

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 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 orientation.** ****

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 \$165.00 per credit hour:

45 Credits Per Semester

Tuition	\$7,425.00
Lab/Clinical Fees/Reg Fees	\$2,475.00
Total Fees	\$9,900.00

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)	\$ 2,475.00
Lab/Clinical Fee	\$ 650.00
Non-refundable Registration fee	\$ 75.00
Total Semester I	\$ 3,200.00

Semester II Tuition & Fees

Tuition (15 Credits)	\$ 2,475.00
Lab/Clinical Fee	\$ 650.00
Non-refundable Registration fee	\$ 75.00
Total Semester II	\$ 3,200.00

Semester III Tuition & Fees

Tuition (15 Credits)	\$ 2,475.00
Lab/Clinical Fee	\$ 800.00
Non-refundable Registration fee	\$ 75.00
State Test Review	\$ 150.00
Total Semester III	\$ 3,500.00

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

Not Included in Fees:

- Paramedic Textbook Bundle – Required (see above)
- Books & Course: BLS, ACLS, PHTLS, 12 Lead & PALS
- Uniform Pants, Popo Shirt, Stethoscope,
- Pre-Screening Medical Exam
- Drug Screening
- Computer Adaptive Testing Fee

*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:

- ___ 18 years of Age proof with valid driver’s license
- ___ High School Diploma or G.E.D. or Official College Transcript noting High School Attended
- ___ Completed Enrollment Agreement and Application with appropriate fees
- ___ Current Physical signed by a physician and performed within the past 12 months due prior to clinicals.
- ___ Current 10 Panel Drug Screen within 60 days of the first day of class
- ___ FDLE Level II Background within 6 months of the first day of class
- ___ Current PPD, proof of Titters and proof of current American Heart Association BLS due prior to clinicals.
- ___ Current license as a Florida State EMT or be eligible to sit for the EMT licensure exam.
- ___ Proof of previous experience or education in a Medical Program

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), 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/qibill/>). 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 orientation. 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 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>
%	\$	\$	\$	\$
YOUR PAYMENT SCHEDULE WILL BE:				
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 below “Amount of Each Payment” requires enrollment in automatic debit/credit/checking payment authorization through *Health Career Institute* or a co-signer for Tuition Options or payment in full by credit card, debit card, check or money order.**

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 or from the Registrar located in Suite 203. 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 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 registration 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's Registrar in Suite 203 or on HCI's website: 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

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

- Students who withdraw during the 14 day add/drop period 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 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 cancels the class.

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

