



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

# Student Enrollment Agreement

## DIPLOMA IN PARAMEDIC

This Student Enrollment Agreement (Enrollment Agreement) and Program Application (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: \_\_\_\_\_ (Emergency Contact): \_\_\_\_\_

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

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

### **PROGRAM 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. The Diploma in Paramedic Program is committed to providing the highest quality education for students seeking a Diploma in Paramedic. The Paramedic Program is designed to provide educational and clinical experiences leading to employment in entry- level positions as Paramedics in pre-hospital settings.

The Paramedic Program focuses on: medical and trauma-related emergencies. The program includes lecture, skills labs, and hospital and fire rescue rotations as outlined in the core requirements in the most current Emergency Medical Services curriculum standards. The Paramedic Program can also be applied as a core requirement in the A.S. in Emergency Medical Services degree program.

Upon satisfactorily completion of the requirements for graduation, the student is awarded a Diploma and is eligible for certification by the State of Florida to practice as a Paramedic.

### **ACCREDITATION AND PROGRAM LENGTH:**

**45 College credits: approximately 1,112 hours, 3 semesters, 12 months**

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services. 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 at 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 applicable fees and required documents as listed below in the Admissions Requirements Checklist.

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

**PROGRAM SCHEDULE:**

Clinical Rotations: Include a combination of medical facility and fire rescue 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:  
52 Weeks (12 months)

**Start Date:** \_\_\_ / \_\_\_ / \_\_\_

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

**Diploma in Paramedic (45 Credit Hours)**

Semester I, II and III Classes \$136.13 per credit hour:

15 Credits Per Semester

Tuition	\$6,126.00
<u>Lab/Clinical Fees/Reg Fees</u>	<u>\$1,794.00</u>
<b>Total Fees</b>	<b>\$7,920.00</b>

**EMS Classes (Core Paramedic Classes)..... 45 Credits / 1,112 Hours**  
**Start Date:** \_\_\_ / \_\_\_ / \_\_\_      **Anticipated End Date:** \_\_\_ / \_\_\_ / \_\_\_  
**Circle Days:** M - T - W - TH - F - Sat      **Specific Class Time** \_\_\_\_\_ to \_\_\_\_\_ (Specify AM, PM)

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

**Semester I Tuition & Fees**

Tuition (15 Credits)	\$ 2,042.00
Lab/Clinical Fee	536.00
Non-refundable Registration fee	<u>62.00</u>
<b>Total Semester I</b>	<b>\$ 2,640.00</b>

**Semester II Tuition & Fees**

Tuition (15 Credits)	\$ 2,042.00
Lab/Clinical Fee	536.00
Non-refundable Registration fee	<u>62.00</u>
<b>Total Semester II</b>	<b>\$ 2,640.00</b>

**Semester III Tuition & Fees**

Tuition (15 Credits)	\$ 2,042.00
Lab/Clinical Fee	536.00
Non-refundable Registration fee	62.00
<b>Total Semester III</b>	<b>\$ 2,640.00</b>

**Please Note:** Paramedic Textbook Bundle is specially priced and includes Platinum Planner, EMS Testing and myBrady Lab access codes.

**Included in Lab/Clinical Fee:**

- Clinical Instruction\*
- Liability Insurance
- Drug Screening
- Background
- Paramedic Textbook Bundle
- Uniform Shirt

**Not Included in Fees:**

- Books & Course: BLS, ACLS, PHTLS, 12 Lead & PALS
- Stethoscope
- Pre-screening Medical Exam
- Computer Adaptive Testing
- Uniform pants

*\*Most Clinical Sites are usually within 50 miles of the School, however site(s) can be located up to 100 miles from the School.*

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

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check by the Florida Department of Law Enforcement (FDLE) (Level II)<sup>1</sup>.
- Pass and have a current (within six months) 10 panel drug screen<sup>1</sup>.
- 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
- Have current PPD, proof of Titters, and proof of current American Heart Association Basic Life Support (BLS)
- Current license as a Florida State EMT. HCI College EMT graduates must receive their Florida EMT license prior to Semester II of the of the Paramedic Program (Phase I)
- Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalent of a high school diploma, or verification of graduation from an Associate degree or higher program 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

<sup>1</sup>Certain findings on background checks or drug screen can hinder or prevent a student from clinical/ride placement or pursuing licensure in most program fields offered by HCI College.

**METHOD OF PAYMENT:**

Option 1: Payment may be made by credit card or debit card.

HCI College 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 College 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.

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		

**\*Note: Student gap payment listed above "Amount of Each Payment" requires enrollment in automatic debit/credit/checking payment authorization [through HCI College or a co-signer for Tuition Options] or [payment in full by credit card, debit card, check or money order].**

## **Refund Policy**

### **Cancellation/Withdrawal Refund Policy**

HCI College offers a refund to students who withdraw from the program, or to the sources from which the student's prepaid fees came, according to the schedule outlined below. This refund is based on tuition. Any student wishing to withdraw should complete and sign a Withdrawal Form. The Withdrawal Form and procedure may be obtained at HCI College's registration desk in Suite 205 at the West Palm Beach Campus or Suite 101 at the Fort Lauderdale Campus or on HCI College's website: [www.HCI.edu](http://www.HCI.edu).

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 at the West Palm Beach Campus or 123 at the Fort Lauderdale Campus.

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 and uniform polo shirts 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, fax or in person.
  - Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

### **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 date the student submits the Withdrawal Form. The Withdrawal Form and procedure may be obtained from HCI College's Registrar in Suite 205 at the West Palm Beach Campus or in Suite 101 at the Fort Lauderdale Campus 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 this policy.

### **Institutional Refund Policy**

The refund schedule is as follows:

1. All monies paid 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. The applicant that has not visited the school facility prior to signing the Enrollment Agreement will have the opportunity to withdraw without penalty within (three days) following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. *\*Returned check fees and transfer credit fees are non-fundable. The nonrefundable Registration fee is fully refundable (not to exceed \$150).*
2. Withdrawal after the third 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 registration/application fee (not to exceed \$150) and transfer credit fees.

3. Any textbooks, uniforms, and equipment issued must be returned to the school unused to receive full refund for those items.
4. 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
5. 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.

\*Tuition for the EMT program will be refunded on a pro-rated basis. The pro-rata refund will apply to the proportion of the Semester taught of the Enrollment Term (as defined by Program). In the online courses, if no activity is logged within the first seven days of each scheduled class then HCI College reserves the right to withdraw the student for nonparticipation; monies will be refunded according to the refund schedule for EMT below.

### **Refund Schedule:**

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 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 at [www.hci.edu](http://www.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%, and complete all required clinical hours 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 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 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 reviewed 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

<p><b>Verification Applicant received copy of this Agreement.</b></p> <p>Initial by student: _____</p>
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