







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



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**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 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

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

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-

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.

**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.

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<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.*



**Associate Degree in Nursing**

Must sign the Background Check and Drug Screening Acknowledgement<sup>3</sup>.

Complete a pre-

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



**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 (<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>
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### **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;

throughout the life of the program. If a preferred session is full, the student will be scheduled in an alternate section based on the

### **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.

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

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

disbursement for all other institutional charges. If the student does not give permission, the student will be offered the 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.



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 he or she 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 adjust 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





**AS in Substance Abuse Counseling**

Successfully complete all courses in the program with a cumulative grade point average of 2.0 or higher;  
and

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The student must complete a minimum of 60 credit hours and all required course work as described in the  
Catalog.

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**Associate Degree in Nursing**

General Education courses must be taken in their course sequencing and must be taken prior to the nursing core courses.



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**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*

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**DISTANCE EDUCATION ATTESTATION:**

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

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**I. GROUNDS FOR DISMISSAL**

I understand and agree that at the discretion of HCI College, I can be dismissed for unsatisfactory academic progress, non-

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

right to terminate this Enrollment Agreement and my enrollment at any time for violation of policies I understand that the College reserves the right to modify

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**III. GRADUATION REQUIREMENTS**

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**

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 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**

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.

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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.

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

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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.

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Initial

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