



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

## Student Enrollment Agreement

### GENERAL EDUCATION COURSE(S) ONLY

This Student Enrollment Agreement (Enrollment Agreement) and Application contained in this packet constitutes a binding contract between the Student and HCI College upon completion and acceptance.

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

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

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

Telephone: (Home) \_\_\_\_\_ (Business or Cellular): \_\_\_\_\_

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

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

#### **GENERAL EDUCATION DESCRIPTION:**

HCI College, located at 1764 N. Congress Avenue, West Palm Beach, Florida 33409, Office: 561-586-0121, Fax: 561 471-4010, Website: www.hci.edu. This agreement covers a student that is pursuing one (1) or more General Education Courses at HCI College and not currently pursuing a specific program.

Upon satisfactory completion of the General Education Course(s) with a grade of "C" or higher, the student will be eligible to transfer the completed General Education Course(s) toward a HCI College program according to the policies and procedures contained in the official Catalog.

#### **ACCREDITATION AND GENERAL EDUCATION COURSE LENGTH:**

Each General Education Course is seven Weeks in length and run online only. HCI College 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, submit a completed Application provided in this packet with a \$150.00 application fee. The application fee will be credited toward the future enrollment in a HCI College program. The application should be submitted separately prior to submitting the Enrollment Agreement.
2. After reading and understanding the Enrollment Agreement, sign and submit it in person with applicable fees and required documents as listed below in the admissions checklist.

**\*\*\*\* All fees and documents are required to be submitted before attending class. \*\*\*\***

## **GENERAL EDUCATION COURSE SCHEDULE:**

General Education Course(s) are each seven weeks in length and are run online only. You must check the official Catalog for detailed computer and internet requirements.

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### **Admission Requirement Checklist for General Education Course(s):**

- \_\_\_ 18 years of Age proof with valid driver's license
- \_\_\_ 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 from an accredited college or university
- \_\_\_ Completed Enrollment Agreement and Application with appropriate fees

**\$374.00 Per Credit for the following Online Classes:**

#### **\*General Education Courses:**

<b>Code</b>	<b>Description</b>	<b>Credits</b>	<b>Total Cost</b>
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>
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>

**\$ 266.00 Per Credit for the following Online Classes:**

#### **\*General Education Courses:**

<b>Code</b>	<b>Description</b>	<b>Credits</b>	<b>Total Cost</b>
ENC 1101	English Composition I	3 Credits	\$798.00
SPC 2608	English Speech	3 Credits	\$798.00
MGF 1106	Liberal Arts Mathematics	3 Credits	\$798.00
PSY 2010	General Psychology	3 Credits	\$ <u>798.00</u>

**\*Note: Online General Education costs include Pearson Education online access fee or required E-Text.**

### **METHOD OF PAYMENT:**

Option 1: Payment may be made by credit card.

HCI College accepts VISA, MasterCard, Discover and American Express.

Option 2: Payment may be made by check. No cash is accepted.

There is a \$36 fee for checks returned for any reason.

Option 3: HCI College participates in Florida Prepaid College Fund ([www.myfloridaprepaid.com](http://www.myfloridaprepaid.com)), Bright Futures (<http://www.floridastudentfinancialaid.org/ssfad/bf/>) and VA Benefits (<http://www.benefits.va.gov/gibill/>).

Note: Program benefits may vary depending on individual eligibility.

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 access to online courses is provided to the student. 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.

## **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.

HCI College 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 within 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 cancellation 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.

### **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 College's Registrar in Suite 205 or on HCI College'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 date of determination 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 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 Policy**

HCI College will refund tuition paid by a Student in the following manner:

- Students who withdraw during the 14 day add/drop period for 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 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 Classes Cancelled:**

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

***A student can be dismissed, at the discretion of the Program Director of Nursing and/or Campus President, for unsatisfactory progress, non-payment of tuition and fees, or failure to comply with rules and regulations.***

***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 I am not enrolled in a specific HCI College program at this time and only completing General Education Course(s). Should I choose to enroll in a HCI College program at a later date, I must follow all policies and procedures contained in the official Catalog at that time regarding enrollment and graduation requirements.

Initial \_\_\_\_\_

**III. EMPLOYMENT ASSISTANCE**

I understand that the School has not made and will not make any guarantees of employment or salary upon my completion of General Education Course(s). Upon enrollment in a HCI College program, 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 HCI College'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 HCI College 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 HCI College and me, and no further modification or representation will be recognized. The student understands that there is no financial aid available for a la carte General Education Online courses, 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 Student 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 reviewed prior to signing this enrollment agreement.

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.

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

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

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

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