



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

Whether you are a national mortgage company or a local business owner, you know how difficult it can be to keep up with frequently changing mortgage regulations. OnCourse Learning prepares your mortgage lenders with the latest information through the industry's most respected and up-to-date mortgage licensing, continuing education, professional development as well as governance, risk and compliance course content. Engaging, robust ... and in whatever format you need.

Schools Ownership

OnCourse Learning is part of Colibri Group, Colibri Group is building the future of professional education. Today, millions of licensed professionals start and advance their careers through the company's online and in-person learning solutions for licensing, continuing education, test preparation and professional development. Headquartered in St. Louis, Missouri, Colibri Group provides a holistic learning experience for students and professionals to achieve more and thrive throughout their careers in real estate, financial services, teacher education, healthcare, valuation and property services, among other professions. Visit colibrigroup.com for more information. www.colibrigroup.com

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.nationwidelicensingsystem.org/Pages/default.aspx>

OnCourse Learning Leadership and Faculty

Owner

McKissock Group, LLC

OnCourse Learning Leadership Team

Josh Braunstein

President, Financial Services

Ashleigh Gillick

General Manager, Financial Services

Jeff Kelly

General Manager, Mortgage Product

Scott Roberts

Chief Revenue Officer, Financial Services

Gretchen Harman

Director of Marketing, Financial Services

Andrew Stein

VP, Finance & Ops, Financial Services

OnCourse Learning Instructors

April Brandimarte

NMLS Approved Mortgage Instructor

Nancy Ballotta

NMLS Approved Mortgage Instructor

Tania Walker

NMLS Approved Mortgage Instructor

School Facilities

As our courses are conducted online, therefore, 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

OnCourse Learning offers online education that is available throughout the entire year.

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

Students may enroll in our courses at any time by visiting our website at www.oncourselearning.com or calling to speak to an account representative at 866-512-9888.

All students must complete an Enrollment Agreement as well as attest to the NMLS Rules of Conduct prior to entering the course.

Most of the 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 one (1) year from the enrollment date.

All online 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.

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

It is advisable to contact your Colorado regulatory agency for information specific to becoming an MLO in your state. Please see our website for up-to-date education schedules at www.oncourselearning.com.

Mortgage Loan Originator Prelicensing Education Course(s)

The course(s) listed below are regulated by Colorado DPOS and the Nationwide Mortgage Licensing System (NMLS):

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

Program Objective: Prepare for the MLO license exam with this online instructor-led course for mortgage pre-license education.

Course Description: This mortgage pre-licensing course is test-focused and 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 Mortgage Licensing Act of 2008 and helps to prepare students for the National Mortgage Loan Originator Test to become a licensed Mortgage Loan Originator.

*NOTE: The National Test is given by a proctored testing facility, and you apply for licensure with the NMLS, not OnCourse Learning.

This program is session based and offered throughout the year. 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 866-512-9888 to receive available dates

Fees to Enroll

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 866-512-9888 or you may go to 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 NMLS Approved)

\$329 – Online Instructor Led (Video)

\$309 – Online Instructor Led (self-reading)

\$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

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:

Student is entitled to upon withdrawal/termination	Refund
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 if they are withdrawing from the course.

Transferability

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

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

All online courses must be completed 100% within the start and end date of the scheduled training. Students must successfully complete all required reading, course assignments, quizzes, and pass the final exam with a 70% in order to receive full course credit and for a completion certificate to be issued. If the final exam is not passed on the first attempt, additional attempts will be permitted.

For instructor led courses, we do offer session extensions for missed time when a student hardship has occurred. OnCourse Learning will allow one session change for legitimate emergencies and will ask for documentation. 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. Due to the nature of our type of education, a leave of absence does not necessarily apply. The final exam will not become available until all required assignments have been graded and approved by the instructor.

In live classroom and webinar education, the student must present their photo-ID to verify their identity prior to entry. If a student is tardy by 10 minutes or more, they will be directed to re-schedule to another day or to an online class. The final exam is verbally interactive with the instructor.

Additional attendance requirements:

- Live classroom - Students must sign a roster at the beginning of class and at the end of class to show they attended the full day(s). No cell phones are to be used while instructor is teaching.
- Webinar – Students must be on a web camera at all times to verify full attendance throughout the day.

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

Student Progress (online courses only)

All online 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.

Student Conduct and Dismissal

While completing any OnCourse Learning courses, students are expected to act in a manner that will reflect well on themselves, the school, and the Nationwide Mortgage Licensing System (NMLS). The NMLS requires every student to agree to Rules of Conduct prior to entering the course. If a student is found to have another individual completing the course, or is in violation of the NMLS Rules of Conduct, the student will forfeit his/her right to complete the course and will be permanently locked out of the course, making him/her unable to complete the course.

Students are expected to conduct themselves in a professional manner and in accordance with OnCourse Learning's policies. Students who violate student conduct policies are subject to disciplinary action, including dismissal from the program.

For online instructor led courses:

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."

For live classroom and webinar courses:

Students are expected to respect the rights of the instructor and fellow students. Cell phones, laptops, other portable devices, and any reading material that is not associated with the program are not permitted to be used during the class. Students are asked to refrain from leaving the virtual classroom except on breaks and lunch hours.

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

Any inquiry a student may have regarding this contract may be online to OnCourse Learning. Students or their guardian that wish to file a complaint with the Division of Private Occupational Schools may do so online within two (2) years from the last date of attendance in the course.

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

Phone: (303) 862-3001

Placement Assistance

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

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

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 866-512-9888 or via email at 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

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

You can also contact [Tech Support](#) by calling 866-512-9888 or emailing 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.