



## **OCL Financial Services LLC DBA OnCourse Learning**

### **ALABAMA SCHOOL CATALOG**

**OnCourse Learning**

20225 Water Tower Blvd, 4th Floor

Brookfield, WI 53045

1-800-229-2207

Fax 1-800-542-8848

[www.oncourselearning.com/mortgage](http://www.oncourselearning.com/mortgage)

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## Company Mission

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OnCourse Learning helps both professionals and companies navigate regulatory training, certification and compliance requirements to ensure success and manage risk in their chosen profession. Utilizing real world professionals, subject matter experts and leading instructional designers, OnCourse Learning is focused on providing students with the most current and comprehensive curriculum in relevant and easy to understand formats. We help people get started and succeed in their chosen professions.

## Schools Ownership

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Adtalem Global Education Inc. is the owner of OCL Financial Services LLC DBA OnCourse Learning and is an e-learning partner that empowers companies and professionals to improve, achieve and aspire. For more than 40 years, OnCourse Learning has been delivering continuing education, pre-licensing and corporate training. The Financial Services sector within OnCourse Learning is a national leader in mortgage education. Our mission is to elevate and enrich the mortgage industry through its innovative compliance solutions and comprehensive educational programs. Customers and partners can choose from proven online campuses/sites to meet their personalized needs.

OnCourse Learning is an approved course provider to deliver pre-license education courses for professionals that meet the requirements of the **Nationwide Mortgage Licensing System (NMLS)** <https://mortgage.nationwidelicencingsystem.org/Pages/default.aspx>

## OnCourse Learning Leadership and Faculty

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### Leadership

Lisa W. Wardell, JD, MBA  
*Chairman and Chief Executive Officer*  
Adtalem Global Education

Mehul Patel  
*Group President, Financial Services*  
Adtalem Global Education  
BA University of Illinois

### Administrative Faculty

Allison Selbo  
*Administrator, Compliance*  
OnCourse Learning  
BA Carrol University

Nafi Gerber  
*Director of Sales*  
OnCourse Learning  
BA Towson University

### OnCourse Instructors

April Brandimarte, Online Mortgage Instructor  
NMLS Licensed Loan Officer

Tania Walker, Online Mortgage Instructor  
BA, Business  
NMLS Licensed Loan Officer

Nancy Ballotta, Online Mortgage Instructor  
NMLS Licensed Loan Officer

## School Facilities

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As our courses are conducted online, students have the ability to take the course at a location and setting of their choice. The materials for the course are all printable within the learning management system the course is taken on.

## School Calendar

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The OnCourse Learning staff office is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On occasion, the administrative office may close early due to inclement weather or on the day before a holiday. When the office does close early, our phone system will be changed to announce the closure.

## Admission and Enrollment

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Students may enroll in our courses at any time by visiting our websites or calling our enrollment office at 877-878-3600.

All students must be at least 18 years of age and have either a high school diploma or its equivalent. Please note that some states have shorter time frames for completing courses. Contact your state licensing regulator to ensure that you have the most up-to-date information.

Most of our training is distance education where students can take courses at a location and setting of their choice. Our enrollment policy allows students access to the materials for courses within our Learning Management System for 1 year from the enrollment date.

Occasionally, OnCourse Learning may offer private live classroom education training at local mortgage loan company offices. Please see our website for up-to-date live education schedules at [www.oncourselearning.com/mortgage](http://www.oncourselearning.com/mortgage).

All instructor led courses must be completed within the start and end date of the scheduled training.

### **Non-Discrimination Policy**

OnCourse Learning does not discriminate against any student on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age or disability. Students are encouraged to use the student grievance policy on page 9 to resolve any perceived discriminatory action by other students, faculty or staff.

## Programs Offered

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### **Mortgage Loan Originator Prelicensing**

#### **20 Hour SAFE Comprehensive Applying Mortgage Knowledge to Exam Preparation**

Course Description: 20 Hour SAFE Comprehensive Applying Mortgage Knowledge to Exam Preparation is a test-focused mortgage pre-licensing course, organized to review topics specifically outlined in the National Mortgage Loan Originator Test Content Outline. This online - instructor led 14-day course meets the federal mortgage training requirements found in the SAFE Mortgage Licensing Act of 2008 and helps to prepare students for the National Mortgage Loan Originator Test. There are four modules in this course, each aligned with the Test Content Outline: Federal Mortgage-Related Laws, General Mortgage Knowledge, Mortgage Loan Origination Activities, and Ethics. Topics in the Federal Mortgage-Related Laws section include RESPA, ECOA, TILA, the SAFE Act, and other federal laws and guidelines. In the General Mortgage Knowledge module, students will review mortgage programs, mortgage loan products, and terms used in the operation of the mortgage market. Focus areas in the Mortgage Loan

Origination Activities module are application information and requirements, qualification (processing and underwriting), appraisals, title reports, specific program guidelines, closing, and financial calculations. The final module will discuss Ethics as it pertains to federal mortgage laws, appraisal practices, fraud, and ethical behavior

This course is a test-focused mortgage pre-licensing course, organized to review topics specifically outlined in the National Mortgage Loan Originator Test Content Outline. This course meets the federal mortgage training requirements found in the SAFE Act and helps to prepare students for the National Mortgage Loan Originator Test. This MLO pre-licensing online course also satisfies the required 4 hours of Oregon law. This dynamic prelicense course sets you up for success as an insurance professional and is designed to ensure you pass the state exam.

OnCourse Learning's Mortgage prelicensing course is an entry-level, online instructor-led course designed and approved to meet the 20-hour Pre-licensing education requirement to obtain a Mortgage Loan Originators license in Oregon through the NMLS. Upon successful completion of this program the student will receive a completion certificate. The student's completion record is also reported electronically to the Nationwide Mortgage Licensing System (NMLS) for licensing eligibility. The prelicensing examination is a separate requirement from education and may actually be taken prior to the education although this is not usually advisable.

Our Mortgage prelicense course is completed online and includes instructor interaction; therefore, it is not considered a self-paced course. Complete instructions are provided within the course Syllabus online which detail the pace at which you must proceed through the content. Courses begin every week (and run for either 7-days or 14-days) but due to regulatory requirements we are not able to publish a full year's calendar in advance. You are encouraged to call us or visit our website for upcoming course dates. The maximum time to complete the Mortgage Program is 12 months from the date of purchase. The NMLS requires that Online Instructor-Led courses be completed within session start and end dates (14 days total).

## Course Tuition and Fees

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### Tuition Policy

OnCourse Learning does not charge a tuition, the student will pay for each course they would like to take. All students are required to pay for the course in full before they start the course. OnCourse Learning does not offer financial aid or any other type of financing. Course fee may be paid via credit cards: Visa, MasterCard, or American Express. A student contact OnCourse Learning at 877-878-3600 for direction on payment. If a student's credit card transaction is charged back by the bank after a certificate of completion is issued, that certificate will be invalidated.

### FEE SCHEDULE

OnCourse Learning reserves the right to change course prices when necessary. Each course has an all-inclusive price that covers the cost (tuition) of the course, student handouts, tech support, service charges, and completion certificates. Our fee schedule for courses is as follows:

Distance Education:

Pre-License Education (tuition) is \$309

NMLS Credit Banking Fee is \$30 (\$1.50 per contact hour)

Total Program Cost: \$339

## Refund Policy for Alabama Residents

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- A. If a consumer requests a cancellation within 72 hours of enrollment date, then the consumer will be eligible for a full refund. If a consumer requests cancellation after 72 hours of enrollment date, but before start date, then the consumer will be eligible for full refund except the registration fee. **No refunds or credits will be issued after one year from the date of purchase. All credits must be used within 12 months.**
- B. If the consumer requests a refund after classes begin, then the consumer is eligible for a

prorated refund of tuition and any unearned fees.

- C. If OnCourse Learning closes or discontinues *20 Hour SAFE Comprehensive: Applying Mortgage Knowledge to Exam Prep*, each currently enrolled student will be refunded monies paid by the student for tuition and NMLS Credit Banking Fee.
- D. The date of cancellation is the date that the student has begun the official cancellation process. A refund due to a student shall be paid within 30 days of the date of cancellation.
- E. OnCourse Learning reserves the right to cancel any private live program within seventy-two (72) hours of the start of the program. An OnCourse Learning representative will make a reasonable effort to notify students of cancellation via phone or e-mail. Students will then be eligible for a full refund of the cost of the program or credit toward another program of equal or lesser value. OnCourse Learning will not be held responsible for any expenses incurred due to the cancellation of the program. This includes non-refundable flights, hotels or any other related expenses.
- F. If a student has an extenuating circumstance, such as injury, prolonged illness or death, or other circumstances which prohibit completion of the course, within (1) year of enrollment, the student will be able to re-schedule into another session to complete the rest of their course.
- G. In order to officially cancel enrollment, students must notify OCL via email at [support@oncourselearning.com](mailto:support@oncourselearning.com) if they are withdrawing from the course.

## **Transferability**

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OnCourse Learning does not grant credit for previous education and training. Also, OnCourse Learning does not guarantee the transferability of its credits to any other educational institution. Transferability is up to the receiving institution.

## **Attendance and Grading Policy**

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In private live classroom education, the student must present their photo-ID to verify their identity. Students must sign in on a roster at the beginning of class and at the end of class to show they attended the full day(s). If a student is tardy, they will be directed to re-schedule to another day or to an online class.

In order to get credit for our courses, you must complete 100% of the course (a 100% attendance rate.)

We do offer course extensions for missed time when a student hardship has occurred. OnCourse Learning will allow one session change for medical emergencies.

Students must take and pass with a score of at least 70%, a final exam based on the information presented throughout the course. The final exam will not become available until all required assignments have been graded and approved by the instructor.

Students must successfully complete all required reading, course assignments, quizzes, and the final exam in order for course credit and a completion certificate to be issued. If the final assessment is not passed on the first attempt, additional attempts will be permitted.

Completion certificates/transcripts will be distributed through the student's profile once course completion and attendance has been evaluated and verified by the Compliance Department.

Due to the nature of our enrollment period, a leave of absence does not necessarily apply

## **Student Progress**

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OnCourse Learning's distance education is an innovative approach that is entirely user-driven with a platform that allows learners to progress at their own pace.

All distance education is timed per NMLS rules and regulations. Students are required to spend no less than the minimum time indicated on each page of instruction. Students will not be permitted to move forward to the next page before this timing requirement is met.

Each module consists of one to three quizzes presented in open review format and scored format. You must pass all module quizzes in scored format prior to the next module becoming available.

At the end of each Module, students will be required to complete an in-course assignment related to the required reading. The assignment consists of several questions requiring a brief answer. Students must answer **ALL** questions in order to receive credit. Once an assignment has been submitted, it will be placed under review by the instructor. Assignments are graded by instructors during business hours, and all assignments must be submitted no later than 6:30PM EST on the last day of the course, so be sure to plan accordingly. Students will not be able to access their final exam until all assignments have been graded and approved by the instructor.

Students must take and pass a final exam based on the information presented throughout the course. The final exam is located under "Modules" in the "Final" tab of the portal. The final exam will not become available until all required assignments have been graded and approved by the instructor.

Per NMLS guidelines, students who do not complete all coursework by the deadline will need to contact their account manager in order to register for another session; completed coursework will not be transferred to a new session, and rescheduling fees may apply and not refundable.

## **Student Conduct and Dismissal**

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Students are expected to act in a manner that will reflect well on themselves, the school, and the Nationwide Mortgage Licensing System (NMLS) while taking part in online instructor-led courses. Students should actively participate in the course by using all available methods of communication with the instructor and fellow students. Although students participate in class remotely, the online instructor-led format should be treated like a live class in terms of established start and end dates/times and required activities. Students are expected to respect the rights of the instructor and fellow students. Students should refrain from using offensive or abusive language during real-time, online discussions and may not post offensive or abusive comments or material to class Message Boards. Students must also refrain from introducing any non-course related content or information to discussions. Participants will be provided with instructor contact information for questions or comments and are encouraged to discuss non-course topics with other participants "off-line."

The school retains the authority, at its sole discretion, to impose immediate termination of any student for miss-conduct when the school deems appropriate. The student will not be able to re-enroll in any OnCourse Learning courses.

OnCourse Learning does not discriminate on the basis of race, color, sex, religion, national origin, disability, or familial status in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

## **Student Grievance Policy**

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OnCourse Learning encourages open and direct communication. If a student has a complaint or disagreement regarding any course or instructor, she/he should go directly to the instructor

outside of class time to discuss the situation. If this does not result in resolution, the student should address the issue in writing to the School Director.

Students must submit a complaint to the Private School Licensure Division within one year of exhausting the grievance policy with the institution unless there are mitigating circumstances which prevent the student from doing so.

The student must submit the complaint in writing by clicking the following link at <https://psl.asc.edu/External/Complaints.aspx> or using the complaint form in the quick link's section. The student complaint must contain a detailed description of the claim, including dates, times, and full names of all involved, as well as a timeline of the actions taken by both the student and the school to resolve the matter.

## Placement Assistance

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OnCourse Learning does not provide assistance to students in arranging interviews with potential employers. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Student Files

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OnCourse Learning maintains student records for a minimum of 5 years. Students have the right to access their school records or transcripts. If you would like access to your records, you may contact our Customer Service department at 800-229-2207 or via email at [fs@oncourselearning.com](mailto:fs@oncourselearning.com) to request a copy. OnCourse Learning will not release any student's record without prior written consent of the student and only in compliance with the Family Educational Rights and Privacy Act (FERPA).

## Student Support

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Course instructors are available to respond to questions via email Monday-Friday, 8AM-6PM (CT): [mortgageinstructor@oncourselearning.com](mailto:mortgageinstructor@oncourselearning.com)

You can also contact [Tech Support](#) by calling 877-878-3600 or emailing [support@oncourselearning.com](mailto:support@oncourselearning.com). The hours of operation are 7:30 AM to 7:00 PM (CT) Monday through Friday. Email support is available during normal business hours. Email received after normal business hours will be answered the next business day. Before you call, please be prepared to explain your problem in detail and have access to your computer. To effectively troubleshoot your issue, our technicians will begin by asking you a series of questions regarding your operating environment. They will need to know what type of computer you are using, the operating system, and the version number of any associated software. Your calls may be documented or monitored to help us maintain quality of service standards.

### SYSTEMS REQUIREMENTS

- Internet Access
- Internet Browser with Flash and Java Script capabilities

Please note, in its *Functional Specifications for All NMLS Approved Courses*, the NMLS includes the following language regarding mobile devices:

"NMLS approves online courses for consumption on desktop and laptop computers. NMLS has not established technical requirements for, and has not approved courses for use on, small hand-held electronic devices such as the iPad, iPhone, tablets, phablets, smart phones, etc. Courses are not to be marketed that they are approved for taking on such devices other than a desktop or laptop computer."

### Disclosures

OCL Financial Services LLC makes no representations except as expressly set forth in this catalog, and under no circumstances does OCL Financial Services LLC make any claim, promise, or guarantee for employment or state licensure.

OCL Financial Services LLC reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with the Nationwide Multilicence Licensing System (NMLS) rules and regulations. The information contained in this catalog is true and correct to the best of OCL Financial Services LLC's knowledge.