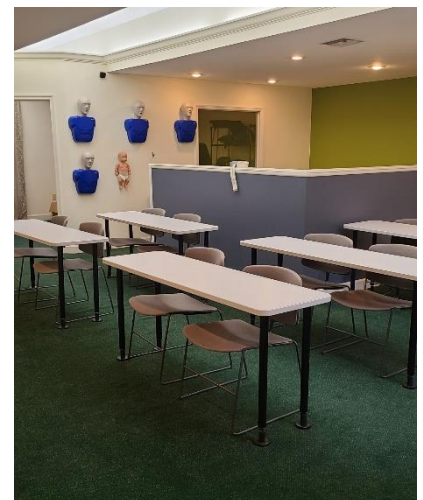
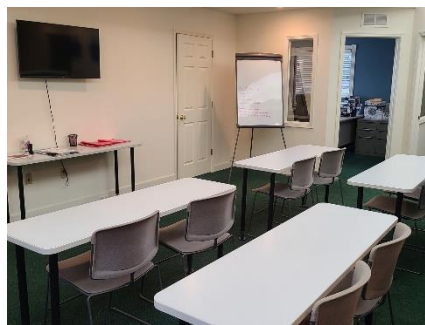




SCHOOL CATALOG
VOLUME I
2025-2026

LIFE CHOICE INSTITUTE
5328 TROUBLE CREEK ROAD,
NEW PORT RICHEY, FL 34652
(813) 867-0624

LICENSE # 6227



Life Choice Institute, Inc is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399-0400. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684 or (850) 245-3200.

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PRESIDENT'S MESSAGE

Welcome to LIFE CHOICE INSTITUTE! We are pleased that as your new family you are part of our vision and goals. In the following pages you will find policies and School regulations that will help you through your program, so please make sure you read this student catalog. If you have questions, please do not hesitate to ask your director or the Director of Education. We are all here to help you accomplish your career goals. On behalf of the Administration of LIFE CHOICE INSTITUTE it is an honor to have you on board and we are excited to see how quickly your transformation can begin.

I look forward to seeing you in our classroom.

Jithu Abraham,
Chief Executive Officer

History

Vivake and Jithu Abraham have been fascinated about education and employment services since they first finished their professional college degrees. Involved in the medical field and owning a business that serves our community with medical services; after seeing the need of qualified well training professionals and because of their commitment with their community the Abraham's invested in opening Life Choice Institute to provide quality affordable education for patient assistance services in Pasco County.

Mission & Objectives

The mission of LIFE CHOICE INSTITUTE is to promote the value of education through higher learning in order to reinforce and enhance educational concepts and career skills needed to develop competent and well-prepared professionals within the training completed at this institution.

In support of its mission, LIFE CHOICE INSTITUTE has adopted the following specific objectives:

- Assure the development of an institutional frame that allows the student to growth through a diversified source of high-quality education that incorporates effective educational methodologies, modern technology, and traditional alternatives of effective instructional delivery systems.
- Manage a diversity of students using ethical and innovated methodologies that will allow us to screen, recruit and retain student candidates by identifying the individual needs for educational and personal growth.
- Provide a program and services that supports its educational goals and purpose, consistent with students needs, encourage student success, enhance diversity, and improve the quality of student life.
- Increase financial resources through the management of an efficient business practice in accordance with ethical procedures and regulatory standards.
- Ensure the physical resources and continuous improvement of evaluations and implementation of policies and services that will contribute to effective learning and better student life.

Statement of Ownership

LIFE CHOICE INSTITUTE is owned by LIFE CHOICE INSTITUTE, Inc. a Florida Corporation with the principal shareholder be Mrs. Jithu Abraham, holding 49% of the stock share holder and Mr. Vivake Abraham with 51%. The governing board is constituted by the Board of Directors and addresses of the governing board are the same as the school, 5328 Trouble Creek Road, New Port Richey, FL 34652.

Board of Directors

Vivake Abraham - Board Member

- Sheffield School of Aeronautics, Diploma, Ft. Lauderdale FL
- Elmhurst College, Computer Informatics Bachelors Degree, Elmhurst, IL

Jithu Abraham - Board Member

- University of South Florida, Nursing MSN, Tampa, FL
- School of Medical Education(SME), Nursing BSN, Kerala, India
- Govt (Government) School of Nursing, Nursing Diploma, Kerala India

Program Advisory Committee (PAC)

Herbert Jackson – Retired Program Director for Training, United Airlines

Athena Bloomfield – President and CEO of Legal Works

Armando Morales – CEO of Assisting Hands Home Care, Miami, Florida

Governing Body

The name and corporate address of the governing body of LIFE CHOICE INSTITUTE is:

LIFE CHOICE INSTITUTE, INC.

5328 TROUBLE CREEK ROAD,
NEW PORT RICHEY, FL 34652

(813) 867-0624

Administrative Members

Jithu Abraham - **CEO & Director of Education**

- Nursing Masters Degree, University of South Florida
- Nursing Bachelors in Science of Nursing, SME
- Nursing Diploma, Govt (Government) School of Nursing

Vivake Abraham - **Business Office and Career Student Services**

- Associates in Aeronautic Engineering, Sheffield School of Aeronautics, Ft. Lauderdale FL
- Bachelors Degree in Computer Informatics Elmhurst College, Elmhurst, IL

Jithu Abraham - **Admissions Coordinator**

- Nursing Masters Degree, University of South Florida
- Nursing Bachelors in Science of Nursing, SME (School of Medical Education)
- Nursing Diploma, Govt (Government) School of Nursing

Faculty

Jithu Abraham - **Senior Faculty**

- Nursing Masters Degree, University of South Florida
- Nursing Bachelors in Science of Nursing, SME (School of Medical Education)
- Nursing Diploma, Govt (Government) School of Nursing

Holidays & Class Schedules

New Year's Day	January 1, 2026	Thursday
Martin Luther King Jr. Day	January 19, 2026	Monday
Presidents' Day	February 16, 2026	Monday
Spring Break	April 06–10, 2026	Monday–Friday
Memorial Day	May 25, 2026	Monday
Independence Day	July 4, 2026	Saturday (observed Friday, July 3)
Labor Day	September 7, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving & Day After	November 26–27, 2026	Thursday–Friday
Christmas through New Year's Break	December 25, 2026 – January 5, 2027	Friday–Monday

A student may enter the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Part time and full time hours are available for this program. Students who wish to complete the program or courses sooner may attend full time class sessions with prior notice to the instructor.

Please note the program is not offered in regular intervals. Programs offered are scheduled based on space availability and may be offered in the morning, afternoons or evenings.

Hours of Operation

Office Hours: Monday through Friday 8:30 am – 5:00 pm

School Hours: Monday through Friday 9:00 am – 3:00 pm

School Hours: Saturday 9:00 am – 3:00 pm

Classes are scheduled Monday through Friday 9:00AM to 2:00PM, for morning sessions.

Note: All programming offered at the institution will not exceed 25 hours per week in any combination of didactic or clinical training. Students will attend only up to 5 hours of clinical and Lecture activity per day where applicable not to exceed 25 hours per week. Otherwise, all theory and lab courses will be taught Monday through Friday for up to 5 hours per day and up to 25 hours per week.

Entrance Requirements

Admission is open to any qualified applicant. No qualified person will be excluded from enrollment at Life Choice Institute based on age, race, gender, disability or national origin. At this time this course is presented only in English.

Applicants must be 17 years of age or older. If applicant is 17 years of age at the time of enrollment, a parent or guardian must enroll the applicant. Applicant must be 18 years of age by or before the time of graduation from all Life Choice Institute programs.

As part of the student record and admissions to Life Choice Institute, applicants must provide the following documentation:

1. One primary form of documentation, such as an unexpired Florida driver license, an unexpired United States official identification card, an unexpired United States passport, an unexpired United States permanent resident card and a copy of the social security card OR
2. Two secondary forms of documentation, one that must be a photo identification card other than those specified above and one additional form of identification, such as a Certificate of Naturalization, military ID, or a certified copy of a United States birth certificate with a Social Security card.
3. The applicant should present evidence of high school diploma, evidence of foreigner High School Completion Translated and evaluated Original Transcript, or GED. Applicants must present evidence of graduation or GED prior to enrollment of the program of study.
4. All applying students must complete an Admissions Application & Enrollment Agreement.

5. Students will receive and will read the catalog prior to completing a student enrollment agreement prior to accepting the student.
6. Life Choice Institute will keep records of prospective students denied admission for at least one year.
7. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 48 hours of request.
8. It is the responsibility of all students to inform the Student & Career Service Officer that they have all immunizations up-to-date and a general medical physical form prior to beginning internship. This medical form can be received in the Career Student Services Department.

All the above admission requirements will be submitted to our Admissions Representative to be kept on file for only 30 days. After this time students may re-apply for their program of choice.

Applicants must submit the documentation identified above in person or through a notarized copy by United States Mail by the drop and add period for the applicable term. Applicants who fail to satisfy the requirements identified above will not be admitted to Life Choice Institute.

Admissions Requirements

- ✓ It is recommended that the applicant sustains a High school diploma or a recognized equivalent such as the High School Transcripts or GED. Applicants will be required if they have it to present copy of any of these documents prior to enrollment at the school. However, this diploma program of 75-hours also accepts transcripts or high school diplomas from other countries as proof of high school graduation or recognized equivalency. Certificate (GED) to the school by providing the school with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation as described above will be evaluated through the Admissions Department.
- ✓ Applicants are informed of their acceptance status shortly after all required information is received and the Applicant's Admissions qualifications are reviewed.
- ✓ Upon acceptance, Life Choice Institute will provide a Catalog for the students, who then must complete the student enrollment agreement as part of the final admissions process.
- ✓ Students may apply for entry at any time. Students are responsible for meeting the admission requirements of the catalog in effect at the time of enrollment and will be given no more than 7 days to submit Diploma or Transcripts if they are in the process of being received by Graduate Schools through written Communication.
- ✓ Re-entry students are subject to all program admission requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement and must pay a re-entry fee of \$50.00.

Enrollment Procedures

Each applicant will attend an interview with admissions personnel. The interview is designed to evaluate applicants and their commitment to their educational goals.

Criminal Background Check

Students graduating the Home Health Aide program are considered part of the health field and may be subject to a criminal background check prior to job placement or Licensing Exam background requests to ensure they are qualified to meet occupational or employment requirements (students who want or challenge the CNA Exam). Students are advised that any type of felony record may disqualify their possibility of examination approval or job placement, even after program completion of this program.

ACADEMIC POLICIES FOR STUDENTS

Policies & Regulations

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. This catalog is also available at the student website: www.lifechoiceinstitute.com under the student tab- Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions. LIFE CHOICE INSTITUTE reserves the right to change instructors, textbooks, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled or that the student cancels because of a change of start date that the student schedule wasn't available as stated at enrollment

interview. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the Commission for Independent Education, Florida Board of Education.

Programs and Courses

This program is divided into different courses combining theory and lab sessions. Interactions contained within the class between faculty and students simulates a lab environment and job scenarios which encourage student participation and allows student inquiry of which faculty may clarify.

LIFE CHOICE INSTITUTE utilizes each course as a modular class to complete programs and although more individual effort and initiative will be required to successfully master the material and pass each course of study. LIFE CHOICE INSTITUTE faculties facilitate the assistance need for the student's academic success.

Definition of Clock Hours

LIFE CHOICE INSTITUTE awards clock hours in each of the course of studies. Each clock hours is defined as the time of a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Out of Class Assignments

Students in Diploma programs should plan to spend a minimum of two hours for every lecture clock hour, outside of class completing homework assignments as directed by their instructor.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students are required to meet the standards of hours of completion performance that are outlined in the sections below and they are evaluated for completion to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours attempted for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of at least 70% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn the Diploma.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated at the end of diploma course.
2. If a student fails a course, the student is immediately placed on academic probation.
 - A. The student will remain on academic probation until:
 - ✓ The student retakes the failed course when it is next offered and passes it on the next attempt.
 - The student will continue on academic probation if:
 - ✓ The student retakes the failed course and fails it again; or,
 - ✓ The student takes another course (before retaking the first failed course) and fails it.
 - B. If the student takes the course a second time and passes it, the student is removed from academic probation and the grade accumulated on the last term will be granted.
 - C. If the student fails the course for a second time, the student is academically dismissed from the school.
 - D. If the student takes another course (before retaking the first course failed) and fails it also, the student is academically dismissed.
 - E. At the end of a course, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion attendance rate is less than 70% of all clock hours attempted will be placed on academic probation.
 - F. Any student who fails to earn the minimum CGPA or the required completion attendance rate by the end of the probationary course will be academically dismissed from the institution.

SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

Students are evaluated on three measures: qualitative, quantitative and after the completion of every course and at the end of each academic modular term.

1. *Qualitative criteria for satisfactory academic progress*

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's term of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative clock hours he or she has attempted in the program of study at the intervals described below.

2. *Quantitative criteria for satisfactory academic progress*

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (70% of clock hours attempted) each academic modular course. Additionally, a student must complete his or her Diploma awarded credential within a maximum timeframe of attempted clock hours. The timeframes are as follows for the diploma.

Students are expected to meet a certain standard of academic progress while attending Life Choice Institute. Students will be evaluated at the end of each term and to achieve satisfactory academic progress students must also:

1. Maintain a cumulative grade point average of 2.0 or higher for all class hours attempted.
2. Complete at least 70% of class attempted each course.

Academic Dismissal

Any student who has been academically dismissed and does not qualify for re-entry will not be considered for readmission to Life Choice until 3 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to enroll to another course. (Student will need to pay for any course they are re-taking)

Grading Scale

The grading scale for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) assigned for the course taken are included in the calculation of total clock hours attempted.

Grade Point Average (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in a 24-hour course is equal to 72 points (clock hours). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

Letter	Numeric Grade	Description	Grade Point Value
A	90% - 100%	Excellent	4.0
A+	97% - 100%	Excellent	-
A	94% - 96%	Excellent	-
A-	90% - 93%	Excellent	-
B	80% - 89%	Good	3.0
B+	87% - 89%	Good	-
B	84% - 86%	Good	-
B-	80% - 83%	Good	-
C	70% - 79%	Satisfactory	2.0
C+	77% - 79%	Satisfactory	-
C	74% - 76%	Satisfactory	-
C-	70% - 73%	Satisfactory	-

F	0% - 69%	Failed	0.0
W	Withdraw	Repeat	Repeat Course
F	Fail	Repeat	Repeat Course
P	Pass	Pass (for internship/internship)	Not Calculated
WP	Withdraw Passing	Has earned a overall score of 2.0 by mid-point or higher by the time of the withdrawal	Calculated as an "F" Repeat Course
WF	Withdraw Failing	Has earned less than an overall score of 2.0 by the time of the withdrawal	Calculated as an "F" Repeat Course
I	Incomplete	Assigned temporary grade pending exam completion within two weeks after course end date.	Not Calculated
T	Transfer (Clock Hours)	successful transfer of course earned from an accredited institution	Not Calculated
IP***	In Progress	(for linear internship/ modular clinic courses or thesis courses only)	Not Calculated
L	Not Calculated	Leave of Absence	Allowed in modular programs only

Note: Labs are graded on a pass/fail basis.

A grade of "P" or Pass will be computed as a 4.0 into the CGPA. A grade of "F" or fail will be computed as an "F" or Fail. Not Used in GPA computation: I = Incomplete; W = Withdraw; L = Leave of Absence; IP = In Progress

Generally, the grades "A" through "C" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F".

Important Information about Academic Programs

Allied health careers require workers to be able to perform certain physical tasks such as moving patients, lifting supplies, moving quickly in emergency situations, be able to read orders, and do a great deal of time standing. Applicants should note that allied health careers maintain such highly physical activities every day and should take this into consideration when choosing their career training.

Attendance

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. Excused and non-excused absenteeism is considered the same when computing maximum number of allowable days absent. Unsatisfactory attendance is when a student does not complete at least 75% of scheduled class time in absenteeism. If a student has unsatisfactory attendance they will be placed on probation until the following conditions are met:

- The student establishes satisfactory progress or, meets the conditions of probation.
- The student has corrected the problem that caused unsatisfactory attendance.
- The student has satisfactorily completed worked missed because of the absenteeism either by repeating the sessions missed or performing required work outlined by the instructor.

A student is terminated for unsatisfactory attendance if the student does not meet these conditions within 15 days.

“Attendance”

Regular attendance at classes is essential. We advise you to read your syllabus for each class to see what the policies are for that course. Syllabi are usually available in the Academic Department at least 2 weeks before the expected first day of the class. Generally speaking, each student is expected to be present for scheduled class periods. Be punctual and remain in class for the entire scheduled period. Excessive absence or tardiness may result in loss of credit clock hours,

lowering of grade or even dismissal from the Institution. Students must make individual arrangements with their respective professors regarding course work missed during absence.

Make-Up Work

Students who have been absent from class for **any** reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. Any internship hours that are missed must be made up. Excessive absenteeism from internship assignments without prior notice may result in termination from school. Hours of makeup work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absent day(s) must be made up with in a timeframe established by the instructor. There is no additional charge for makeup work.

Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Life Choice Institute trains students to be part of the health career, we believe our policies should reflect the work environment. Leaving one to two hours early is equal to one-half day absent. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed in excess of (3) fifteen minutes tardiness will be counted as an absence and must be made up by the student in order to graduate. After 5 absences the student will be place in probation until satisfactory make up and attendance improvement are corrected.

Re-Entry

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties.

A student who has canceled or has been terminated and wants to **re-enter** their Training program must notify the Campus Director and follow the required admission procedures. A student who was terminated for any reason can meet with the Campus Director and show why s/he should be re-admitted and how the student will meet program requirements. The decision of the Campus Director will be based on the student meeting program requirements. The time frame for re-entry will be made 60 days from the date of withdrawal or last date of attendance. A \$50.00 re-entry fee is charged to the student for administration management cost.

Curriculum

LIFE CHOICE INSTITUTE "Curriculum" has a broad objective; and is that it seeks to develop the knowledge of the students in general practical skills, and also approaching the student's knowledge through materials and resources that will promote better comprehension. The curriculum contains information on the fundamental characteristics of the program as well as the objectives, prerequisites and course clock hours to be completed.

The LIFE CHOICE INSTITUTE program contains objectives with the purpose to maintain updated all our students. All LIFE CHOICE INSTITUTE students should achieve the learning activities they will carry to accomplish the overall goals of their courses. Learning Objectives are clearly stated and included measurable behavior/ performance, condition/given, and the criteria/standard upon which students are motivated, guided and assessed.

Academic Standards

Consequences of sustained poor academic performance are summarized below:

<u>Cumulative GPA</u>	<u>Results</u>
0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading period by course. Students will be evaluated and assessed at the completion of every course module to monitor that the students has satisfactory completed academic goals.

Academic Probation

Students making below a minimum 2.0 grade point average will be placed on academic probation for no more than three weeks. Upon completion of the probationary period, if a student has not improved their GPA to the minimum standard of

2.0, they will be withdrawn from the program. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Academic Dismissal/Withdrawal/ Institution Procedures for Appeal of Disciplinary Action

“Academic Dismissal” represents a separation of students from LIFE CHOICE INSTITUTE for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation. After this notice is provided to the student, he/she can appeal in writing to address the reason why he/she will like a meeting with the Campus Director to review the academic performance, attendance, tardiness and GPA. LIFE CHOICE INSTITUTE within 3 days will contact the student for a meeting with the Campus Director. After reviewing the case the Campus Director will determine a final disciplinary action. If a resolution is not resolve, the student can send a letter to the Board of Directors for review and final decision. The student resolution time frame should not exceed 30 days from the incident day to a final decision.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

Students are eligible to re-apply for enrollment to LIFE CHOICE INSTITUTE after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter after the re-entry criteria have been met. All students can appeal any disciplinary action in writing and request a conference meeting with the Director of Education and Department of Dispute for a final decision.

Graduation Requirements

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student’s program and have an overall CGPA of 2.0 or greater.

Standards of Conduct

Students enrolling in LIFE CHOICE INSTITUTE assume an obligation to conduct themselves in a manner compatible with LIFE CHOICE INSTITUTE function as an educational institution. To fulfill its functions of imparting and gaining knowledge, LIFE CHOICE INSTITUTE retains the power to maintain order within the school and to exclude those who are disruptive of the educational process. Unprofessional conduct which disturbs the continuity of education for other individuals or students with disruptive behavior at LIFE CHOICE INSTITUTE will be subject to termination.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on LIFE CHOICE INSTITUTE campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any student, faculty member or employee.
- Substantial damage to LIFE CHOICE INSTITUTE-owned or leased property or to property of a LIFE CHOICE INSTITUTE student, employee, faculty member or visitor occurring on LIFE CHOICE INSTITUTE-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of LIFE CHOICE INSTITUTE facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing (“hazing” is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of LIFE CHOICE INSTITUTE).
- Use of alcohol or illicit drugs while on campus or at an internship site. Students at LIFE CHOICE INSTITUTE are Training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at LIFE CHOICE INSTITUTE will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

- Non-compliance or violation of any of LIFE CHOICE INSTITUTE rules, regulations, policies and procedures.
 - ✓ Unsatisfactory academic progress
 - ✓ Excessive absence or tardiness
 - ✓ Failure to pay fees when they are due.
 - ✓ Plagiarism is not addressed.
 - ✓ Falsifying records.
 - ✓ Breach of institutional enrollment agreement.
 - ✓ Failure to comply with the rules, regulations, policies and procedures of clinical internship sites.
 - ✓ Carrying a concealed or potentially dangerous weapon.
 - ✓ Harassment of any kind including intimidation and discrimination.

Dress Code

Students are expected to wear assigned uniforms to class and labs, including closed impermeable shoes. High standards of personal hygiene and health are also expected.

Grievance Policy

Should a graduate student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the Director of Education, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may be able to file a formal grievance.

Grievances that will be reviewed by the Graduate:

While the Graduate or student is available to discuss any academic concern, only grievances that allege violation of a specific school rule, regulation, policy or practice will be considered for formal review as stated below. A grievance procedure is available to students who have complaint that:

1. allege violation of a specific school rule, regulation, policy or practice;
2. are not remediable by other school grievance policies and procedures; and
3. are within the decision-making jurisdiction of the school.

The School Campus Director or other delegate of the School Administration (hereinafter "Director of Education") shall determine whether a complaint is within the decision-making jurisdiction of the school.

Grievance Procedures Last Resource

If the no result of this level of discussion does not produce a fair resolution, and both parties didn't conclude a resolution the next step would be to notify:

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone: 1-888-224-6684
(850) 245-3200

Grounds for Termination

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

Student Services

Each member of the student affairs staff at LIFE CHOICE INSTITUTE is dedicated to the belief that all people should have the opportunity to reach their maximum potential. Functions of the Student Affairs Division are admissions, career planning, counseling services, job placement assistance, services for special student populations, student activities, and student financial services. These functions serve students and complement classroom instruction by ensuring that students have the opportunity for success.

Counseling and Advising

The school provides professional counselors to assist students in planning and selecting appropriate educational goals. Counseling services are provided to help students make the best possible adjustments to their student life.

Disabled Student Services

Any students with disability will be accommodated by the Life Choice's administration.

Student Support Services

Student Support Services are available at LIFE CHOICE INSTITUTE to eligible students free of charge and offers academic assistance and support services. Students who desire free academic tutoring and other support services are encouraged to apply through the Education Department at Room # 126.

Methods of Payment

Payment may be made by cash, personal check, Discover, MasterCard, or Visa. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. A current driver license must be presented.
3. Checks must be made payable to: LIFE CHOICE INSTITUTE

No Financial Aid for this program is available.

Instructional Support

LIFE CHOICE INSTITUTE provides the appropriate instructional support resources for its instructional activities at this location. Through appropriate classrooms, laboratories, computer laboratory, instructional technology, and equipment, the School ensures that faculty members and students have the resources needed for effective teaching and learning. Considerable resources are available at this instructional site.

Visitors Policy

LIFE CHOICE INSTITUTE welcomes visitors at this campus site. Visitors should report to the administrative Office by registering at the front desk to proceeding to instructional service areas. Visitors are expected to abide to the schools regulations. **NO CHILDREN WILL BE PERMITTED IN CLASS SESSIONS AND IF THEY ARE IN SCHOOL PREMISES THEY MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AT ALL TIMES WHILE ON CAMPUS AND ARE NOT ALLOWED IN INSTRUCTIONAL AREAS (CLASSROOMS AND ANY COMPUTER LABS ON CAMPUS)**

Class Schedules & Calendar Starts

LIFE CHOICE INSTITUTE has open enrollment for all programs. Course and class schedules will be given to students at registration. LIFE CHOICE INSTITUTE has a new class start for each program every three weeks course modules every month of the year.

Academic Advisement

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed. Students with matters of a personal nature will be referred to local community agencies.

Financial Advisement

This school has no financial aid available for the students at this time. This school accepts cash, credit card and check form of payments. The Business Office will inform students of all options regarding payment plans.

Job Placement Services

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on a placement opportunity bulletin board. Placement services are provided free of charge, nevertheless the school does not guarantee employment.

Requirements for Certification, Licensing or Registration

Some employers that contact LIFE CHOICE INSTITUTE may require completion of a level II background check process completion of the Department of Health, which can determine the graduate's eligibility for participation in the professional credentialing process for related employment. Credentialing agencies and health care employers may have additional eligibility criteria not required by an educational institution. Individuals who have been arrested and convicted of any felony crimes during the last 15 years are strongly urged to inquire directly to the employer or institution which they intend to perform work practice.

Registration

Registration is held on a continuous basis. Students may register for courses in person only.

Student Records

Student records are maintained on the campus site permanently in storage room and are also scanned and kept electronic in a fire proof safe. Records of academic progress are furnished to students. One transcript is provided to students upon graduation and fulfillment of all tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$8.00. Student records will be provided to potential employers only after a written request has been made by students.

Accident or Illness

In case of serious accident or illness, students may be transported by ambulance at their expense to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is also at the student's expense. The School will notify the person(s) requested by the student. If the student is unable to communicate, the School will notify the emergency contact person(s) listed in the student's file.

Family Rights to Privacy Act

LIFE CHOICE INSTITUTE, Corp. complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Drug-Free Workplace

LIFE CHOICE INSTITUTE, Inc. is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)

- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

Emergency Contacts

LIFE CHOICE INSTITUTE, Inc. is not legally or financially responsible for **Admissions Requirements**

- ✓ It is recommended that the applicant sustains a High school diploma or a recognized equivalent such as the High School Transcripts or GED. Applicants will be required if they have it to present copy of any of these documents prior to enrollment at the school. However, this diploma program of 75-hours also accepts transcripts or high school diplomas from other countries as proof of high school graduation or recognized equivalency. Certificate (GED) to the school by providing the school with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation as described above will be evaluated through the Admissions Department.
- ✓ Applicants are informed of their acceptance status shortly after all required information is received and the Applicant's Admissions qualifications are reviewed.
- ✓ Upon acceptance, Life Choice Institute will provide a Catalog for the students, who then must complete the student enrollment agreement as part of the final admissions process.
- ✓ Students may apply for entry at any time. Students are responsible for meeting the admission requirements of the catalog in effect at the time of enrollment and will be given no more than 7 days to submit Diploma or Transcripts if they are in the process of being received by Graduate Schools through written Communication.
- ✓ Re-entry students are subject to all program admission requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement and must pay a re-entry fee of \$50.00.

care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. It is recommended that the students carry emergency information at all times if they suffer from illnesses or recurrent medical conditions.

Student Rights & Responsibilities

LIFE CHOICE INSTITUTE, Corp. seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- Students can expect to participate fully in LIFE CHOICE INSTITUTE community without discrimination as defined by federal and state law;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and wellbeing;
- Students have access to established procedures for respectfully lodging a grievance to LIFE CHOICE INSTITUTE;
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from LIFE CHOICE INSTITUTE academic and administrative departments.

- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.

Fee & Payment Schedule

The Registration fee is due at the time of signing the application for admissions & enrollment agreement. It is suggested the books and materials be purchased prior to attending the first class. The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, LIFE CHOICE INSTITUTE, INC. shall be entitled to collection, attorney fees and cost on the account thereof.

Cancellation & Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all funds will be made according to the following refund schedule.

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement, and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee, not to exceed \$150.00.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
8. Under a Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, fees, used books, etc.) proportional to the period of enrollment completed by the student.

Tuition, Fees, Program & Curriculum

Total Cost of the Home Health Aide Program: \$675.00

Tuition: \$470.00

Registration fee: \$50.00

Books, Materials & Supplies: \$75.00

Lab Fees: \$ 50.00

Uniform Fee: \$30.00

The price for this program is printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of clock hours is included in the price cost for the goods and services.

(Note: The total cost of tuition does not include registration or any other regulating agency fees, books and materials.)

Course Numbering System

The course numbering system uses a six or seven digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught. LIFE CHOICE INSTITUTE uses clock hour system.

Description of School Facilities

LIFE CHOICE INSTITUTE, Corp. is located at 5328 Trouble Creek Road, New Port Richey, FL and we are proud to share this professional facility building designed to provide quality student life. Life Choice has fully equipped classroom and lab with a little over 1,000 square feet and large classrooms / educational lab, Life Choice operates in a facility

accessible to free Wi-Fi, waiting areas, access to easy public transportation, beautiful landscaping, and very close to gas stations and local restaurants.

LIFE CHOICE INSTITUTE's new facility surrounds plenty popular franchise of restaurant to access for the benefit of all our student population and located in a beautiful glass building and we are in the process of obtaining additional internship facilities experience for students who will request additional clinical practice.

Licensing/Approval Agencies

LIFE CHOICE INSTITUTE, Corp. is licensed by the Commission for Independent Education, Florida Department of Education, at 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684 or (850) 245-3200.

Accreditation

At this time LIFE CHOICE INSTITUTE is not an accredited institution, therefore if you enroll in our institution at this time, you will NOT be eligible for Title IV Federal Financial Assistance. In addition, Clock hours earned at this institution may not be accepted for transfer at some institutions.

Non Discrimination Policy

LIFE CHOICE INSTITUTE, Inc. does not discriminate regarding race, sex, color, creed and/or religion.

Other Approved Agencies

LIFE CHOICE INSTITUTE, Inc. providers for American heart Association since May 2018 as a Community Training Site for CPR and First courses as well as Instructors for Blood Borne Pathogen through American Heart Association.

Employment Assistance

LIFE CHOICE INSTITUTE offers Job Placement Assistance and referral services, although placement assistance is offered, the institution does not guarantee employment. Students are assisted with job placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on a placement opportunity bulletin board. Placement assistance services are provided free of charge.

Home Health Aide
75 HOURS DIPLOMA PROGRAM

Total Cost of Program: \$675.00

Tuition: \$470.00

Registration fee: \$50.00

Books, Materials & Supplies: \$75.00

Lab Fees: \$ 50.00

Uniform Fee: \$30.00

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Home Health Aides, working for Home Health Agencies, and Hospice Care.

PROGRAM DESCRIPTION:

Students of the Home Health Aide program will learn to perform duties which include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients along with assisting a patient or resident with activities of daily living.

Note: Graduates of this course will be qualified to work with Medicare and Medicaid patients in Home Health Agencies or Nursing Homes.

PROGRAM OUTLINE

Full time students will complete this program in 3 weeks. Part-time students will complete this program in 5 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Credit	Total Hours
HIV 101	HIV/AIDS Education	3	1	0	0	4
CPR 100	CPR-Cardiopulmonary Resuscitation	2	2	0	0	4
HSC 102	Healthcare Occupational Development	7	0	0	0	7
HHA 101	Basic Nursing & Home Health Care	30	0	0	0	30
HHA 201	Basic Nursing & Home Health Care Lab Procedures	0	30	0	0	30
	Totals	42	33	0	0	75

Upon completion of the program the student will receive a 75 Hours Diploma of completion.

DISCLOSURE: Students may begin working in their field of training as soon as certificate is received.

COURSE DESCRIPTIONS:

HIV 101 HIV/AIDS Education

3 Theory Hours/ 1 Campus Lab Hours/ 0 Internship Hours/ Total 4 Hours/ 0 Clock hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

2 Theory Hours/ 2 Campus Lab Hours/ 0 Internship Hours/ Total 4 Hours/ 0 Clock hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. This course follows the latest ECC American Heart Association (AHA) guidelines and is taught by certified AHA Instructors. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 102 Healthcare Occupational Development

7 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 7 Hours/ 0 Clock hours

Students will learn the laws and ethical standards that govern the health care workers, enhance verbal and written communication skills and discuss patient's rights. Students will also cover main protocols for patient care including education in HIPAA and medical errors, domestic violence in the health care field and the health care profession chain of command and the importance of documentation. Additionally, students will learn professional ethics and to explain the laws governing harassment, labor and recognizing and reporting abuse, learn terms such as; malpractice, negligence and assaults and battery. Prepare the students on techniques for effective job interview process, how to make a professional resume and employability skills.

HHA 101 Basic Nursing & Home Health Care

30 Theory Hours/ 0 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 0 Clock hours

Students will become oriented as to the history and purpose of home health care and basic nursing healthcare providers. Students will learn about the medical workers involved in health care and the role of the home health aide in the health setting. Students will review all important skills in patient care to assist the patient with activities of daily living, long term care and promotion of self-independence. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. In addition students also learn to promote specifically the physical comfort and actions for patient safety and wellbeing, identify the process of aging and recognizing common signs and symptoms of common diseases. Students will also learn to recognize emergency situations and apply First Aid care promptly. Students will learn to care and assist with bathing, toileting, dressing, ambulation, exercises and personal hygiene and grooming. This course will finalize with student learning administrative and leadership skills involved in the health care system.

HHA 201 Basic Nursing & Home Health Care Lab Procedures

0 Theory Hours/ 30 Campus Lab Hours/ 0 Internship Hours/ Total 30 Hours/ 0 Clock hours

This course is designed to enhance student's skill in the practice of patient care. In this course students will demonstrate skills included in basic nursing such as; use of proper body mechanics, patient transfer and repositioning, performing range of motion exercise, monitoring vital signs, assisting the patient with self-medication, recording the weight and urinary output of the patient, and demonstrating how to care for the needs of patients that are bed bound or have limitations. Students will demonstrate the importance and the appropriate procedures and actions in feeding, oral care, communication, promoting patient comfort including personal hygiene and documentation.

Important Note: Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Pasco County and you may be notified by text or e-mail if any cancellations. The Life Choice Institute website will also post holidays and any schedule modifications, see www.lifechoiceinstitute.com

ACADEMIC CALENDAR 2025

JANUARY 2026 - CLASS START

Start Date	End Date	Start Time	End Time	Course	Room #
Mon Jan 05 2026	Fri Jan 23 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Feb 02 2026	Fri Feb 20 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Mar 02 2026	Fri Mar 20 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Apr 06 2026	Fri Apr 24 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon May 4 2026	Fri May 22 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon June 01 2026	Thu Jun 18 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Jul 06 2026	Fri Jul 24 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Aug 03 2026	Fri Aug 21 2026	9:00 AM	3:00 PM	Home Health Aide	201
Tue Sep 08 2026	Fri Sep 25 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Oct 5 2026	Fri Oct 23 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Nov 02 2026	Fri Nov 20 2026	9:00 AM	3:00 PM	Home Health Aide	201
Mon Nov 30 2026	Fri Dec 18 2026	9:00 AM	3:00 PM	Home Health Aide	201

LIFE CHOICE INSTITUTE

5328 Trouble Creek Road,
New Port Richey, FL 34652
(813) 867 - 0624

Catalog Receipt

I, _____, certify that I have received the most recent copy of **LIFE CHOICE INSTITUTE** school catalog and any addendum. By signing below I also certify that I have reviewed the policies contained herein of this school and understand that I am required to follow the policies, school rules and information in this catalog.

I, _____, certify that I have been informed about the online program payment policy, academic, lab and assignment responsibilities. Failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from the program for failing fulfill my student agreement.

_____	____/____/____	_____	____/____/____
Student Signature	Date	Admission Representative	Date