



Student Application and Enrollment Agreement

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.

APPLICATION FEE:

**Paramedic, Medical Assisting, Veterinary Assisting,
AS Substance Abuse Counseling Associate Degree in Nursing, RN-BSN - \$50.00
EMT, AS EMS - \$150.00**

READ THIS AGREEMENT CAREFULLY AS THIS IS A LEGAL AND BINDING CONTRACT

SELECT CAMPUS:

Main Campus
West Palm Beach Campus
1764 N. Congress Ave, Suite 200, West Palm Beach, FL 33409
1760 N. Congress Ave, Suites 101 and 102, West Palm Beach, FL 33409
Office: 561-586-0121

A Branch of West Palm Beach
Fort Lauderdale Campus
1201 W. Cypress Creek Road, Suite 101, Fort Lauderdale, FL 33309
Office: 954-626-0255

SELECT PROGRAM:

Diploma

- Emergency Medical Technician (4 Months, 300 Clock Hours, 12 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Paramedic (12 Months, 1,112 Clock Hours, 45 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Medical Assisting (10 Months, 855 Clock Hours, 36 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Veterinary Assisting (10 Months, 720 Clock Hours, 35 Credits) WEST PALM BEACH & FORT LAUDERDALE

Associate Degree/Associate of Science Degree

- Associate in Nursing (24 Months, 72 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Associate of Science in Emergency Medical Services (24 Months, 60 Credits) WEST PALM BEACH
- Associate of Science in Substance Abuse Counseling (24 Months, 60 Credits) WEST PALM BEACH

Bachelor of Science Degree

- Bachelor of Science RN to BSN (24 Months, 72 Credits) WEST PALM BEACH

APPLICANT INFORMATION:

Name: _____
LAST FIRST MIDDLE

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

Phone Number: _____ **Email:** _____
AREA CODE

SSN: _____ - _____ - _____ **Date Of Birth:** _____ / _____ / _____
MONTH DAY YEAR

Citizenship:

- U.S. Citizen Permanent Resident M-Visa Student Other – Home Country: _____

Gender:

- Male
 Female

Race (Optional):

- American Indian/Alaska Native Asian Black/African American Race/Ethnicity Unknown
 Native Hawaiian/Pacific Islander White Hispanic/Latino



Emergency Contact: _____
NAME RELATIONSHIP PHONE NUMBER

EDUCATION:

- General Education Diploma (GED) 2 Year College
- High School Diploma Bachelor's Degree or Higher
- Some College

Name of High School: _____ County/State: _____

Address: _____
NO. & STREET CITY STATE ZIP CODE

Will you be requesting a review of transfer credits? Yes No

Name of College 1: _____ County/State: _____

Name of College 2: _____ County/State: _____

WORK HISTORY:

Certifications in the State of Florida:

- EMT Certification #: _____ Paramedic Certification #: _____
- LPN License #: _____ RN License #: _____

*CHECK BOX IF STUDENT HAS COMPLETED A PARAMEDIC PROGRAM. ATTACH VALID PARAMEDIC LICENSE.

Have you ever been convicted of a felony or misdemeanor? Yes No

Have you ever been enrolled in a healthcare program? (EMT, Paramedic, Nursing, LPN, CNA, Fire Fighter, Medical Assistant, Home Health Aide, etc.) Yes No

Program Name: _____ School Attended: _____

Have you ever worked in healthcare? (EMT, Paramedic, Nursing, LPN, CNA, Fire Fighter, Medical Assistant, Home Health Aide, etc.) Yes No

Job Title: _____

Present Employer: _____ Date of Hire: _____



PROGRAM GOAL:

Why are you interested in attending HCI College? (Check all that apply)

- Career Advancement Personal Enrichment Better Pay In Demand Job
 Other: _____

All shadowed areas must be filled in or circled.

Start Date: [] / [] / []

Anticipated End Date: [] / [] / []

PROGRAM SCHEDULE*:

- AM or PM

**HCI will do its best to accommodate your preferred session. However, preferred sessions are not guaranteed throughout the life of the program.*

Clinical Rotations:

Nursing/Medical Assisting/Veterinary Assisting includes a combination of medical facility, simulation lab and other field experience. EMT/Paramedic includes 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, some sites can be located up to 100 miles from the College. The College will continually strive to provide the student with clinical experiences that meet their academic and scheduling needs, but the student should be flexible and take these experiences as they become available.*

PROGRAM OVERVIEW AND COST:

Diploma	App. Fee	Cost Per Semester	Projected Total Program Cost*	Approx. Length of Program	Credits	Clock Hours
EMT	\$ 150.00	\$ 5,000.00	\$ 5,000.00	1 Semester/ 4 Months	12	<i>Clock Hours</i> 300
Paramedic	\$ 50.00	\$ 4,395.00	\$ 13,185.00	3 Semesters/ 12 Months	45	<i>Clock Hours</i> 1,112
Medical Assisting	\$ 50.00	(I/II) \$ 7,200.00 (III) \$ 3,600.00	\$ 18,000.00	3 Semesters/ 10 Months	36	<i>N/A</i>
Veterinary Assisting	\$ 50.00	(I/II) \$ 7,600.00 (III) \$ 3,800.00	\$ 19,000.00	3 Semesters/ 10 Months	35	<i>N/A</i>
Associate Degree / Associate of Science Degree	App. Fee	Cost Per Credit	Projected Total Program Cost*	Approx. Length of Program	Credits	Clock Hours
Associate Degree in Nursing	\$ 50.00	(Gen. Ed.) \$ 645.00 (Core) \$ 767.00	\$ 51,564.00	6 Semesters/ 24 Months	72 (30 Gen. Ed./ 42 Core)	<i>Clock Hours</i> 1,485
AS in EMS	\$ 150.00	(Gen. Ed.) \$ 645.00 (Core) \$ 293.00	\$ 22,860.00	4 Semesters/ 24 Months	60 (15 Gen. Ed./ 45 Core)	<i>Clock Hours</i> 1,112
AS in Substance Abuse Counseling	\$ 50.00	(Gen. Ed.) \$ 645.00 (Core) \$ 275.00	\$ 29,820.00	6 Semesters/ 24 Months	60 (30 Gen. Ed / 30 Core)	<i>N/A</i>
Bachelor of Science Degree	App. Fee	Cost Per Credit	Projected Total Program Cost*	Approx. Length of Program	Credits	Clock Hours
RN to BSN	\$ 50.00	(ASN Gen. Ed.) \$ 645.00 (ASN Core) \$ 767.00 (BSN Gen. Ed.) \$ 275.00 (BSN Core) \$ 275.00	\$ 16,500.00	7 Semesters/ 12-24 Months	120 (60 ASN/ 23 Gen. Ed./ 37 Core)	<i>N/A</i>
<p>* Projected total program cost is based on full time continuous enrollment for the entire program. The total cost of the program may change as a result of transfer of credits, failing one or more courses, and/or interruption in attendance. A set of required materials, textbooks, and uniforms will be provided at no additional cost.</p>						

ACCREDITATION:

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). The AS in Nursing program is approved by the Florida Board of Nursing (<https://floridasnursing.gov/>); AS in EMS, EMT/Paramedic/AS in EMS programs are approved by the Florida Department of Health Bureau of Emergency Medical Services.

ADMISSION REQUIREMENT CHECKLIST:
General Requirements for All Programs:

- Complete and sign the HCI College Application and Enrollment Agreement packet.
- 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 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 College.
- Schedule payment of tuition and fees.

Additional Requirements (Program Specific):
EMT

- Pass a criminal background check (within the past 12 months from the applicant's start date).¹
- Pass and have a current (within the past six months from the applicant's start date) 10 panel drug screen.¹

Paramedic:

- Pass a criminal background check (within the past 12 months from the applicant's start date).¹
- Pass and have a current (within the past six months from the applicant's start date) 10 panel drug screen.¹
- Currently licensed as a Florida State EMT. HCI College EMT Graduates must receive their Florida EMT license prior to Semester II of the Paramedic Program.

Medical Assisting

- Pass the Student Assessment for Distance Education

Veterinary Assisting

- Pass the Student Assessment for Distance Education

Associate Degree in Nursing

- 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) or earn a minimum score of 80 on each of the following sections on the HESI A2 Exam: Reading Comprehension, Grammar, Vocabulary and Knowledge, Anatomy and Physiology, and Math. The results of the HESI A2 will be accepted for up to one year after the test date of the exam.
- Must sign the Background Check and Drug Screening Acknowledgement.¹

AS in EMS

- Pass a criminal background check (within the past 12 months from the applicant's start date).¹ *
- Pass and have a current (within the past six months from the applicant's start date) 10 panel drug screen.¹ *
- Be currently licensed as a Paramedic.
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge.

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

AS in Substance Abuse Counseling

- Be 18 years of age prior to the start of classes
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge.

RN-BSN

RN-BSN students are to have completed their Associate Degree in Nursing or equivalent prior to admission. Applicants will receive 60 credits for transfer, of which 15 must be in general education.

- Have a current registered nurse license with completion of their Associate Degree in Nursing or equivalent prior to admission, provide proof of an active RN license, and provide transcripts with proof of completion of their Associate Degree in Nursing.
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge.

¹ Certain findings on background checks or drug screens 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, American Express or Discover.
- 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.
- Option 4: Federal Student Aid available to those who qualify. *
 *Applies to AS in Nursing, Paramedic, Veterinary Assisting, Medical Assisting and RN to BSN programs only

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 SALE 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 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 POLICIES

Cancellation Refund Policy for All Programs

HCI College may offer a tuition refund to students who withdraw from the program. Based on the method of initial payment, refunds may be directed to source(s) from which the student's prepaid fees came, according to the schedule outlined below. Any student wishing to withdraw should complete and sign the Withdrawal Form. The Withdrawal Form and procedure may be obtained at the Registrar's office. It is advised that a student wishing to withdraw, visit the Financial Aid and Business Office to discuss the financial implications of withdrawing, if any.

A student wishing to cancel an enrollment or withdraw should complete a Withdrawal/Cancellation Form and submit to the Registrar at the 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. 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 business days) following either the regularly scheduled orientation procedures or following a tour of the College facilities and inspection of equipment. The nonrefundable Application is fully refundable (not to exceed \$150). **Returned check fees and transfer credit fees are non-fundable;*
- Cancellation or withdrawal 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 (not to exceed \$150);
- Any textbooks and uniforms, uniform polo shirts, and 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;
- Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student.

Institutional Refund Policies

Refund Schedule for AS in Nursing, AS in Emergency Medical Services, AAS in Substance Abuse Counseling, RN to BSN, Paramedic, Veterinary Assisting and Medical Assisting Programs

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

- Students who withdraw during the seven (7) calendar day add/drop period will receive a 100% refund of all monies paid for tuition and fees (excluding the nonrefundable application fee). Students who attend beyond the seven (7) calendar day add/drop period will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester) for courses attended.
- The Withdrawal Date for refund computation will be one of the following:
 - The date Withdrawal/Cancellation Form signed by student.
 - The last date of attendance for unsatisfactory progress.
 - The last date of attendance for excessive absences will be the last date of attendance.

Refund Schedule for Emergency Medical Technician Program

The refund schedule is as follows:

- Tuition for the EMT program will be refunded on a pro-rata basis up to 40%. The pro-rata refund will apply to the proportion of the semester taught of the Enrollment Term (as defined by Program).

Proportion of Semester Taught	Tuition Refund Percentage
0% through and including 40%	Pro-Rata
More than 40% and including 50%	40%
More than 50%	0% (No Tuition Refund)



- The Withdrawal Date for refund computation will be one of the following:
 - The date Withdrawal/Cancellation Form signed by Student
 - The last date of attendance for unsatisfactory progress
 - The last date of attendance for excessive absences will be the last date of attendance

Availability/Cancellation

While the school makes every effort to provide sufficient course sections for students, the school reserves the right to reschedule any start date for a class in which there is insufficient enrollment. If the start date cannot be rescheduled and is therefore cancelled, all monies will be refunded within 30 days of the scheduled start date.

Return to 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 College for unpaid institutional charges. Federal regulations specify how the College must determine the amount of Federal Student Aid the student is entitled to have earned when a student withdraws from the College.

Federal Student Aid regulations specify how the College must determine the amount of Federal Student Aid assistance that the student earns if they withdraw from the College. The Federal Student Aid programs that are covered by this law are Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Subsidized Loans, Direct Unsubsidized Loans and Direct PLUS Loans.

Though aid is posted to the student's account at the College at the start of each semester, students earn the funds as they complete the period. If the student withdraws during the semester or payment period or period of enrollment, the amount of Federal Student Aid assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the College or parent receive on the student's behalf) financial aid less assistance than the amount that earned, the student may be able to receive those additional funds as post withdrawal disbursements. If assistance received is more than the student earned, the excess funds must be returned by the College and/or the student.

If the student did not receive all the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the College must get the student (or parent permission before it can disburse them. The student may choose to decline some or all the loan funds so that they do not incur additional debt. The College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the College). The College needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce debt at the College.

There are some Federal Student Aid funds that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student that has not completed the first 30 days of their program before withdrawing, will not receive any Direct Loan funds, even though the funds were scheduled to be received had the student remained enrolled past the 30th day.

If a student receives (or the College or parent receive on the student's behalf) excess Federal Student Aid funds that must be returned, the College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds; or
2. The entire amount of excess funds.



The College must return this amount even if it didn't keep this amount of your Title IV program funds. If the College is not required to return all the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the student's parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the College or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any institutional refund policy that the College may have. Therefore, the student may still owe funds to the College to cover unpaid institutional charges. The College may also charge the student for any Federal Student Aid program funds that the College was required to return. If the student does not already know the College's refund policy (see Institutional Refund Policy above), the student should ask the campus financial aid or business office for a copy. The campus can also provide the student with the requirements and procedures for officially withdrawing from the College.

The percentage amount of Federal Financial aid a student has earned during a semester/payment period is calculated based on the total number of calendar days completed in a semester/pay period divided by the total number of calendar days in the payment period. For students who withdraw during the semester/pay period the College 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/pay period. For example, if a student completes 30% of the semester/pay period, the student earns 30% of the Federal Student Aid assistance the was originally scheduled to receive. After the 60% point of the semester/pay period, a student has earned 100% of the Federal Student Aid 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 College 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) Direct PLUS Loan, (4) Pell Grant, (Iraq and Afghanistan Service Grants, (6) Federal Supplemental Educational Opportunity Grant (FSEOG), (7) TEACH Grants

Students 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 academic progress, non-payment of tuition and fees, or failure to comply with the College’s policies, rules and regulations as stated in HCI College’s Catalog.

Initial _____

II. GROUNDS FOR CANCELLATION, TERMINATION, OR WITHDRAWAL

I agree to comply with HCI College’s policies and rules and understand that the College shall have the right to terminate this Enrollment Agreement and my enrollment at any time for violation of policies and rules as outlined in HCI College’s Catalog. I understand that the College reserves the right to modify the policies and rules as outlined in the College’s Catalog with or without notification.

Initial _____

III. GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma or degree, I must successfully complete all courses in the program of study with the minimum required cumulative grade point average or higher, satisfy all programmatic requirements, 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. 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 College’s catalog has been provided and reviewed prior to signing this Enrollment Agreement located at www.HCI.edu.



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

Parent or Guardian Signature (if under the age of 18)

Date

Signature of College Official

Date