



HCI College  
1764 N. Congress Ave, West Palm Beach, FL 33409  
1201 W. Cypress Creek Rd Ste 101 Fort Lauderdale, FL 33309  
www.hci.edu

HCI College  
**Student Application and  
Enrollment Agreement**

# 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*

***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**



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**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  
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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 outlined below. Any student wishing to withdraw should complete and sign the Withdrawal Form. The Withdrawal Form 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

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<sup>5</sup> A semester is to be defined as a term of instruction 15-16 weeks in duration.







be returned, the College must return a portion of the excess equal to the lesser of:

The entire amount of excess funds.

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 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

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







**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
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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