



# 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:**

**\$50.00** - Veterinary Assisting, Medical Assisting, Practical Nursing, AS in Substance Abuse Counseling, Associate Degree in Nursing  
**\$150.00** - AS in EMS

***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**

- Veterinary Assisting (10 Months, 720 Clock Hours, 35 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Medical Assisting (10 Months, 855 Clock Hours, 36 Credits) WEST PALM BEACH & FORT LAUDERDALE
- Practical Nursing (16 Months, 1,350 Clock Hours, 46 Credits) WEST PALM BEACH & FORT LAUDERDALE

**Associate Degree**

- Associate of Science in Substance Abuse Counseling (24 Months, 60 Credits) WEST PALM BEACH
- Associate of Science in Emergency Medical Services (24 Months, 1,112 Clock Hours, 60 Credits) WEST PALM BEACH
- Associate Degree in Nursing (24 Months, 1,485 Clock Hours, 72 Credits) WEST PALM BEACH & FORT LAUDERDALE

**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





**PROGRAM SCHEDULE: \***

AM or  PM

**Expected Lecture/Lab Day(s):**  Monday  Tuesday  Wednesday  Thursday  Friday

*All shadowed areas must be filled in or circled.*

**Start Date:**  /  /

**Anticipated End Date:**  /  /

**\* HCI COLLEGE WILL DO ITS BEST TO ACCOMMODATE A STUDENT’S PREFERRED SECTION. HOWEVER, PREFERRED SECTIONS ARE NOT GUARANTEED THROUGHOUT THE LIFE OF THE PROGRAM. IF A PREFERRED SESSION IS FULL, THE STUDENT WILL BE SCHEDULED IN AN ALTERNATE SECTION BASED ON THE COLLEGE’S AVAILABILITY.**

**Clinical Rotations:**

All Nursing/Medical Assisting/Veterinary Assisting programs include 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. 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:**

<b>Modular Diploma</b>	<b>App. Fee</b>	<b>Cost Per Course</b>	<b>Projected Total Program Cost*</b>	<b>Approx. Length of Program</b>	<b>Credits</b>	<b>Clock Hours</b>
Veterinary Assisting	\$ 50.00	<i>Varies – see Student Catalog</i>	\$ 19,000.00	10 Months	35	720
Medical Assisting	\$ 50.00	<i>Varies – see Student Catalog</i>	\$ 18,000.00	10 Months	36	855
<b>Diploma</b>	<b>App. Fee</b>	<b>Cost Per Credit</b>	<b>Projected Total Program Cost*</b>	<b>Approx. Length of Program</b>	<b>Credits</b>	<b>Clock Hours</b>
Practical Nursing	\$ 50.00	\$490.00	22,590	16 Months	46	1,350
<b>Associate Degree</b>	<b>App. Fee</b>	<b>Cost Per Credit</b>	<b>Projected Total Program Cost*</b>	<b>Approx. Length of Program</b>	<b>Credits</b>	<b>Clock Hours</b>
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)	N/A
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)	1,112
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)	1,485

\* 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/or eBooks, and uniforms will be provided at no additional cost. The first transcript requested will be provided at no additional cost; for fees regarding requests for additional transcripts, please visit: [www.hci.edu/request-transcript](http://www.hci.edu/request-transcript).

**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](http://www.accsc.org)). The Practical Nursing and Associate Degree in Nursing programs are approved by the Florida Board of Nursing (<https://floridasnursing.gov/>).



**ADMISSION REQUIREMENT CHECKLIST:**

*Acceptance of any of the documents listed is at the sole discretion of the College.*

**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; or successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate’s degree, but that is acceptable for full credit toward a bachelor’s degree at any institution; or enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor’s degree program;
- Schedule payment of tuition and fees;

**Additional Requirements (Program Specific):**

**Veterinary Assisting**

- Pass the Student Assessment for Distance Education

**Medical Assisting**

- Pass the Student Assessment for Distance Education

**Practical Nursing**

- Pass a FDLE Level II criminal background check conducted upon enrollment;<sup>1</sup>
- Pass a 10-panel drug screen conducted upon enrollment;<sup>2</sup>
- Complete a pre-entrance physical examination and all required titers through HCI College’s approved vendor;
- Provide a current American Heart Association BLS Card; and
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 40 (please see the TEAS policy for further information); or
  - Earn a minimum score of 70 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 two years after the test date of the exam; or
  - Provide proof of completion of an earned associate degree (Associates of Science, Associates of Applied Science, or Associate of Occupational Science only) or higher from an accredited institution. In addition, applicants with accepted foreign translated degrees are required to pass the Wonderlic Contemporary Cognitive Ability Test with a minimum score of 17 or higher.

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

<sup>2</sup> *Id.*

**AS in Substance Abuse Counseling**

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

**AS in EMS**

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

**Associate Degree in Nursing**

- Must sign the Background Check and Drug Screening Acknowledgement<sup>3</sup>.
- Complete a pre-entrance physical examination and all required titers through HCI College's approved vendor;\*
- Provide a current American Heart Association BLS Card;
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge; and
- Pass the Test of Essential Academic Skills (TEAS) with a minimum composite score of 50 (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 two years after the test date of the exam; or
  - Provide proof of completion of an earned associate degree (*Associates of Science, Associates of Applied Science, or Associate of Occupational Science only*) or higher from an accredited institution. In addition, applicants with accepted foreign translated degrees are required to pass the Wonderlic Contemporary Cognitive Ability Test with a minimum score of 17 or higher; or
  - Is a current Licensed Practical Nurse (LPN) in the state of Florida;

\*Required prior to entering Nursing core classes.

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

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<sup>3</sup> *Id.*



**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](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: Federal Student Aid available to those who qualify. \*
- Option 5: Credit based third-party lender available to those who qualify.
- Option 6: Third-party servicer for the HCI College institutional loan program handles payment schedule and retail installment contracts.

*\*Applies to Associate Degree in Nursing, Practical Nursing, Veterinary Assisting, and Medical Assisting 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.

<b>ANNUAL PRECENTAGE RATE</b>	<b>FINANCE CHARGE</b>	<b>AMOUNT FINANCED</b> <i>The dollar amount of the credit provided to you or on your behalf.</i>	<b>TOTAL OF PAYMENT</b> <i>The amount you will have paid after you have made all payments as scheduled.</i>	<b>TOTAL SALE PRICE</b> <i>The total cost of your purchase on credit including your down payment.</i>
N/A	N/A	N/A	N/A	N/A
<b>YOUR PAYMENT SCHEDULE WILL BE:</b>				
<b>NUMBER OF PAYMENTS</b>	<b>AMOUNT OF EACH PAYMENT*</b>	<b>WHEN PAYMENTS ARE DUE:</b>		
N/A	N/A	Beginning on ___ / <b>N/A</b> / ___ and on the same day each (check one) <u>  <b>N/A</b>  </u> month or <u>  <b>N/A</b>  </u> 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 an extended payment plan] or [payment in full by credit card, debit card, check, or money order].**

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## **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, uniforms, 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**

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 application fee). Students who are withdrawn 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 or period of financial obligation (semester<sup>4</sup>) for courses scheduled.
- 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.

### **HCI College's Right to Change Catalog Requirements**

The HCI College Student Catalog ("Catalog) and its contents are subject to change, as the College deems necessary and appropriate. Students will normally follow the requirements as outlined in the current Student Catalog. Requirements of regulatory bodies may influence a student's program requirements. Possible changes include, but are not limited to: graduation requirements, admissions requirements, tuition, fees, curricula, and course content. The College will provide adequate notice of any change. Students are responsible for making themselves aware of any changes.

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<sup>4</sup> A semester is to be defined as a term of instruction 15-16 weeks in duration.





### **Availability/Cancellation**

While HCI College makes every effort to provide sufficient course sections for students, the College reserves the right to reschedule any start date for a class for up to one semester. If the start date cannot be rescheduled and is therefore cancelled, all monies will be refunded within 30 days of the scheduled start date.

Reasons for delay can include, but are not limited to:

- Insufficient enrollment;
- Instructional limitations;
- Sudden and unexpected emergency;
- Natural disasters;
- Public health emergency;

HCI College will do its best to accommodate a student's preferred section. However, preferred sections are not guaranteed throughout the life of the program. If a preferred session is full, the student will be scheduled in an alternate section based on the College's availability.

### **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

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **Privacy of Student Records**

Policies and procedures concerning the privacy of student records maintained by HCI College and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the campus Registrar's Office (academic records) and Financial Aid Department (financial aid records). For more information, please see the HCI College Student Catalog, located on our website at [www.HCI.edu](http://www.HCI.edu).



**GRADUATION REQUIREMENTS ACKNOWLEDGEMENT FORM:**

*Applicants must read and initial each of the following graduation requirements for all programs, as well as the additional graduation requirements, as applicable to their specific program.*

To be eligible for graduation and receive a diploma and, or a degree as appropriate, the student must have the below general requirements as well as program-specific requirements.

**Graduation Requirements for All Programs:**

<u>Initial</u>	Complete the required clock and credit hours for the program in which they were enrolled;
<u>Initial</u>	Repeat and successfully complete any failed courses, with the understanding that the maximum time frame shall not exceed 1.5 times the normal duration or number of clock hours required to complete the program;
<u>Initial</u>	Complete at least 25% of the course requirements of the program at HCI College;
<u>Initial</u>	Meet all financial obligations to the College; and
<u>Initial</u>	Meet or exceeded the minimum standards of Satisfactory Academic Progress (SAP).

**Additional Graduation Requirements  
 (Program Specific – Please initial ONLY for the program you are applying for):**

<b><u>Veterinary Assisting</u></b>	
<u>Initial</u>	Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
<u>Initial</u>	The student must complete a minimum of 35 credit hours and all required course work as described in the Catalog.
<b><u>Medical Assisting</u></b>	
<u>Initial</u>	Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher; and
<u>Initial</u>	The student must complete a minimum of 36 credit hours and all required course work as described in the Catalog.
<b><u>Practical Nursing</u></b>	
<u>Initial</u>	Successfully complete all courses in the program of study with a cumulative grade point average of 3.0 or higher; and
<u>Initial</u>	The student must complete a minimum of 46 credit hours and all required course work as described in the Catalog.



**AS in Substance Abuse Counseling**

\_\_\_\_\_ Successfully complete all courses in the program with a cumulative grade point average of 2.0 or higher;  
 and  
 \_\_\_\_\_  
 \_\_\_\_\_ The student must complete a minimum of 60 credit hours and all required course work as described in the  
 \_\_\_\_\_ Catalog.

**AS in EMS**

\_\_\_\_\_ Successfully complete all courses in the program with a cumulative grade point average of 2.0 or higher;  
 and  
 \_\_\_\_\_  
 \_\_\_\_\_ The student must complete a minimum of 60 credit hours\* and all required course work as described in the  
 \_\_\_\_\_ Catalog.

*\*If transferring in a qualified Paramedic Program (45 credits) not completed at HCI College, the student must complete 15 credits of General Education Courses through HCI College in order to be issued the A.S. in EMS degree.*

**Associate Degree in Nursing**

\_\_\_\_\_ General Education courses must be taken in their course sequencing and must be taken prior to the nursing  
 \_\_\_\_\_ core courses. In some cases, the Senior Vice President of Academic Affairs/Chief Academic Officer may  
 make an exception;  
 \_\_\_\_\_  
 \_\_\_\_\_ The student must maintain a “B” grade in all nursing core courses and a “C” grade in general education courses  
 \_\_\_\_\_ for program continuation and graduation;  
 \_\_\_\_\_  
 \_\_\_\_\_ The student must complete 100% of all required clinical/simulation hours;  
 \_\_\_\_\_  
 \_\_\_\_\_ Complete Dosage Calculation Tests per the program’s requirement;  
 \_\_\_\_\_  
 \_\_\_\_\_ Pass all required examinations including all third-party proctored examinations;  
 \_\_\_\_\_  
 \_\_\_\_\_ The student must complete a minimum of 72 credit hours and all required course work as described in the  
 \_\_\_\_\_ Catalog.

*Upon successful completion of the program and graduation requirements listed above, graduated students may be qualified to sit for the National Council Licensing Exam (NCLEX-RN).*



**PROGRAM DELIVERY METHOD:**

<b>Program</b>	<b>Delivery Method</b>
Veterinary Assisting	Hybrid
Medical Assisting	Hybrid
Practical Nursing	On-Campus
AS in Substance Abuse Counseling	Distance Education
AS in Emergency Medical Services	On-Campus*
Associate Degree in Nursing	On-Campus*

*\*Applies to core courses only. General education courses for this program are delivered via distance education*

**DISTANCE EDUCATION ATTESTATION:**

*All applicants must read and complete the following section if the program they are applying for offers a distance education component.*

I, \_\_\_\_\_, attest that any course or program that I register for with HCI College that  
STUDENT NAME  
 includes a distance education component, am the individual who will participate in, complete the course or program,  
 and receive the academic credit.

\_\_\_\_\_ I acknowledge that I have read, understood, and agree to comply with the statement above, and understand  
Initial  
 that the College shall have the right to terminate this Enrollment Agreement and my enrollment at any time  
 for violation of this Distance Education Attestation.

Check this box **ONLY** if the program you are applying for **does not** offer a distance education component.  
*See Program Delivery Method chart above for details.*

Not Applicable

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*Students must read and initial each of the following sections (I-V).*

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**I. GROUNDS FOR DISMISSAL**

\_\_\_\_\_ Initial

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.

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**II. GROUNDS FOR CANCELLATION, TERMINATION, OR WITHDRAWAL**

\_\_\_\_\_ Initial

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.

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**III. GRADUATION REQUIREMENTS**

\_\_\_\_\_ Initial

I have read, understood, and completed the Graduation Requirements Acknowledgement form on page(s) 11-12 of this document.

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**IV. CAREER SERVICES**

\_\_\_\_\_ Initial

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 career services upon my request before I successfully complete my program, 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.

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**V. GENERAL ACKNOWLEDGEMENTS**

\_\_\_\_\_ Initial

This Enrollment Agreement contains the entire agreement between HCI College and the Applicant. I understand that there is financial aid available to those who qualify, and I am responsible for payments due prior to class starting per policy and any installment contract scheduled payments until paid in full.

\_\_\_\_\_ Initial

I also acknowledge that I have received a receipt of payment as well as been given a copy of this completed Enrollment Agreement as executed for my records.

\_\_\_\_\_ Initial

I further acknowledge that a copy of HCI College's Student Catalog has been provided and reviewed prior to signing this Enrollment Agreement located at [www.HCI.edu](http://www.HCI.edu).



HCI Catalog

\_\_\_\_\_ Initial

I further acknowledge that HCI College does not guarantee credit transfer in to or out of the College. Transferability is always at the discretion of the receiving college. It is my responsibility to confirm whether or not credits will be accepted by another institution. I also acknowledge that I have not relied on any oral or written statement regarding the transferability of credit when making the decision to enroll at HCI College.



\_\_\_\_\_ Initial  
 I further acknowledge that HCI College maintains the accreditations set forth above on page 4 of this Enrollment Agreement and I confirm that I have not relied upon any oral or written statement that HCI College or any of its programs maintains a grant of accreditation other than those set forth in this Enrollment Agreement when making the decision to enroll at HCI College.

\_\_\_\_\_ Initial  
 I further acknowledge I have not relied on any oral or written statement that is not contained in this Enrollment Agreement regarding any third-party rankings of HCI College or any of its programs in making the decision to enroll at HCI College.

\_\_\_\_\_ Initial  
 I further acknowledge that I was provided sufficient time to make a thoughtful decision regarding enrollment at HCI College, including the opportunity to consult with family members or other trusted advisors prior to making an enrollment decision. I also acknowledge that I was not subjected to any undue pressure to make an immediate enrollment decision, nor was I subject to any intimidating, threatening, or abusive conduct by any representative of HCI College during the recruitment process.

**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. FURTHERMORE, I HAVE READ AND UNDERSTOOD THE CURRENT CATALOG AND AGREE TO THE POLICIES PUBLISHED THEREIN.**

\_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Parent or Guardian (if under the age of 18)

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

\_\_\_\_\_  
 Date

**OFFICE USE ONLY**

**Date of Acceptance:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
 Printed Name and Title of College Official

\_\_\_\_\_  
 Signature of College Official

\_\_\_\_\_  
 Date