



LOUISIANA INSURANCE ACADEMY Application Instructions Spring 2018

Application packet must contain:

1. Program application
2. Résumé and/or curriculum vitae
3. A cover letter that answers the question, "Why are you interested in this program?"
4. Signed "Program Rules and Policies" document
5. College transcript (optional)
6. Letters of reference (optional, no more than three)

Application packet can be submitted in any of the following methods:

1. Via email to NonCredit@dcc.edu
2. Via fax to (504) 671-6366
3. Via mail to 615 City Park Avenue, Attn: Continuing Education, Building 8, Room 116, New Orleans, Louisiana 70119
4. In person (can be dropped in locked mailbox by office door) to 615 City Park Avenue, Building 8, Room 116, New Orleans, Louisiana 70119

If you do not receive confirmation within one business day that your application has been received, please call (504) 671-6474.

Dates to remember:

- **Application period starts:** Monday, March 5
- **Application deadline:** Monday, March 19, by 8:00 a.m.
- **Finalist interviews:** Tuesday, March 20, through Thursday, March 22, 8:00 a.m. - 5:00 p.m. (scheduled individually, for 30-minute time slots)
- **Notification to selected participants via email:** by Friday, March 23, 4:30 p.m.
- **Notification to other applicants via email:** by Tuesday, March 27, 4:30 p.m.
- **Tuition payment deadline:** Thursday, March 29, by 4:30 p.m. (\$350 tuition plus additional fees for textbooks)
- **Classes start Tuesday, April 3.** Class will meet every Tuesday/Thursday from 5:30 p.m. - 8:30 p.m. through June 28. (Class will not be held on April 5.)