

August 1, 2017

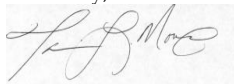
Dear Diving Applicant:

Thank you for your interest in our Commercial Diving program at South Central Louisiana Technical College, Young Memorial Campus. Documents included in this packet is an introduction letter, Deposit Submittal Form, Cost Sheet for the Commercial Diving program, Request for High School Transcript Form, and Request for College Transcript. In order to be placed on the next available class list, you must do the following:

- **Go to website: [www.scl.edu](http://www.scl.edu).** Click on "Apply Online" illustration to the right of the screen. Please choose "First Time Freshman" for application as the Commercial Diving program will not show on the list if you choose any other option. Also choose "Commercial Diving" for the program of study. Commercial Diving is does not fall under the Marine Operations department.
- **Submit the Commercial Diving Deposit Submittal Form with a \$100 non-refundable deposit.** Please refer to the submittal form for information regarding an address to send your deposit. It is preferable to send it certified return receipt in order to verify that we have received your fee.
- **Official High School Transcript or GED transcript.** For admissions and financial aid purposes, it is **YOUR** responsibility to request from your high school an official copy of your high school transcript *before* you can be accepted into the Commercial Diving program. **This document must be from an accredited high school listed on the website by the U.S. Department of Education's Department of Postsecondary Education.** If you obtained a GED, you can order an official copy of a transcript from the state you received the GED. Please note that most GED online course are not properly accredited and cannot be accepted. The documentation would have to be examined to determine enrollment eligibility.
- **College Transcripts**  
College transcripts are **only** required for this program if financial aid requires an official transcript from the applicant. Please contact Kaylla Hebert, Financial Aid Advisor at 985-380-2957, Ext. 305.
- **SCUBA certification is required** prior to enrollment. You must show proof of your open water SCUBA certification at orientation or on the **first day** of enrollment. Please note that our program does not provide the scuba certification. It is at the applicant's discretion on what company or scuba instructor they wish to obtain the certification.
- **NO DORMATORY HOUSING AVAILABLE ON CAMPUS.**  
SCLTC-Young Memorial Campus does not provide housing on campus or assistance with housing. It is the responsibility of the student to find housing while enrolled with the school. Please see attached list of websites to locate possible apartments in the local area. Also go to the website for St. Mary Chamber of Commerce for a \$2.00 listing of rentals at: [www.stmarychamber.com](http://www.stmarychamber.com).

Diving applicants will be required to take a dive physical before the class begins. There will be a packet sent to all applicants who secure a spot on the waiting list six weeks prior to enrollment date. Diving students have a 10 day grace period at the time of enrollment to submit a physical to the instructor. Students must pass the physical to remain in the class. **Applicants should notify the Student Affairs Office in the event that they are unable to attend for any reason. The deposit is non-refundable; therefore, applicants will have to reapply and submit a deposit for the next scheduled class.** In order to pay the In-State tuition fee, applicants must meet the criteria according to the school policy (#SA.206) Louisiana Resident Status. This policy can be found online at [www.scl.edu](http://www.scl.edu) under Policy & Forms/Student Affairs. Due to the uniqueness of the Commercial Diving Program, classes may begin after the official academic semester. Thus, the tuition and fee amounts are determined by the number of credit hours that can be completed by the end of an academic semester. The Commercial Diving program is a Pell eligible program. You may apply for the Federal Pell Grant at [FAFSA.ed.gov](http://FAFSA.ed.gov). Our school code is 014149. This program is also approved by the Veterans Administration (VA). You should contact your VA representative about your educational benefits. If we can be of further assistance regarding questions about the Commercial Diving program, please call the Student Affairs Office at 985-380-2957.

Sincerely,



Tammie L. Moore  
Director of Student Affairs





**COMMERCIAL DIVING DEPOSIT SUBMITTAL FORM**

*(Applicants must submit an online application at [www.scl.edu](http://www.scl.edu) for deposit to be processed.)*

DATE: \_\_\_\_\_

**Applicant Information**

Name:

Date of birth:

SSN:

Phone:

Current address:

City:

State:

ZIP Code:

Check payment type:

- Personal Check
- Money Order
- Other: \_\_\_\_\_

Amount: \$ 100.00

PLEASE SUBMIT THIS FORM WITH YOUR DEPOSIT TO:

**SOUTH CENTRAL LOUISIANA TECHNICAL COLLEGE**  
**YOUNG MEMORIAL CAMPUS**  
**COMMERCIAL DIVING ADMISSIONS**  
**PO BOX 2148**  
**MORGAN CITY, LA 70380**

OFFICE USE ONLY: Banner ID: \_\_\_\_\_

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY DISCRIMINATION POLICY NOTIFICATION**

South Central Louisiana Technical College (SCLTC) does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran status, or sexual orientation in its hiring practices or in admission to its programs, service and activities, in access to them, in treatment of individuals, or in any aspect of its operations. Contact the Equal Employment Opportunity Commission at (800) 669-4000 with any questions or concerns regarding this notification.

SCLTC has designated coordinators to assist employees and students in addressing discriminatory concerns:

**Coordinator for Employees**  
Pamela Miller

**Coordinator for Students**  
Tammie Moore





**REQUEST FOR HIGH SCHOOL TRANSCRIPT**

**Note to Student: Please submit this form to your high school institution. Do not return to SCLTC.**

(Please Print)

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last) (First) (Maiden)

Name on Transcript If Different From Above: \_\_\_\_\_  
(Last) (First) (MI)

Mailing Address: \_\_\_\_\_  
(No. & Street or P.O. Box)  
\_\_\_\_\_  
(City, State, Zip Code)

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. (Mo./Yr.)

Home Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dear Registrar:

I am requesting an official academic transcript showing the date of attendance and completion for the above referenced former student of your institution to be sent to the following:

**South Central Louisiana Technical College, Young Memorial Campus**  
**ATTENTION: STUDENT AFFAIRS OFFICE**  
**P.O. BOX 2148**  
**MORGAN CITY, LA 70381**

Thank you for your help,

Student Signature: \_\_\_\_\_ (Program) \_\_\_\_\_

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**Coordinator for Employees** Pamela Miller  
**Coordinator for Students** Tammie Moore





**REQUEST FOR COLLEGE TRANSCRIPT**

*Note to Institution: Please return this form with requested documents.*

(Please Print)

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last) (First) (Maiden)

Name on Transcript If Different From Above: \_\_\_\_\_  
(Last) (First) (MI)

Mailing Address: \_\_\_\_\_  
(No. & Street or P.O. Box)  
\_\_\_\_\_  
(City, State, Zip Code)

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Home Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

Dear Registrar:

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Thank you for your help,

Student Signature: \_\_\_\_\_ (Program) \_\_\_\_\_

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Pamela Miller

**Coordinator for Students**  
Tammie Moore





**COMMERCIAL DIVING  
Program Cost Sheet**

**TOTAL PROGRAM COST IN STATE: \$ 4,561.00  
TOTAL PROGRAM COST OUT OF STATE: \$ 8,449.40**

**COLLEGE-WIDE MANDATORY FEES** *Fees are subject to change without notice.*

<b>20 Credit Hours</b>	
In State Tuition (20 credit hours at \$86.70 per credit hour)	\$ 1,734.00
Out of State Tuition (20 credit hours at \$281.12 per credit hour)	\$ 5,622.40
ERP Fee (20 credit hours at \$3.00 per credit hour)	\$ 60.00
Operational Fee (20 credit hours at \$3.00 per credit hour)	\$ 60.00
Student Services Fee (20 credit hours at \$2.00 per credit hour)	\$ 40.00
Building Fee (20 credit hours at \$4.00 per credit hour)	\$ 80.00
Academic Excellence Fee (20 credit hours at \$7.00 per credit hour)	\$ 140.00
Technology Fee (20 credit hours at \$5.00 per-credit hour)	\$ 100.00
Other charges (20 credit hours at \$5.05 per credit hour)	\$ 101.00
SGA Fee (3 semesters at \$15.00 per semester)	\$ 45.00
Parking Fee (3 semesters at \$10.00 per semester)	\$ 30.00
I.D. Fee (3 semesters at \$5.00 per semester)	\$ 15.00
<b>TOTAL INSTATE TUITION &amp; FEES</b>	<b>\$ 2,405.00</b>
<b>TOTAL OUT OF STATE TUITION &amp; FEES</b>	<b>\$ 6,293.40</b>

**NONRESIDENTS (Individuals who have resided in the State of Louisiana less than one year will pay more than double the amount of tuition.)**

**BOOKS** *Fees are subject to change without notice.*

Getting the Job You Really Want Workbook, ISBN# 9781593578329	\$ 33.00
<b>TOTAL BOOK COSTS</b>	<b>\$ 33.00</b>

*Disclaimer: The costs associated with books, supplies, and equipment is an estimated figure and may vary from campus to campus based on the delivery mode of a course. Tuition and fees are subject to change as a result of legislative mandates.*

**SUPPLIES** *Fees are subject to change without notice.*

Pocket Calculator	\$ 20.00
Watch with second hand	\$ 10.00
Wet Suit (Top/Bottom/Booties)	\$ 350.00
5 pairs of dish washing gloves	\$ 10.00
Welding Hood	\$ 30.00
Welding gloves	\$ 14.00
High top steel toe leather boots	\$ 75.00
Hard Hat (current - no expired date)	\$ 15.00
Chipping hammer	\$ 10.00
Wire Brush	\$ 5.00
Safety glasses	\$ 14.00
Welding cap	\$ 8.00
Weight belt	\$ 70.00
Welding sleeves/bib	\$ 45.00
<b>TOTAL SUPPLY COSTS</b>	<b>\$ 676.00</b>

**MISCELLANEOUS FEES** *Fees are subject to change without notice.*

Safe Gulf ID/First Aid/Water Survival	\$ 102.00
Work Keys Fee	\$ 50.00
Lab Fee	\$ 65.00
Testing Fee (\$10 per component)	\$ 30.00
Scuba Certification (Preliminary Enrollment Requirement)	\$ 500.00
Diving Physical (Must be current within three months of enrollment dates.) \$350 - \$700	\$ 700.00
<b>TOTAL MISCELLANEOUS FEES</b>	<b>\$ 1,447.00</b>

**PRICE OF PHYSICAL WILL BE DETERMINED ACCORDING TO PHYSICIAN'S FEES**

**TOTAL PROGRAM COST IN STATE \$ 4,561.00**

**TOTAL PROGRAM COST OUT OF STATE \$ 8,449.40**

*Non-Discriminatory Statement: South Central Louisiana Technical College (SCLTC) does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, or sexual orientation in it's hiring practices or in admission to it's programs, service, and activities, in access to them, in treatment of individuals, or in any aspect of it's operations.*