

Louisiana's Taylor Opportunity Program for Students (TOPS)
Affidavit of Residency
(For Students Graduating from High School in Academic Year 2006 and Thereafter)

PLEASE FOLLOW THE INSTRUCTIONS ON PAGE 2 OF THIS AFFIDAVIT

BEFORE ME, undersigned Notary, personally came and appeared _____, who after being duly sworn, did depose and say:

A. Check the one box that applies to you.

"I declare that I am the **Parent of the Applicant**, **Court Ordered Custodian of the Applicant** or the **Applicant** (Only independent students may check this box) who is seeking a TOPS award."

B. Enter your name, social security number, address, phone numbers and e-mail address.

Name _____ SSN _____ - _____ - _____
Current Mailing Address _____
Current Daytime Phone Number _____ Current Evening Phone Number _____
Current E-mail Address _____

C. If you are not the applicant, enter the name and social security number of the TOPS applicant.

Name _____ SSN _____ - _____ - _____

D. Check all that apply to you. If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed after that item.

1. YES NO I am a registered voter.
2. YES NO I am currently registered to vote in Louisiana. **(Copy of voter registration card)**
3. YES NO I am licensed to drive a motor vehicle.
4. YES NO I currently hold a valid Louisiana driver's license. **(Copy of LA driver's license)**
5. YES NO I own a motor vehicle.
6. YES NO My vehicle is currently registered in Louisiana. **(Copy of automobile registration)**
7. YES NO I have earned taxable income.
8. YES NO I have filed Louisiana income tax returns for the two most recent taxable years. **(Copies of Louisiana income tax returns for the two most recent tax years prior to the Applicant's graduation from high school.)**

E. Complete only if you are a member of the Armed Forces on active duty. If you check "YES" to one of these questions, you must attach copies of the documents listed after that item.

1. YES NO I am stationed in Louisiana under permanent change of station (PCS) orders and my DD Form 2058 in my official military records was amended within 180 days of reporting to Louisiana to show that I claim Louisiana as my state of legal residence. **(Copies of your military ID Card, PCS Orders, DD Form 2058, and pay stubs or a W-2 evidencing that Louisiana taxes were withheld from the military members' pay.)**
2. YES NO I am stationed outside the state of Louisiana; however, I claim Louisiana as my legal residence on my DD Form 2058 and have filed Louisiana tax returns for the most recent two years in compliance with Louisiana state income tax laws and regulations applicable to my earned income. **(Copies of your military ID Card, DD Form 2058, and Louisiana income tax returns for the two most recent tax years prior to the Applicant's graduation from high school.)**

F. Enter the date of the Applicant's high school graduation: _____, _____, _____.
(month) (day) (year)

G. I have been a legal resident of Louisiana since _____, _____, _____.
(month) (day) (year)

H. In the presence of a Notary Public, complete and sign this affidavit attesting to the foregoing and enter the date.

Sworn Statement: "I make this sworn statement, under penalty of law, for the express purpose of qualifying myself, my child or my ward for a TOPS award. By signing this form, I do hereby declare that I have personally completed this form and that all information entered on and included with this affidavit of residency is true and correct and that I understand that, if I purposely give false or misleading information, I may be fined, sent to prison or both."

Thus done and passed in _____, _____, this _____ day of _____, _____.
(city) (state) (day) (month) (year)

Affiant: _____
(Legal Signature)

SWORN TO AND SUBSCRIBED, before me, the undersigned, Notary, this _____ day of _____, 20_____.

NOTARY PUBLIC

For the Parish/County of _____ In the State of _____

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

RESIDENCY REQUIREMENTS

To qualify for an award under Louisiana's Taylor Opportunity Program for Students (TOPS), the applicant must meet one of the following criteria:

- (a) at least one of an applicant's parents or the applicant's court ordered custodian or, if the applicant is an independent student, the applicant must be a resident of Louisiana for at least 24 consecutive months before the month **of the applicant's graduation from high school**. This requirement does not apply to a nonresident on active duty with the United States Armed Forces who meets the requirements of Instruction (E), below;

OR

- (b) The applicant must have lived in Louisiana and attended an eligible Louisiana high school for all of his/her last two years of high school and graduate from an eligible Louisiana high school. **IF THE TOPS APPLICANT MEETS THIS CRITERIA, YOU DO NOT NEED TO COMPLETE THIS FORM.** For assistance, call a Public Information Representative at 1-800-259-5626 or locally at 225-219-1012.

INSTRUCTIONS FOR COMPLETING AFFIDAVIT OF RESIDENCY

Please complete the affidavit and sign it in blue or black ink before a Notary Public.

WHO MAY COMPLETE THIS AFFIDAVIT?

- If the applicant is a dependent student, a parent or the court ordered custodian must complete this affidavit.
- If the applicant meets the criteria of "Independent Student," the applicant may complete this affidavit. For the purposes of TOPS, an Independent Student is a student who meets at least one of the following criteria: (1) has been determined independent by a financial aid officer exercising professional judgment in accordance with applicable provisions of the Higher Education Act of 1965, as amended; or (2) is 24 years old; or (3) is an orphan or a ward of the court or was a ward of the court until age 18; or (4) has legal dependents other than a spouse; or (5) is married, or (6) is a veteran of active service in the U.S. Armed Forces (Army, Navy, Air Force, Marines, and Coast Guard); or (7) is a graduate or professional student.

Instructions By Section:

- A. Check the applicable box. A person claiming to be the court ordered custodian of a student must submit a copy of the court document that establishes custody. See "Who May Complete This Affidavit" above to determine if the applicant is a dependent student or an independent student.
- B. You must provide your name and social security number and your address and telephone number(s) for where you are living when you fill out the affidavit. Please include your e-mail address if you have one. This information is essential to processing your TOPS application.
- C. Enter the name and social security number of the TOPS applicant.
- D. You must check "YES" or "NO" for all the questions. If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed after that item. If none of these documents show an issue date at least 24 months before the month you enter in Section F, below, other documents may be acceptable to fulfill this requirement. Call 1-800-259-5626, for guidance.
- E. If the student is the dependent child of a nonresident on active duty with the United States Armed Forces who is stationed in Louisiana under permanent change of station orders and who, not later than one hundred eighty (180) days after reporting to such station, changes his DD Form 2058 in his military personnel records to establish Louisiana as his official legal residence and complies with Louisiana income tax laws and regulations for the time period while stationed in Louisiana, check "Yes" in Section E.1 and submit the documents listed.
- If the student is the dependent child of a resident of Louisiana on active duty with the United States Armed Forces who is stationed outside Louisiana, but who claims Louisiana as his legal residence on his DD Form 2058 and who has filed a Louisiana state income tax return for the most recent two years, check "Yes" in Section E.2 and submit the documents listed.
- F. Enter the date the applicant will or did graduate from high school.
- G. To be a legal resident of Louisiana, you must live in Louisiana and you must intend for Louisiana to be your home state. Your intent is evidenced by your registration to vote, obtaining a driver's license, registering your car and paying income taxes in Louisiana. Provide the date you last established Louisiana residency. For instance, if you were born in Louisiana on January 31, 1965, then moved to Georgia in 1986 and returned to make Louisiana your legal residence on July 1, 2004, you would enter July 1, 2004. **DO NOT ENTER "SINCE BIRTH."**
- H. You must sign the affidavit in front of a person who is a Notary in the state where you complete the affidavit.

Send the Affidavit of Residency with all supporting documents to:

Office of Student Financial Assistance
Scholarship and Grant Division
Post Office Box 91202
Baton Rouge, Louisiana 70821-9202

PRIVACY INFORMATION: If the applicant is either 18 years old or is actually attending college, the Federal Family Educational Rights and Privacy Act (FERPA) does not allow disclosure of the student's personal information to anyone, including the student's parents or custodian, with very few exceptions unless (1) the student has submitted a written consent authorizing the person named by the student to have access to his/her records or (2) the parent or custodian has listed the student as a dependant on the preceding year's income tax return. If you feel it may be necessary to discuss the applicant's personal information, your submission should include a FERPA Consent Form completed and signed by the applicant (available at www.osfa.la.gov/sgforms) or a copy of your last income tax return showing the student as your dependent.

Questions? Need assistance? Call a Public Information Representative at 1-800-259-5626 or locally at 225-219-1012.