



**OCL Financial Services LLC DBA OnCourse Learning**

**COLORADO SCHOOL CATALOG**

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**OnCourse Learning**

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**OnCourse Learning's Agents are Licensed by the Colorado Department of Higher Education,  
Private Occupational School Board**

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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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### Ownership

Adtalem Global Education

Lisa Wardell, JD, MBA

*Chairman and Chief Executive Officer*

### OnCourse Learning Leadership Team

Josh Braunstein

*President*

Mike O'Brien

*VP, Sales*

James Bruss

*Corporate Counsel*

Todd Premo

*VP, Product*

Ann Reist

*VP, Marketing*

Andrew Stein

*VP, Finance & Ops*

## 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 website at [www.oncourselearning.com](http://www.oncourselearning.com) or calling to speak to an account representative at 877-878-3600.

All students must complete the [Enrollment Agreement](#) form listed on our website when registering for their course.

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.

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

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

### 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\* to resolve any perceived discriminatory action by other students, faculty or staff. Any faculty member or administrator found to have engaged in discriminatory behavior will be subject to discipline as outlined in the school's policy manual.

## Programs Offered

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It is advisable to contact your Colorado regulatory agency for information specific to becoming an MLO in your state.

### Mortgage Loan Originator Prelicensing Education Courses

#### **Course Title: Applying Mortgage Knowledge to Exam Preparation (20hrs)**

**Program Objective:** This course meets the 20-hour pre-licensing (PE) education requirement for loan originators. Successful completion of this course should result in proficiency in the following topics as they pertain to the mortgage industry:

- Federal Laws and Regulations
- General Mortgage Industry Knowledge
- Mortgage Loan Origination
- Ethics in the Mortgage Industry

Successful completion of this course will also help to prepare mortgage professionals for the National Mortgage Loan Originator Test.

This program is offered all year long. Please see below for course options:

Online Instructor Led (Instructor is virtual):

7-day Program (Tuesday-Monday)

7-day Program (Thursday-Wednesday)

14-day Program (Wednesday-Tuesday)

14-day Program (Friday-Thursday)

Webinar (Instructor is live on a web camera)

3-day Program (Monday-Wednesday)

3-day Program (Tuesday-Thursday)

In-Person Classroom (Instructor is in-person in a classroom)

Please call OnCourse Learning at 877-878-3600 to receive available dates

## Fees to Enroll

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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. You can call our office and speak to an agent to take payment over the phone at 877-878-3600 or you may go to [www.oncourselearning.com](http://www.oncourselearning.com) to complete your payment online. 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.

**Course Title: Applying Mortgage Knowledge to Exam Preparation (20hrs)**

\$309 – Online Instructor Led

\$419 – Webinar

\$449 – In-Person Live

\$30 NMLS Credit Banking Fee for each format. (Mandated by and payable to the NMLS at \$1.50 per credit hour).

Please check our website for the latest pricing at [www.oncourselearning.com](http://www.oncourselearning.com)

**Refund Policy for Colorado Residents**

- A. Students who withdraw by notifying the school within three (3) business days of the registration date are entitled to a full refund of all tuition and fees paid. **No refunds or credits will be issued after one year from the date of purchase. All credits must be used within 12 months.**
- B. Students who withdraw after three (3) business days of the registration date and has started the program, will be charged a penalty fee of \$50.00.
- C. Students who withdraw after three (3) business days of the registration date, but prior to program start date will be charged a penalty fee of \$50.00.
- D. The date of withdrawal or termination is the date that the student has begun the official withdrawal process. A refund due to a student shall be paid within 30 days of the date of withdrawal.
- E. In the case of students withdrawing after program starts, the refund will be based on the percentage of contact hours attended, as described in the table below:

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program (Orientation)	90% less cancellation charge
After 10% but within first 25% of program (Module 1)	75% less cancellation charge
After 25% but within first 50% of program (Module 2)	50% less cancellation charge
After 50% but within first 75% of program (Module 3)	25% less cancellation charge
After 75% (Module 4) [if paid in full, cancellation charge is not applicable]	NO Refund

- F. The student will receive a full refund of the course cost and NMLS Credit Banking Fee immediately if the school discontinues a program within a period of time a student could have reasonably completed it.
- G. In the event of the school ceasing operation, the student shall be entitled to 100 percent of the prepaid, unearned course cost and NMLS Credit Banking Fee at the time of the closure unless a teach-out is available and accepted by the student.
- H. OnCourse Learning does not grant credit for previous education and training, therefore does not impact the refund policy.
- I. In order to officially request a refund/withdraw enrollment, student 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 unless there is a written agreement with another institution. Transferability is up to the receiving institution.

## **Postponement of Start Date**

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Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **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 session extensions for missed time when a student hardship has occurred. OnCourse Learning will allow one session change for medical emergencies. However, if any missed time in a session or program is not completed by the end date from your own negligence, you must start your program over in a new session.

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. 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 with a minimum of 70% prior to the next module becoming available. Your instructor will post assignments throughout the course on the specific day noted in the course schedule presented on your course homepage that you are required to complete. Your instructor will post feedback on your assignment typically within one business day. You will receive a notification if your assignment is accepted or rejected. You can access the instructor feedback by returning to the assignment in the Table of Contents of your course. You may progress to the next activity once your assignment is submitted; however, if your assignment is rejected you must resubmit the assignment to progress further in your course and all assignments must be satisfactorily accepted to successfully complete the course and have your course reported to NMLS. Your instructor will post discussion forum assignments throughout the course. You will be required to post relevant and thoughtful comments to the discussion forum in response to the instructor post. Upon completion of all course activities and satisfying the time requirement, the final examination will become available. The final examination is only available in scored format and must be passed with a minimum of 70%.

To complete the course and receive your certificate (transcript), you must successfully:

- Complete all instructional module and exercises.
- Meet the timing requirement of each module.
- Pass a twenty-five (25) question final examination with a 70% or higher – if the exam is not passed on the first attempt, additional attempts will be permitted.

## **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.”

Even though we are an online only school, the school retains the authority, at its sole discretion, to impose immediate termination of any student for miss-conduct when the school deems appropriate.

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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Any inquiry a student may have regarding this contract may be online to OnCourse Learning. Students that wish to file a complaint may file online with the Division of Private Occupational Schools.

Web: <http://higherred.colorado.gov/dpos/>

Phone: (303) 862-3001

There is a two-year limitation (from the student’s last date of attendance) on the student filing a complaint.

## **Placement Assistance**

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OnCourse Learning is an approved course provider of the NMLS. The NMLS does not require OnCourse Learning to provide placement assistance to students in arranging interviews with potential employers, as most students are already employed.

For tips on how to become a loan officer, or if you are already a licensed MLO in search of additional career advice, OnCourse Learning has the resources you need. Explore career guides, industry trends, NMLS exam prep tips, frequently asked questions and more on our MLO Career Insights & Tips website at <https://www.oncourselearning.com/mortgage/mortgage-career-insights>

## 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.