



1764 N. Congress Avenue  
 West Palm Beach, FL  
 33409  
 Office 561 586-0121  
 Fax 561 471-4010  
 www.hci.edu

## Student Enrollment Agreement

### ASSOCIATE DEGREE IN NURSING

This Student Enrollment Agreement (Enrollment Agreement) and Program Application (Application) contained in this packet constitutes a binding contract between the Student and Health Career Institute (HCI or the School) upon completion and acceptance.

**READ THIS AGREEMENT CAREFULLY AS THIS IS A BINDING CONTRACT**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
STREET ADDRESS                      CITY/STATE                      ZIP/POSTAL CODE

**Telephone:** \_\_\_\_\_ (Emergency Contact): \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Gender:** Male / Female    **E-Mail Address:** \_\_\_\_\_

**PROGRAM DESCRIPTION:**

Health Career Institute (HCI or the School), located at 1764 N. Congress Avenue, West Palm Beach, Florida 33409, Office: 561-586-0121, Fax: 561 471-4010, Website: www.hci.edu. The Associate Degree in Nursing Program (ADN Program) is committed to providing the highest quality education for students seeking an Associate Degree in Nursing (ADN Degree). The ADN Program is designed to provide educational and clinical experiences leading to employment in entry-level positions as registered nurses in hospitals or comparable facilities.

The ADN Program focuses on: technical nursing skills across the life span, in short and long-term care facilities and in the community environment. The program covers critical care concepts; professional development and wellness of self and others.

Upon satisfactory completion of the requirements for graduation and NCLEX preparation assessments (including VATI), the student is awarded an ADN Degree and is eligible to take the National Council Licensure Exam (NCLEX-RN) to become a registered nurse.

**ACCREDITATION AND PROGRAM LENGTH:**

**72 College credits: approximately 1,595 hours, 4 semesters, 16-24 months**

This program is approved by the Florida Board of Nursing (<https://floridasnursing.gov/>). Health Career Institute is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201. (703) 247-4212 ([www.accsc.org](http://www.accsc.org)).

**ENROLLMENT DIRECTIONS:**

1. After receiving and reviewing the school catalog located at [www.hci.edu](http://www.hci.edu), submit a completed Application provided in this packet with a \$150.00 non-refundable Application Fee. The application should be submitted to the admissions representative separately prior to submitting the Enrollment Agreement.
2. After reading and understanding the Enrollment Agreement, sign and submit it in person with required documents as listed below in the Admissions Requirements Checklist.

**\*\*\*\* All fees and documents must be submitted before attending class. \*\*\*\***

**PROGRAM SCHEDULE:**

Clinical Rotations: Include a combination of medical facility, simulation lab and other field experience. The Student will receive further details of this schedule at the mandatory orientation which occurs approximately one week before classes begin.

All shadowed areas need to be filled in or circled. Approximate Length of Program including Gen Eds:  
68-104 Weeks (16 months – 24 months)

**Start Date:** \_\_\_/\_\_\_/\_\_\_ **Anticipated End Date:** \_\_\_/\_\_\_/\_\_\_

**Associate Degree in Nursing (72 Credits)**

NUR Classes \$878.00 per credit hour:	42 Credits
Pre-requisite and Co-Requisite Classes \$374 per credit hour:	18 Credits
General Education Classes \$266 per credit hour:	12 Credits

Tuition	\$46,800.00	
<u>ATI Fees</u>	<u>\$3,000.00</u>	
<b>Total Tuition and Fees</b>	<b><u>\$49,800.00</u></b>	<i>Pre-Requisites are included in totals.</i>

**NUR Classes (Core Nursing Classes).....42 Credits / 1,100 Hours**

**Start Date:** \_\_\_/\_\_\_/\_\_\_ **Anticipated End Date:** \_\_\_/\_\_\_/\_\_\_

**Circle Lecture/Lab Day:** MON - TUES - WED - THURS - FRI - SAT **Class Time** \_\_\_to\_\_\_

(Specify AM, PM)

**Nursing Core Courses Tuition and Fees Per Semester:**

**Semester I Tuition & Fees**

Tuition (12 Credits)	\$ 10,536.00
Non-refundable ATI Fee	<u>750.00</u>
<b>Total Semester I</b>	<b><u>\$ 11,286.00</u></b>

**Semester II Tuition & Fees**

Tuition (12 Credits)	\$10,536.00
Non-refundable ATI Fee	<u>750.00</u>
<b>Total Semester II</b>	<b><u>\$ 11,286.00</u></b>

**Semester III Tuition & Fees**

Tuition (10 Credits)	\$ 8,780.00
Non-refundable ATI Fee	<u>750.00</u>
<b>Total Semester III</b>	<b><u>\$ 9,530.00</u></b>

**Semester IV Tuition & Fees**

Tuition (8 Credits)	\$ 7,024.00
Non-refundable ATI Fee	<u>750.00</u>
<b>Total Semester IV</b>	<b><u>\$ 7,774.00</u></b>

**Included in Tuition:**

- Lab and Clinical Instruction\*
- Liability Insurance
- Electronic textbooks for online courses
- Scrubs (one set) and Stethoscope
- Pearson Online Education Access Fee
- NCLEX-RN Exam Fee
- Ten Panel Drug Screening

**Not Included in Tuition**

- Textbooks for Nursing Core Courses
- Pre-Screening – Medical Exam

\*Most Clinical Sites are within 50 miles of the School, however, site(s) can be located up to 100 miles from the School. The Nursing Program will continually strive to provide students with clinical experiences that meet their academic and scheduling needs, but students must be flexible and take these experiences as they become available. **Weekend clinical experiences are particularly difficult and will likely have limited or no availability.**

**Admission Requirement Checklist for the ADN Program:**

**In order to begin the admissions process for the Associate Degree in Nursing, an applicant must:**

- Complete and sign an application including payment of the application fee.
- Take the SmarterMeasure Learning Readiness Indicator (please see the SmarterMeasure policy for more information).
- Pass a criminal background check by the Florida Department of Law Enforcement (FDLE) (Level II)<sup>1</sup>.
- Pass and have a current (within 6 months) 10 panel drug screen<sup>1</sup> prior to starting classes.
- Be 18 years of age prior to the start of classes.
- Provide a valid Driver’s License or government issued photo ID.
- Have a current physical (within the past 12 months) signed by a physician prior to starting clinical(s).
- Have current PPD, proof of Titters and proof of current American Heart Association Basic Life Support (BLS) prior to starting their clinical.
- Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalents of a high school diploma, or provide verification of graduation of an Associate degree or higher from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the School.
- Provide proof of previous experience or education in a Medical Program.
- Meet the technical requirements as per Health Career Institute’s (HCI) admission Enrollment Agreement.
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 46.5 (please see the TEAS policy for further information).

*Licensed Practical Nurses (LPN) must have an unencumbered license, then take and pass the TEAS with a minimum composite score of 58 or better as partial fulfillment of the application process. If the LPN prospective student does not score a 58 after the second attempt and has a score of 46.5 they may enter as a Pharmacology and Fundamentals student. HCI will grant them transfer credit for their semester general education courses and Introduction to Nursing.*

**Credits \$374.00 Per Credit**

**Online Courses.....18 Credits / 315 Hours**

**General Education Courses:**

BSC 2085C	Anatomy & Physiology I with Lab	4 Credits	\$ 1,496.00
BSC 2086C	Anatomy & Physiology II with Lab	4 Credits	\$ <u>1,496.00</u>
Total		<b>8 Credits</b>	<b>\$ <u>2,992.00</u></b>

MCB 2010C	Microbiology with Lab	4 Credits	\$ 1,496.00
HUN 1201	Elements of Nutrition	3 Credits	\$ 1,122.00
DEP 2004	Human growth & Development	3 Credits	\$ <u>1,122.00</u>
Total		<b>10 Credits</b>	<b>\$ <u>3,740.00</u></b>

**Credits \$ 266.00 Per Credit Plus**

**Online Courses.....12 Credits / 180 Hours**

**General Education Courses:**

ENC 1101	English Composition I	3 Credits	\$ 798.00
SPC 2608	Speech	3 Credits	\$ 798.00
MGF 1106	Liberal Arts Mathematics	3 Credits	\$ 798.00
PSY 2010	General Psychology	3 Credits	\$ 798.00
Total		<b>12 Credits</b>	<b>\$ 3,192.00</b>

*\*Note: Online General Education costs include Pearson Education online access fee.*

**METHOD OF PAYMENT:**

- Option 1: Payment may be made by credit card or debit card.  
HCI accepts VISA, MasterCard, Discover and American Express.
- Option 2: Payment may be made by check or money order. No cash is accepted.  
There is a \$36 fee for checks returned for any reason.
- Option 3: HCI participates in Florida Prepaid College Fund ([www.myfloridaprepaid.com](http://www.myfloridaprepaid.com)), Bright Futures (<http://www.floridastudentfinancialaid.org/ssfad/bf/>) and is approved for participation in various funding programs offered through the Veterans' Administration (<http://www.benefits.va.gov/gibill/>). Note: Program benefits may vary depending on individual eligibility.
- Option 4: Financial Aid available to those who qualify.

The Application Form in this packet plus the Application Fee must be submitted prior to submitting the Enrollment Agreement. All required documents must be submitted before attending class. Tuition and related fees are due in full according to your payment schedule agreed upon at the time of registration and acceptance of the Enrollment Agreement.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED <i>The dollar amount of the credit provided to you or on your behalf.</i>	TOTAL OF PAYMENT <i>The amount you will have paid after you have made all payments as scheduled.</i>	TOTAL SALES PRICE <i>The total cost of your purchase on credit including your down payment</i>
	\$	\$	\$	\$
<b>YOUR PAYMENT SCHEDULE WILL BE:</b>				
NUMBER OF PAYMENTS	*AMOUNT OF EACH PAYMENT	WHEN PAYMENTS ARE DUE		
		Beginning on ____ / ____ / ____ and on the same day each (check one) _____ month or _____ bi-weekly thereafter		

**\*Minimum monthly payment exceptions are made if student is fully funded by a third-party agency.**

**Refund Policy**

**Cancellation Refund Policy**

A Student wishing to cancel an enrollment or withdraw may complete a Withdrawal/Cancellation Form. This form is available at [www.HCI.edu](http://www.HCI.edu) or from the Registrar located in Suite 205.

Health Career Institute will refund monies paid by students in the following manner:

- All monies will be refunded if the applicant is not accepted by the School or if the Student cancels with in three (3) business days after signing the Enrollment Agreement and making payment.
- Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the non-refundable Application Fee.
- Any textbooks, scrub, or equipment that were issued must be returned to the school unused to receive the refund for those items.
- Refunds will be made within 30 calendar days of date of the cancelation with proper submission of a Withdrawal/Cancellation Form by the student. Written notification may be submitted by email at [tandrews@hci.edu](mailto:tandrews@hci.edu), faxed to (561) 471-4010, or in person to the Business Office Manager
- Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student and the student has withdrawn according to the following Withdrawal Procedures.

## **Return To Title IV Funds (R2T4) Policy**

The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy, as such a student may still owe a balance to the School for unpaid institutional charges. Federal regulations specify how the Institution must determine the amount of Federal financial aid the student is entitled to have earned when a student withdraws from the Institution.

The percentage amount of Federal financial aid a student has earned during a semester/pay period is calculated based on the total number of calendar days completed in a semester/payment period divided by the total number of calendar days in the payment period. Scheduled breaks of five days or more are excluded. For students who withdraw during the semester/payment period the School will perform the return calculation on a payment period basis.

The amount of assistance earned is determined on a pro-rata basis, up through the 60% point in each semester/payment period. For example, if you completed 30% of your semester/payment period, you earn 30% of the Title IV funds you were originally scheduled to receive. After the 60% point of the semester/payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Any time a student begins attendance in at least one course, but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal or graduate, the institution must review to see if it is necessary to recalculate the student's eligibility for funding received based on a revised enrollment status and the cost of education.

## **The Order of the Return of Title IV Funds**

The return of Title IV funds under the Federal Refund Policy follows a specific order, as follows:

(1) Unsubsidized Direct Loan, (2) Subsidized Direct Loan, (3) Perkins Loan (if applicable), (4) Direct PLUS Loan, (5) Pell Grant, (6) FSEOG, (7) Other Title IV.

## **Withdrawal Procedures**

1. Notice of withdrawal should be made in person by submitting a Withdrawal Form to the Registrar, and the date of determination will be the Withdrawal Date the student submits the Withdrawal Form. The Withdrawal Form and procedure may be obtained from HCI's Registrar in Suite 205 or on HCI's website: [www.hci.edu](http://www.hci.edu).

2. If a student is withdrawn by the school for absenteeism based on the attendance policy, the student's last date of attendance will be the withdrawal date. The Withdrawal Date of will be no later than 14 days after the student's last date of attendance.

3. If a student is withdrawn by the school for failure to maintain required grades or passing rate, the Withdrawal Date of determination will be no later than 14 days after the student's last date of attendance, which will be the same day as the last failed exam or make-up exam.

4. I understand and agree that the School may change locations during the course of my enrollment. Further, I understand that should I decide to discontinue my enrollment on or after the date of that relocation, that my refunds (if any) will be calculated using the policy outlined in this enrollment agreement.

## **Institutional Refund Schedule**

Health Career Institute will refund tuition paid by a Student in the following manner:

- Students who withdraw during the 14 day add/drop period for Nursing core courses and seven day add/drop period for General Education courses will receive a 100% refund of all monies paid for tuition, fees and supplies (excluding the \$150 nonrefundable application fee). Students who attend beyond the 14 day add/drop period for Nursing core courses and seven day add/drop period for General Education courses will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).
- The Withdrawal Date for refund computation will be one of the following:
  - The date Withdrawal/Cancellation Form signed by Student.
  - The date of withdrawal for unsatisfactory progress.
  - The date of withdrawal for excessive absences will be the last date of attendance.

## **Refunds for Courses Cancelled**

All monies will be refunded within 30 days of the schedule start date in the event that HCI cancels the courses.

***A student can be dismissed at the discretion of the Vice President of Academic Affairs and/or Campus President, for unsatisfactory progress, non-payment of tuition and fees, or failure to comply with rules and regulations as stated in the catalog located at [hci.edu](http://hci.edu).***

***Student must read and initial each of the following sections (I – IV).***

### **I. GROUNDS FOR CANCELLATION, TERMINATION, or WITHDRAWAL**

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this Enrollment Agreement and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and policies as outlined in the catalog with or without notification.

Initial \_\_\_\_\_

### **II. GRADUATION REQUIREMENTS**

I understand that in order to graduate from the program and to receive a certificate of completion, diploma or degree I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Enrollment Agreement, pass **all** written and practical examinations with a minimum score of 80%, pass the ATI Predictor with a minimum score of 95% with only two attempts permitted (second attempt is at the sole cost of the student), complete all required clinical hours, achieve "Green Light" status with Virtual ATI (VATI), and satisfy all financial obligations to the School.

Initial \_\_\_\_\_

### **III. EMPLOYMENT ASSISTANCE**

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

I authorize Health Career Institute's representatives to contact potential employers for the purpose of Advocating on my behalf and may release my name and application materials, including, but not limited to, my cover letter, resume, and transcript to prospective employers. I authorize Health Career Institute and its third-party vendors to contact my employer to verify pertinent employment information for my graduate record.

Initial \_\_\_\_\_

### **IV. ACKNOWLEDGEMENT**

This Enrollment Agreement contains the entire agreement between Health Career Institute and the Student. The Student understands that there is financial aid available to those who qualify, is responsible for payments due prior to class starting per policy and any installment contract scheduled payments until paid in full. The Student also acknowledges that they have received a receipt of payment as well as been given a copy of this completed Enrollment Agreement as executed for the Student's records. The Student further acknowledges that a copy of the School's catalog has been provided and been reviewed by the Student prior to signing this Enrollment Agreement located at [www.hci.edu](http://www.hci.edu).

Initial \_\_\_\_\_

### **NOTICE TO PROSPECTIVE STUDENTS:**

**DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A BINDING CONTRACT ONCE SIGNED. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE ENROLLMENT AGREEMENT AND HAVE RECEIVED AND READ THE CURRENT CATALOG LOCATED AT [WWW.HCI.EDU](http://WWW.HCI.EDU).**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of School Official Date

**Verification Applicant received  
copy of this Agreement.**

Initial by student: \_\_\_\_\_