

**LOUISIANA STUDENT FINANCIAL ASSISTANCE
COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Student Financial Aid Bulletin

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TOPICS:	Louisiana Early Start Program Revisions for AY 2009-2010

The Board of Regents has developed and approved a plan for addressing a shortfall in appropriations for the Early Start Program for the 2009-2010 academic year. The Board requests that LOSFA implement the revised framework for the program as forwarded to LOSFA via e-mail on July 15, in accordance with Section 1415.C. of the Early Start administrative rules. The revised framework is included with this bulletin and is also posted under the "Information Center" link on LOSFA's website at www.osfa.la.gov

The changes include the following:

- Student participants will be limited to three hours per semester or term, funded by Early Start. (The student is responsible for any additional enrollment costs if s/he enrolls for more than the three-hour per semester/term limit for *Early Start* funding.)
***NOTE: The high school certifying the student's eligibility for participation will be responsible for limiting the number of hours in which the student enrolls, using Early Start funding, to three hours.**
- Students must have successfully completed the course by earning an A, B, C or P to enroll in the subsequent semester or term. Students earning a grade other than A, B, C or P (e.g., D, F, W, I, etc) may not enroll with Early Start funding until at least one semester/term (Fall, Spring, Winter) has passed. LOSFA will provide a report identifying students who are ineligible for Early Start based upon prior billings and grade reports.
***NOTE: Instructions regarding grade reporting, grade reporting deadlines and coding of courses paid for with Early Start funds will follow in a subsequent bulletin. Timely Grade reporting for Early Start courses will be crucial due to the requirement that payment for the subsequent semester is dependent upon successful course completion in the prior semester.**
The college or university may approve immediate continuation after a Withdrawal (W) on a limited basis, with documentation of the appeal and decision on file, keeping in mind that the rationale behind this limitation on Ws is twofold: to encourage students to focus on their course commitments, as they will be expected to do in college; and to avoid investing limited state resources on withdrawals.

- Students must have a PLAN or ACT score of at least 18 to take a college-level degree credit course. They must have a PLAN or ACT math sub-score of at least 19 to take a college-level math course, in accordance with BoR Academic Affairs policy 2.18.
- Students must be 12th grade/seniors to take a developmental/enrichment course with Early Start funding.
- The 2009-2010 billing deadlines are:

Fall 2009 (semester and term schools) - **Tuesday, October 13, 2009**

Winter 2009 (term school) - **Tuesday, December 29, 2009**

Spring 2010 (semester and term schools) – **Tuesday, April 6, 2010**

Questions regarding the Early Start Program Framework should be directed to Karen Denby with the Louisiana Board of Regents at [Karen.Denby@ La.Gov](mailto:Karen.Denby@La.Gov) or 225-342-4253.

Questions regarding Early Start billing or payments should be directed to Bonnie Lavergne, blavergne@osfa.la.gov or 225-922-0412 or Caleshia Clark, cclark@osfa.la.gov or 225-922-0645.

**LOUISIANA EARLY START PROGRAM
ROLES AND RESPONSIBILITIES
Effective for Fall 2009**

The framework for the Louisiana Early Start program for the 2009-2010 academic year has been modified by the Board of Regents to address the shortfall in appropriations. The following summary provides an overview of critical roles and responsibilities of high schools and colleges/universities in the revised Early Start process. Refer to the attached program framework for a complete outline of program responsibilities.

HIGH SCHOOL PRINCIPAL (OR DESIGNEE) –

You must select the college course the student will take for high school credit. You are responsible for ensuring that the student meets the minimum PLAN or ACT score for the college course. If the student's PLAN or ACT score does not meet the minimum required, the Early Start program will not pay for the student to enroll in the course.

COLLEGES/UNIVERSITIES –

Before a college course will be paid by the Early Start Program, a student must have enrolled in the college course approved by the high school on the application. Colleges/universities may NOT change a course selected by a high school. If the college/university determines that the student is ineligible for a course, that a course is not available or that there is a more suitable course, the application should be returned to the high school with an explanation.

Since a student is not eligible for Early Start unless he earns an A, B, C, or P the previous semester, if enrolled, colleges/universities are responsible for ensuring the student earned the required grade before certifying the student's eligibility for the subsequent semester.

Colleges/Universities should submit grades as soon as possible after the end of the semester/term to ensure timely payment of invoices.

Louisiana Early Start Program
Student Application
(Formerly the Dual Enrollment Program)

Please type or print in dark ink. See the Instructions on Page 3.

I. TO BE COMPLETED BY STUDENT

A. College Semester/Term of Application: Fall Winter Spring Year: 20 _____

B. Is this your first semester participating in the Early Start Program? Yes No

C. Last Name: _____ First Name: _____ Middle Name: _____

D. Other names you might have used: _____

E. Gender: Female Male

F. Social Security Number (Required): _____ - _____ - _____

G. Date of Birth: Month: _____ Day: _____ Year: _____

H. Mailing Address: _____
Street or P. O. Box City State Zip Code

I. Home Phone: (_____) _____ Cell Phone: (_____) _____ E-mail: _____
(Area code) Phone Number (Area code) Phone Number

J. In case of emergency, notify: _____ (_____) _____
Last Name First Name Relationship (Area code) Phone Number

K. Are you a United States Citizen? Yes No If no, country of citizenship: _____

L. Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws.

- American Indian/Alaskan Native Asian/Pacific Islander Black (Non-Hispanic)
 Caucasian (Non-Hispanic) Hispanic (Mexican-American) Other

M. CERTIFICATION:

- I certify that all information I have provided in this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 4).
- I understand that the Early Start Program will fund (only) up to 3 credit hours per semester/term, and that I will be responsible for any additional enrollment costs if I enroll in more than 3 credit hours this semester/term through Early Start, even if I enroll in more than one college/university.
- If I am approved for participation in the Early Start Program, I will comply with all the requirements.
- I understand that I am enrolling as a Visiting/Guest Student at the college/university. Upon graduation from high school, if I desire to enroll at a college or university, I will apply for admission as a regular student and meet the college/university admission requirements.
- I understand that the college courses and high school and college grades earned in those courses in which I enroll through the Early Start Program will be on my permanent high school and college academic records.
- **I understand that the grades I earn on college courses in which I enroll through the Early Start Program will be used by other programs, including TOPS, to determine my continuing eligibility for those programs.** See TOPS Q&A Q.150-151 located in TOPS section of www.osfa.la.gov.
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my high school and college academic records.
- I acknowledge that I am enrolling in the course listed on the back of this form and also understand that **it is my responsibility to OFFICIALLY WITHDRAW or DROP** a class I decide not to complete by the college/university published deadline. If I withdraw I may not be eligible for Early Start funding next semester.

Student Signature

Date

(over)

II. CERTIFICATION - TO BE COMPLETED BY PARENT/CUSTODIAN (GUARDIAN):

- I certify that all information provided on this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 4).
- If my child is approved for participation in the Early Start Program, he/she will comply with all the requirements.
- I understand that the Early Start Program will pay for up to 3 credit hours per semester/term, even if my child enrolls in more than one college/university. I accept responsibility for any additional enrollment costs if my child enrolls in more than 3 credit hours this semester/term through the Early Start Program.
- I understand that the college courses and high school and college grades earned in those courses in which my child enrolls through the Early Start Program will be on my child’s permanent high school and college academic record.
- **I understand that the grades my child earns on college courses in which he/she enrolls through the Early Start Program will be used by other programs, including TOPS, to determine his/her continuing eligibility for those programs.** See TOPS Q&A Q.150-151 located in TOPS section of www.osfa.la.gov.
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my child’s high school and college academic records.

Parent/Custodian (Guardian) Signature

Date

III. TO BE COMPLETED BY HIGH SCHOOL:

A. **COURSE ENROLLMENT REQUEST:** The High School Principal (or designee) must indicate the college course in which the student has permission to enroll and the respective high school course in which the student will receive high school credit.

College Course Dept/Number	College Course Title	College Credits. Max of 3	High School (LDE) Course Number	High School Course Title	High School Units

B. Name of High School _____

C. ACT HS Code _____ Public High School Non-public High School Home School

D. Current School Year: 20__ - 20__ 1st Semester 2nd Semester

E. Student’s current grade level: 11th Grade 12th Grade Number of Carnegie Units completed: _____

F. Student is on track for completing (by graduation from high school) the required high school core curriculum: Yes No

G. A copy of this student’s PLAN, ACT or SAT Scores is attached. *Work Keys Certificate is required for students to enroll in a college work skills course if they do not have the required PLAN/ACT/SAT score.*

H. Student has has not previously participated in the Early Start Program.

I. Student earned a grade of ___ in the last college course in which s/he was enrolled for participation in the Early Start Program. S/he was enrolled in this course in the _____ semester of _____.

J. CERTIFICATION:

I certify that the student completing this application has permission to participate in the Early Start Program and that the information provided for this student by the high school is correct.

Signature of Principal or Designee

Date

IV. CERTIFICATION - TO BE COMPLETED BY COLLEGE/UNIVERSITY:

I certify that I have reviewed this application and the student’s scores on the PLAN, ACT, SAT, or the Work Keys certificate; that student meets all Early Start Program and college/university requirements to be enrolled in the course listed in Section III.A. of this application, and that if the student is qualified based on Work Keys, a copy of that Work Keys Certificate is on file at this college.

Signature of College/University Official

Date

INSTRUCTIONS

I. STUDENT

- A.-K. You must provide **ALL** the information requested.
- L. You are not required to complete this section. Any information provided will be used only for federal and state reporting purposes and has no impact on whether you are eligible to participate in the program.
- M. You must sign and date. Once you and your parent have signed the application, submit it to your high school counselor. Your school will complete Section III (High School Certification) and return the application to you.
- When your high school returns the application, you must submit this completed application to the college/university you will attend. You may be required to complete additional college/university enrollment forms and you should obtain those forms in advance and submit them with this application.

II. PARENT/CUSTODIAN (GUARDIAN)

You **MUST** sign the application in order for your child to be considered for participation in the Early Start Program.

III. HIGH SCHOOL PRINCIPAL (OR DESIGNEE)

- A.-J. You must complete all of Section III, Parts A-J, of the application. The information provided will be used to determine whether the applicant has met all eligibility criteria for the courses in which he intends to enroll. By signing the application, you are certifying that the information you have provided is true and correct.
- Once you have completed and signed Section III of the application, return it to the student for submission to the postsecondary institution in which the student plans to enroll.

IV. COLLEGES/UNIVERSITIES

- A. Determine whether the applicant meets all eligibility criteria of the course in which he intends to enroll, including verification of the WorkKeys Certificate level, if applicable. If the student meets the criteria for that course, sign the College/University Certification (Page 2, Section IV).
- B. LOSFA will provide a report identifying students who are ineligible for Early Start based upon prior billings and grade reports. **Timely Grade reporting for Early Start courses is crucial because payment for the subsequent semester is dependent upon successful course completion in the prior semester.**
- C. After enrolling eligible students, the college/university may bill by submitting a request for payment to LOSFA either by (1) individual web entry or (2) in a batch file.
- D. **Reservations:**
- If the payment request is submitted by individual student web entry, on or after the following dates, enter a reservation by logging on to the Early Start Program Menu on the LOSFA Web Portal at www.osfa.la.gov, using the College logon ID and password assigned your school.

Fall Semester/Quarter	–	July 1	Winter Quarter	–	November 1
Spring Semester/Quarter	–	January 4			

Each semester/quarter, enter the information from this application to the Early Start Program entry screen as instructed.

The portal will provide a verification number acknowledging receipt of the application for each course. If funds for the Early Start Program are available, the LOSFA Web Portal will confirm that the student will be funded. If funds are not available, the LOSFA Web Portal will reflect that the student is on a waiting list, pending availability of funds.

Print this screen, record the applicable course number and name on it, and file it with the application.

- If the payment request is submitted in a batch file, no reservation is required.
- E. **Payment Requests/Billing**
- If the payment request is submitted by individual student web entry, the college must reenter the Early Start Program Menu through the LOSFA Web Portal during the period the portal is open for each semester/quarter to bill for those students who were enrolled through the census day (14th day of classes for semester schools, or the 9th class day for quarter and term schools).
 - If the payment request is submitted in a batch file, the batch file must be formatted in accordance with the Early Start Payment Request File Layout at the Early Start Program menu on the LOSFA Web Portal.
 - The LOSFA Web Portal will be open during the following periods for requests both by individual student web entry and in batch files:

Fall Semester/Quarter	–	September 1 through October 13
Winter Quarter	–	December 12 through December 29
Spring Semester/Quarter	–	January 30 through April 6
 - Payment requests received outside of these timeframes will not be paid unless approved by the Louisiana Board of Regents.
 - By submitting a payment request to LOSFA, the college is certifying:
 - The student meets the eligibility criteria for the college course in which the student is enrolled in the Early Start Program;
 - The student was enrolled through the census day;
 - The student's high school has granted permission for the student to continue participation in the program;
 - The student meets the Early Start continuation requirements;
 - The student's school has provided notice of the course approved for enrollment; and
 - The student is in good standing at the institution.

LOUISIANA EARLY START PROGRAM FRAMEWORK, 2009-10

ELIGIBILITY INFORMATION

I. General criteria

1. Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public Louisiana high school.
2. Student must have either PLAN or ACT (or SAT) scores on file at the high school.
3. Student must be in good standing as defined by the high school and meet the college/university enrollment criteria.
4. Student must have permission from the high school and his/her parent/guardian to participate.
5. Student must be enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
- *6. Student may enroll in a maximum of 3 credit hours per semester/term, up to 6 credit hours per academic year, with Early Start funding. (The student is responsible for additional enrollment costs if exceeding the 3 credit hours/semester limit, even if the student enrolls in more than one college or university.) A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college or university.
- *7. To continue enrollment in subsequent semesters/terms (e.g., spring) through this funding opportunity, student must have successfully completed (earned a college grade of A, B, C or P) current (fall) dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with Early Start funding. *Limited, documented* exceptions for continuation after withdrawal may be granted by the college/university.
8. Continued state funding is not guaranteed. These criteria may be changed for the spring semester.

II. Eligibility criteria to enroll in a College Level, Degree Credit Course

1. College Level, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and appears (a) as a General Education course on the current Board of Regents' Master Course Articulation Matrix (public institutions) or (b) on a list of general education courses approved by the Board of Regents (for LAICU institutions).
2. Student must be on track for completing (a) the Regents/TOPS high school core (if graduating in 2010 or 2011) or (b) the Louisiana Core 4 Curriculum (if graduating in 2012 and beyond).
3. Student must have a PLAN or an ACT Composite score of at least 18 (or SAT equivalent).
4. To enroll in an entry level, college level English course, student must (a) have a PLAN or ACT English sub-score of at least 18 (or SAT equivalent) or (b) meet the postsecondary institution's pre-requisite requirements.
5. To enroll in an entry level, college level mathematics course, and student must (a) have a PLAN or ACT mathematics sub-score of at least 19 (or SAT equivalent) or (b) meet the postsecondary institution's pre-requisite requirements.

III. Eligibility criteria to enroll in an Enrichment/Developmental Course

1. Enrichment/Developmental Course: An English or mathematics course that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.
2. Student must be a 12th grader/senior on track for completing (a) the Regents/TOPS high school core (if graduating in 2010 or 2011) or (b) the Louisiana Core 4 Curriculum (if graduating in 2012 and beyond).
3. Student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent).

IV. Eligibility criteria to enroll in a Work Skills Course

1. Work Skills Course: A course in a skill or occupational training area that contributes to a declared Career Area of Concentration and leads to a recognized industry based certification.
2. Student must be on track (a) for completing the Regents/TOPS high school core (if graduating in 2010 or 2011) or (b) for completing the Louisiana Core 4 Curriculum (if graduating in 2012 and beyond) or (c) to graduate from high school (having earned at least 11 Carnegie hours if a junior, or 16 if a senior) and have declared a Career Area of Concentration.
3. Student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent) or a WorkKeys Bronze Certificate.

ADMINISTRATIVE INFORMATION (For High Schools and Colleges/Universities)

1. For the purpose of the Early Start program, a college course is defined as: (1) a college course taught at the postsecondary institution or (2) a specially scheduled college course taught at the high school.
2. The Program payment shall cover all costs to the student enrolling in a college course, for up to 3 credit hours (only) per student per semester or term, excluding the costs for textbooks, parking, laboratory fees, etc.
3. Students must successfully complete a current Early Start course to be eligible for Early Start funding in the following semester or term.
4. Participating colleges and universities enrolling eligible students in eligible dual credit courses through the Early Start Program will be paid at a rate of \$100 per college credit hour, not to exceed \$300 per course. Non-public students may enroll in dual credit courses with the same eligibility requirements and limits, paying no more than the rate paid by the state for public school students. Institutions will not be paid for non-public school student enrollments under this program.
5. Postsecondary institutions shall bill LOSFA for Program payment within 20 days of the census date of the semester/term for which the student is enrolled. The absolute billing deadline for the Fall semester is 13 Oct.