

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

Student Financial Aid Bulletin

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TOPICS:	Addition of dispositions to the LOSFA Award System database.

The Louisiana Office of Student Financial Assistance has added dispositions to the Award System database. These new dispositions will allow postsecondary institutions to more accurately report the current enrollment status of TOPS recipients and allow timely notification of changes to the student's award. It's important to note that these new dispositions indicate the cancellation of a student's award.

When a student receives notification from LOSFA, if no action is taken, the TOPS award would be cancelled unless the student works with the postsecondary school to resolve the discrepancy. The successful use of these dispositions will require specific actions by the postsecondary institution to avoid permanent cancellation of TOPS awards for these students.

For example, if a student receives a cancellation letter because the institution reported an academic standing LF (less than full-time) and the student was actually enrolled full-time at another institution, the status would be updated to reflect full-time attendance once confirmed by the institution the student was actually enrolled full-time.

- **055 – Maximum Years of Funding Reached**

- The recipient has already received the maximum number of terms but because funds were returned due to an exception request being approved, the student has partial funding available for a future term.

Schools should contact program staff for amount of funding available for future term(s).

- **058 – Non-continuous Enrollment**

- This disposition is created when grade submission or billing records are not submitted for a student. System edits require billing submissions by December 15th and May 15th for the fall and spring semesters, respectively. Grade record submissions are required by February 1st for the fall semester and July 1st for the spring semester.

Students who receive cancellation letters because their postsecondary school did not submit a payment request or grades should contact the financial aid office for resolution.

- **059 – Non-continuous Enrollment: as reported by the school**

- Institution submitted academic standing code LF (less than full-time attendance).

If the school later determines that the student was full-time, the 059 disposition can be reversed by contacting program staff.

- **062 – Resignation without payment**

- Institution submitted an academic standing code of “officially resigned” for a particular term. The referenced term is eligible for payment but a payment request was not received.

The receipt of a valid payment request for the referenced term will cancel the 062 disposition, resulting in payment for the student.

Below is a listing of all TOPS dispositions.

If you have questions concerning these new TOPS dispositions or other TOPS matters, please contact Dr. John Bell, TOPS Awards and Renewals Manager at john.bell@la.gov.

CODE VALUE	CODE DESCRIPTION
000	New Eligibles
001	Approved Renewals
002	Delayed Award
003	Ineligible Other
004	Ineligible, Hs Acad Info Upd
006	Inelig - Audit Finding/ACT Scr
017	Incomplete FAFSA
019	Ineligible with error
031	Eligible Pending Hours
032	Suspended Pending Hours
040	Graduated
041	Graduate Professional
042	Suspended Due to College GPA
043	GPA < 2.50, Ann Hrs < 24, Tops Awd Susp, but Must Attend Summer Term
044	Canceled Due to Hours
045	Ann Hrs < 24, Elig for Summer Term Tech Pgm & Must Attend to Maintain Eligibility
046	Award Not Accepted - 1st Year
047	Annual Hrs < 24, Must Attend Spring Intersession to Maintain Eligibility
049	Acad Prob more than 24 Mos or Exceeded Tech 12 Month Limit
050	2nd Yr Award Not Accepted - Inelig
051	Over 2 Yr Award Not Accptd - Inelig
053	Death
054	Maximum Years of Award Reached
055	Maximum Terms of Award Reached - Additional funds Available
058	Non-Continuous Enrollment - Ineligible
059	Less than full time - Inelig - School Reported
060	Non-Continuous Enrollment - Inelig
061	Officially Resigned: Ineligible
062	Resignation without Payment - Ineligible
101	Reprocess