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Student Enrollment Agreement

ASSOCIATE OF SCIENCE IN EMERGENCY MEDICAL SERVICES

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 LEGAL AND BINDING CONTRACT

Last Name: _____ First Name: _____

Address: _____
STREET ADDRESS CITY/STATE ZIP/POSTAL CODE

Telephone: _____ Email: _____

Social Security Number: _____ DOB: _____

(Emergency Contact): _____

PROGRAM DESCRIPTION:

The Associates of Science Degree in Emergency Medical Services prepares individuals who are seeking career advancement and increased employment opportunities in the field of Emergency Medical Services. The combination of the EMT and the Paramedic curriculum with the general education courses offered by HCI College will enable the student to obtain and Associate of Science Degree in Emergency Medical Services.

The Emergency Medical Services 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 Associate of Science in Emergency Medical Services degree program.

Upon satisfactorily completion of the requirements for graduation, the student is awarded an Associate of Science degree.

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

Start Date: / / Anticipated End Date: / /

Schedule for the Nursing Core Courses are listed below. Please check the days you could attend:
Lecture/Lab Day: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday
(___ AM or ___ PM) Class Time _____ To _____ (Specify)

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.

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

ACCREDITATION AND PROGRAM LENGTH:

60 College credits: approximately 1,337 hours, 4 semesters, 24 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).

ASSOCIATE OF SCIENCE IN EMERGENCY MEDICAL SERVICES

Semester I, II and III Classes \$220.00 per credit hour: 15 Credits Per Semester (45 Credits Total)
 Semester IV Classes \$645.00 per credit hour: 15 Credits Total

Tuition and Application Fee	
Tuition	\$19,575
Application Fee	\$150
Total Program Cost	\$19,725

Paramedic Core Courses Tuition and Fees Per Semester:

Semester	Course Number	Course Name	Credits	Tuition
Semester 1	EMS 2620C	Paramedic I - Lecture	10	\$2,200
	EMS 2620C	Paramedic I - Lab	1	\$220
	EMS 2664L	Paramedic I - Hospital/Field Combined	4	\$880
	Total for Semester One			
Semester 2	EMS 2621C	Paramedic II - Lecture	10	\$2,200
	EMS 2621C	Paramedic II - Lab	1	\$220
	EMS 2665L	Paramedic II - Hospital/Field Combined	4	\$880
	Total for Semester Two			
Semester 3	EMS 2622C	Paramedic III - Lecture	10	\$2,200
	EMS 2622C	Paramedic III - Lab	1	\$220
	EMS 2668L	Paramedic III - Hospital/Field Combined	4	\$880
	Total for Semester Three			
		TOTAL	45	\$9,900

A set of required materials, textbooks, and uniforms are provided at no additional cost.

General Education Courses:

Semester	Course Number	Course Name	Credits	Tuition
Semester 4	ENC 1101	English Composition I	3 Credits	\$1,935
	SPC 2608	Speech or ENC1102 English II	3 Credits	\$1,935
	MGF 1106	Liberal Arts Mathematics	3 Credits	\$1,935
	PSY 2010	General Psychology	3 Credits	\$1,935
	AMH 2010	History of the USA: A Survey to 1877	3 Credits	\$1,935
	Total			

A set of required materials, textbooks, and uniforms are provided at no additional cost.

CHECK BOX IF STUDENT HAS COMPLETED A PARAMEDIC PROGRAM AT AN INSTITUTION OTHER THAN HCI COLLEGE. ATTACH VALID PARAMEDIC LICENSE

Admission Requirement Checklist for the Emergency Medical Services Program:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past 12 months) *
- Pass and have a current (within the past six months) 10 panel drug screen*
- 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.
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (refer to the SmarterMeasure policy for more information).
- Have a current physical (within the past 12 months) signed by a physician*
- Have current PPD, proof of Titters, and proof of current American Heart Association Basic Life Support (BLS)*
- Be currently licensed as a Paramedic
- Meet HCI College’s technical requirements

*Not required if transferring in a Qualified Paramedic Program (45 credits).

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), 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.

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>
N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
YOUR PAYMENT SCHEDULE WILL BE:				
NUMBER OF PAYMENTS	*AMOUNT OF EACH PAYMENT	WHEN PAYMENTS ARE DUE		
N/A	N/A	Beginning on ___ / N/A / ___ and on the same day each (check one) N/A ___ month or N/A ___ bi-weekly thereafter		

***Note: Student gap payment listed below “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:

Refunds for Courses Cancelled

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

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 cancel or withdraw should complete and sign a Withdrawal Form. The Withdrawal Form and procedure may be obtained at HCI College's registration desk in Suite 101 at the West Palm Beach 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 College 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.
- 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 either in person or through e-mail 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.
2. If a student is withdrawn by the College 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 College 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 College 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.

Institutional Refund Policy

The refund schedule is as follows:

1. Buyers Right to Cancel: All monies paid will be refunded if the applicant is not accepted by the College, 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 College 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 College facilities and inspection of equipment. The nonrefundable Application fee is fully refundable as it relates to buyers right to cancel only (not to exceed \$50).
2. Returned check fees are nonrefundable.
3. 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 application fee (not to exceed \$50).
4. Any textbooks, uniforms, and equipment issued must be returned to the College unused to receive full refund for those items.
5. 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, faxed to (561) 471-4010, or in person to the Business Office Manager.
6. Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

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.
 - The date of involuntary withdrawal by HCI College for actions that the College may deem to be in violation of its policies and procedures.

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

I. GROUNDS FOR DISMISSAL

I understand and agree that at the discretion of HCI College, I can be dismissed for unsatisfactory progress, non-payment of tuition and fees, or failure to comply with College's policies, rules and regulations as stated in the HCI's Catalog.

Initial _____

II. GROUNDS FOR CANCELLATION, TERMINATION, or WITHDRAWAL

I agree to comply with all HCI College's the rules and policies and understand that the College 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 HCI College's Catalog, Addendum, and/or College's Handbooks. I understand that the College reserves the right to modify the rules and policies outlined in the Catalog with or without notification.

Initial _____

III. 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 credit/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 College.

Initial _____

IV. EMPLOYMENT ASSISTANCE

I understand that the College has not made and will not make any guarantees of employment or salary upon my graduation. The College 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 release my name and job 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 _____

V. ACKNOWLEDGEMENT

This Enrollment agreement contains the entire agreement between HCI College and the student. I, the Student, understand that I am responsible for payments due prior to class starting per policy and any installment contract scheduled payments until paid in full. I, the Student, also acknowledge that I have received a receipt of payment, as well as been given a copy of this completed Enrollment Agreement for my records. I, the Student, further acknowledge that a copy of the College's Catalog has been provided to me and been reviewed by me prior to signing this Enrollment Agreement.

Initial _____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS ENROLLMENT AGREEMENT. I UNDERSTAND THAT THIS IS A LEGAL AND BINDING AGREEMENT BETWEEN THE COLLEGE AND MYSELF. ADDITIONALLY, I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND HAVE READ THE CURRENT CATALOG.

Signature of Applicant

Date

Signature of College Official

Date