



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 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 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 1,485 hours, 5 semesters, 20 months**

This program is approved by the Florida Board of Nursing (<https://floridasnursing.gov/>). 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 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: Includes 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:  
75 Weeks (20 months)

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

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

**Schedule for the Nursing Core Courses are listed below.** Please circle the days you could attend:

**Lecture/Lab Day:** Monday – Tuesday – Wednesday – Thursday – Friday – Saturday

Class Time \_\_\_\_\_ To \_\_\_\_\_ (Specify AM or PM)

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

NUR Classes \$758.00 per credit hour: 42 Credits  
Medical Pre-requisite Courses (MPC) \$374 per credit hour: 18 Credits  
General Education Pre-Requisite Courses \$266 per credit hour: 12 Credits

Tuition	\$41,760.00	
ATI Fees	\$3,000.00	
<b>Total Tuition and Fees</b>	<b>\$44,760.00</b>	<i>Pre-Requisites are included in totals.</i>

### **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.***

### Tuition and Fees Breakdown Per Semester:

Semester	Course Number	Course Name	Credits	Tuition
Semester 1	BSC2085C	Human Anatomy & Physiology I (MPC)	4	\$1496
	ENC1101	English Composition I	3	\$798
	MGF1106	Liberal Arts Mathematics	3	\$798
	PSY2012	General Psychology	3	\$798
		<b>Total for Semester One</b>		<b>\$3890</b>
Semester 2	MCB2010C	Microbiology (MPC)	4	\$1496
	HUN1201	Elements of Nutrition (MPC)	3	\$1122
	BSC2086	Human Anatomy & Physiology II (MPC)	4	\$1496
	DEP2004	Human Growth & Development (MPC)	3	\$1122
	SPC2608	Speech	3	\$798
		<b>Total for Semester Two</b>		<b>\$6034</b>
Semester 3	NUR1023	Nursing I, Lecture	5	\$3790
	NUR1022L	Nursing I, Lab	2	\$1516
	NUR1023L	Nursing I, Clinical	3	\$2274
	NUR2140	Introduction to Pharmacology for Nursing	3	\$2274
		ATI Fee		\$1000
		<b>Total for Semester Three</b>		<b>\$10,854</b>
Semester 4	NUR1213	Nursing II, Lecture	7	\$5306
	NUR1213L	Nursing II, Clinical	3	\$2274
	NUR2520	Psychiatric Nursing, Lecture	3	\$2274
	NUR2520L	Psychiatric Nursing, Clinical	1	\$758
		ATI Fee		\$1000
		<b>Total for Semester Four</b>		<b>\$11,612</b>
Semester 5	NUR2261	Nursing III, Lecture	5	\$3790
	NUR2261L	Nursing III, Clinical	4	\$3032
	NUR2943L	Nursing Capstone	6	\$4548
		ATI Fee		\$1000
		<b>Total for Semester Five</b>		<b>\$12,370</b>
	<b>TOTAL</b>		<b>72</b>	<b>\$44,760</b>

### 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
- Pass a criminal background check (within the past 12 months)<sup>1</sup>
- Pass and have a current (within the past 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
- 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
- Meet HCI College's technical requirements
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in technical competency, 70% in Life Factors, and 60% in Technical Knowledge.
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 55 (please see the TEAS policy for further information)

<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.
- 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/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 101 at the West Palm Beach Campus or 101 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 except for 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 cancelation 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.

## **Return of 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 Institution 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. 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 FSA assistance 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 date the student submits the Withdrawal Form. The Withdrawal Form and procedure may be obtained from HCI College's Registrar in Suite 101 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 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.
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## **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-refundable. 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 except for 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 Courses Cancelled**

All monies will be refunded within 30 days of the schedule start date if HCI College 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.***

