



## LOUISIANA INSURANCE ACADEMY Program Rules and Policies Spring 2018

**Please initial each box, then sign and date below.**

	I commit to attending all class sessions of the Louisiana Insurance Academy program for which I enroll, as well as getting to class on time. If I must miss a class, I will notify the DCC Continuing Education office via phone (504-671-6474) or email ( <a href="mailto:noncredit@dcc.edu">noncredit@dcc.edu</a> ) and I will be responsible for making up any material I have missed. Excessive absences or tardiness may result in my removal from the program and ineligibility for a refund of any tuition or fees.
	I commit to studying instructional materials outside of the classroom to prepare for any required tests and exams.
	I will conduct myself in a respectful and courteous manner towards my classmates, instructors, and DCC staff.
	I am aware that a student may be removed from the LIA program, and ineligible for a refund on any tuition or other fees, if he or she commits or attempts to commit any act of misconduct on the DCC campus, or at any activity, function, or event sponsored or supervised by DCC, including but not limited to: 1. Possession, use or distribution of an illegal or controlled substance, or look-alike drug. 2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage. 3. Theft of property or services. 4. Intentional or willful and wanton destruction of property. 5. Assault and/or battery. 6. Possession of a weapon. 7. Conduct which constitutes harassment or abuse that threatens the mental well-being, health, or safety of an individual.

Applicant's Printed Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_