director of Real Estate Sales Prelicensing Program - Cleveland location
mcastillo@hondros.com

Instructors

Academic Leader: John Wenner
 DREI; CDEI; Bachelor Business Administration Emphasis Mathematics and Pre-Law, National University.

Name	Qualifications
Al Rosser	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Hondros College.
Andrew Show	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Principal Broker. The Ohio State University, Bachelor of Science in Business Administration in Marketing and Finance.
Belinda Fulton	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson. Hondros College, Associate Degree in Business Management.
Benny Hengle	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. University of Akron, BA Speech & Mass Media Communications; Kent State, MA Teaching & Education. Hondros College.
Britt Scarce	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Hondros College.
Craig Gatzulis	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson. Wright State University, BA Education.
David Matthews	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson.
Deborah Sasser	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Wright State University, BS Organizational Leadership, MS Leadership & Development.
Denay Knope	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. University of Michigan, BA English & Business Management; University of Toledo College of Law, JD Law.
Donald Lewis	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. University of Cincinnati, BBA.
George Williams	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Washburn University, JD Law; Central Methodist University, BA History/Political Science; University of Missouri, LLM Law.
Greg Vincent	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Broker. University of Cincinnati, Associate Degree in Technical Studies.
Jackie VanDorn	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Broker. Hondros College, Associate Degree in Real Estate.
James Vargo	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson. Cleveland State University-Cleveland Marshall College of Law, JD
Julie Shook	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Eastern Michigan University, BS; University of Toledo College of Law, JD Law.
Kelly Goonan	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Hondros College.
Krystal Jacobs	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Hondros College.

Larry Pope	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Ursuline College, BA Business Management; Case Western University, EMBA Business.
Lisa Sedlak	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. University of Findlay, BA Business Management.
Mara Maj	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Western Governors University, BA Business Management.
Maureen Cline	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. SU, BS Business Management; Hondros College.
Mike Brandly	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Broker and Auctioneer. The Ohio State University, Bachelor's Degree, Mathematics.
Robert Andrews	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. University of Toledo, BBA Information Systems.
Robert Kutschbach	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Broker. Franklin University, Bachelor of Science, Business
Tom Damen	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Cuyahoga Community College, Assoc. Arts and Science; Ohio School of Banking, Kent State/Ohio State; Dyke College, BS Business Administration.
Tom Mannarino	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson. The Ohio State University, Master of Arts in Education.
Tom Williams	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson.
Wayne Henry	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. The Ohio State University, BA Liberal Arts; Franklin University MBA Business Administration.
Vivian Knight	Teaches Real Estate Law, Finance, Appraisal, and Principles and Practices. Real Estate Salesperson. University of Cincinnati College of Law, JD

Name	Qualifications
Adam Ashba	Broker Prelicense instructor; BSBA, Bowling Green State University - Business
Gina Johnson	Broker Prelicense instructor; BS, Case Western Reserve University – Management Science MBA, The Ohio State University – Business Administrations, spec. in Finance and HR.
Jeff Haynes	Broker Prelicense instructor; BA, University of Kentucky – Political Science, Business Administration
Kendra Hoot	Broker Prelicense instructor; BS, The Ohio State University – Accounting MBA, University of Dayton – Marketing/International Business
Perry Haan, PhD.	Broker Prelicense instructor; BS, The Ohio State University – Marketing MBA, Xavier University PhD, University of Sarasota- Marketing
Ron Eatmon	Broker Prelicense instructor; BBA, Business Management MSM, Indiana Wesleyan University – Organizational Management

Attendance, Class Registration, Course Completion & Expiration Policies

To ensure the best learning experience, students are encouraged to register and pay for classes 3 days in advance of the class start date. Class registrations within 3 days of the class start date are welcome, space permitting. Students are encouraged to complete all courses as scheduled at the time of registration. Students must meet all course requirements in order to earn a certificate of completion including attendance and exam policies.

Real Estate Sales Prelicensing Program

Attendance: Students are encouraged to complete all courses as scheduled at the time of registration. Students must meet all course requirements to earn a certificate of completion.

Program Completion Requirements

- 100 clock hours
- Individual course final exam, must pass with a 70%
- Comprehensive program final exam, must pass with a 70%
- Students have 6 months to complete

Complete the four courses required in the 100-clock hour Real Estate Sales Certificate program.

Course Scheduling Options

- Full, Half, or Part time
- Day, Evening, and Weekend
- Number of Weeks (2,5,10)
- Mix and Match is available

Modality

- Classroom – Specific scheduled start and end dates (2-10 week schedules available)
- Livestream – Specific scheduled start and end dates (2-10 week schedules available)
- Online (Self-Paced) – Start anytime; Students have access for 6 months

Real Estate Broker Prelicensing Program

Attendance: Students are encouraged to complete all courses as scheduled at the time of registration. Students must meet all course requirements to earn a certificate of completion.

Program Completion Requirements

- 120 clock hours
- Individual course final exam, must pass with a 70%
- Students have 6 months to complete

Complete the four courses required in the 120-clock hour Real Estate Broker Certificate program.

Modality

- Online (Self-Paced) – Start anytime; Students have access for 6 months
- Classroom – Specific scheduled start and end dates
- Livestream – Specific scheduled start and end dates

Livestream Course Requirements: To receive credit for attending a livestream course, you must be visible on camera and actively engaged for the entire duration of the course. A working microphone is required for participation. While phones and tablets are permitted, they are not recommended for the best experience.

To view our full Distance Learning Policy, please click [here](#).

Entry Criteria: Open enrollment.

* You must be at least 18 years old to take the Ohio real estate salesperson license examination*

* You must have a high school diploma or its equivalent*

* Having a criminal history could disqualify a person from obtaining an Ohio real estate license*

Granting Credit: The school does not accept credit from previous education, training, work experience.

Scheduling Flexibility Policy: A student may take up to six (6) months from the date of purchase (hereinafter “date of enrollment”) to complete a course or “package” for which the student registered.

Rescheduling Policy: Students may reschedule as needed using their student account. Reschedule online at no cost anytime. Customer Care Associates are available to assist.

Audit Policy: Hondros students may audit any specific course or courses one (1) time within a six (6) month period from the date of enrollment in the course if space is available. If a student wishes to retake a course(s) after they have audited one time at no charge, student is subject to pay full price for course(s). No certificates are given to audit students.

Extension Policy: A student who wishes to retake or continue any portion of the program more than six (6) months from their original date of enrollment, but less than 2 years, who paid the tuition in full, will be charged a non-refundable fee (either 3 (\$150) or 6 (\$200) months). Once the fee is paid the student has the extension period from that date to complete the course successfully. After two (2) years from date of enrollment, if the school exam has not been successfully passed, the student will be charged full tuition and must retake the incomplete classes of their program.

Cancellation Policy: Student registers, pays, and does not start class: A student may cancel their paid registration and request a full refund, in writing within 30 days of the purchase date minus the \$50 processing fee if the course(s) have not been started. No refund will be issued after 30 days. Student may complete the class for up to 6 months if no refund has been issued.

Pass or Don't Pay Guarantee: Pass your real estate state exam or you don't pay. Guaranteed.

How it works:

1. **Practice:** From the time of purchase, you have 180 days to complete all 100 hours of required course work. You must also complete the “Real Estate Sales Crammer Review” and Complete 4 CompuCram Simulated Exams and pass all with a minimum score of 75% (on all 4 exams) prior to sitting for your state licensing exam.
2. **Take Exam:** Sit for the state licensing exam within 30 days of completing your 100 hours required course work with Hondros.
3. **Exam Results:** PSI will notify you of your exam results & provide a score report.
4. **Celebrate, or get your money back:** If you do NOT pass your state exam on your first attempt, simply send us your PSI score report and we will refund the price of your package.

Refund Policy: The following is the Hondros College refund policy and is applicable to each classroom, livestream, or online course. No refund will be issued 30 days after purchase. If any portion of the program is completed the below refund policy will apply.

- a. A student who completes 15% of classes and withdraws shall be obligated for twenty-five (25%) percent of the tuition and refundable fees for each course.
- b. A student who completes 15% but before 25% of classes and withdraws shall be obligated for fifty (50%) percent of the tuition and refundable fees for each course.
- c. A student who completes 25% but before 40% of classes and withdraws shall be obligated for seventy-five (75%) percent of the tuition and refundable fees for each course.
- d. A student who completes 40% or more will not be entitled to a refund.

Bookstore Refund Policy: Physical textbooks including vocabulary cards purchased separately from a course, and shipping are non-refundable. Any refunds for courses that included physical textbooks will be refunded less a \$50 refund fee. Prepaid Fingerprinting services may also be available for a full refund within 30 days if accompanied by original receipt. Any credit card refunds will be credited to the card used to make the purchase within three (3) days.

How to Request a REFUND:

- Classroom Courses: 888-HONDROS (466-3767)
- Online Courses: email: support@fastclass.com or 866-455-3278
- CompuCram®: email: support@compucram.com or 877-812-3269

Refunds will be processed within 3 business days for credit card payments and 30 days for payments made by check or cash.

Electronic Devices, Video & Photography and Student Conduct

Electronic Devices: Absolutely no recording of audio or video by any device is permitted without prior written consent and approval. All materials, both written and verbal, are proprietary to Hondros and cannot be used outside the purposes required for course completion.

Video & Photography: Hondros College regularly videotapes classrooms and by your attendance you hereby grant to Hondros College and its affiliated companies and successors, the full right and unrestricted permission to use and reuse your "likeness, voice, name, spoken words and written statements" {my "PERSONA"}. My PERSONA may be used in any form or through any media now known or hereafter to be developed. Unless you notify the COLLEGE in writing that you do not agree to these terms, you hereby waive your right to approve materials and release, acquit, and forever discharge the COLLEGE, its agents, officers, directors, employees, and affiliated companies from any and all claims or liabilities arising as a resulting of any use of your PERSONA in any medium.

Student Conduct: Hondros College prepares its students for professional careers; therefore, it is important for students to display the highest degree of professionalism, ethics, and honesty. Hondros College reserves the right to dismiss a student from the College if there is any display of conduct which would be objectionable while a student is enrolled. Students should dress and act in a professional manner. In the event there is a need for behavior modification, the student will be advised of what is necessary to stay in the program. Upon failure to modify his/her behavior to conform to good business/professional practice, the College may dismiss the student.

Payment Options

At Hondros College we have several methods of payment to help get you started in your new career. Speak to a Customer Care Associate to get more information on any of the payment options listed below.

College Financial Assistance Information: 1-888-HONDROS
Affirm, PayPal Express, credit card, cash or check accepted.

Employer Sponsored Tuition Assistance Programs (TAP)*

Many employers offer programs to cover advanced education for their employees. Your employer may offer fund to assist you in achieving your education goals.

Workforce Funding Options

Hondros College accepts WIOA (Workforce Innovation and Opportunity Act) training programs funded through the Department of Labor and accepts vouchers and/or funds from many State of Ohio sponsored programs.

Education and Research Fund for Real Estate Students*

The Ohio Division of Real Estate and Professional Licensing Education and Research Fund is administered by the Ohio Real Estate Commission. A sales applicant may apply for a need-based loan of up to \$800 to pay education cost.

Scholarship Opportunities

James Dwyer Memorial Scholarship: named in honor of long-time faculty member James Dwyer, this scholarship is intended to be given to an individual who shares in Mr. Dwyer's passion for the pursuit of excellence in the field of real estate and consequently, a full-time career in the real estate industry.

*For those who qualify

Tuition & Fees: All tuition and fees are subject to periodic reviews and increases without prior notice. Hondros College requires payment of all tuition, textbooks and fees in full at the time of registration. All packages must be paid in full to receive the savings. Payment can be made by cash, check, charge, and/or through one of the Financial Assistance Programs. Class registration, full payment, third party (other than student) payments and documentation, must be received by Hondros College 3 days in advance of the class start date.

Fees

Education Verification Fee: \$80

Course Extension Fee: 3 months \$150, 6 months \$200

Returned Check Fee: \$30

Refund Processing Fee: \$50

This fee is in addition to any fees charged by your bank or financial institution

Licensure - State Authorization

Hondros College of Business (Westerville) is licensed by the Ohio State Board of Career Colleges and Schools of Ohio. Registration #1926

Hondros College of Business (Cleveland) is licensed by the Ohio State Board of Career Colleges and Schools of Ohio. Registration #2312

Observed Company Holidays

- New Year's Day – January 1st
- Martin Luther King Jr. Day – January 20th
- Memorial Day – May 26th
- Independence Day – July 4th
- Labor Day – September 1st
- Thanksgiving – November 27th and 28th
- Christmas – December 24th and 25th

Student Grievance Process

The Student Grievance Process provides a formal procedure to address issues that require investigations or resolution. Students are encouraged to first make contact by email with the faculty or staff involved to attempt resolution through informal discussions. If the grievance is not resolved through informal discussions, the student is asked to follow the outlined steps.

Submit in writing, within five (5) business days of the grievance, a detail of the grievance and a recommendation of resolution to the Regulatory and Compliance Department. We will conduct a review with administration and other necessary parties to determine resolution. Compliance will formally respond in writing to the student within five (5) business days.

If the student is still not satisfied, the student may contact the Executive Director of the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, 877-275-4219 to state the grievance.