LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)
Application for Enrollment Utilizing
Taylor Opportunity Program for Students (TOPS) Tech Early Start Program (TTES)

NOTE: Funding for TTES is contingent upon sufficient appropriations. Submission of this application for TTES does not guarantee funding. This revised form MUST be used for ALL applications for 2016-17 and thereafter.

A: STUDENT INFORMATION (Print or Type)

1. Type of Form: A. ☐ Initial Application B. ☐ Renewal Application LA Secure ID:

2. First Name: Middle Initial: Last Name: Suffix:

3. Birth Date: | 4. E-mail Address: | 5. Phone #: (____) ____ - _____

6. Permanent Home Address:
Street:
City: State: Zip Code:

7. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program.

Student's Signature: Date:

8. I hereby authorize my child's concurrent enrollment in high school and college.

Parent or Custodian's Signature: Date:

B: HIGH SCHOOL CERTIFICATION (Print or Type)

9. Name of High School: | 10. School's BESE Code:

11. School Year and Semester covered by this certification: 20_____ - 20_____ ☐ 1st Semester ☐ 2nd Semester (Check One)
Grade Level: ☐ 9th ☐ 10th ☐ 11th ☐ 12th (check one)

12. Award Eligibility Requirements:
- ☐ 11th or 12th Grade Student
- ☐ Five-year Education and Career Plan completed
- ☐ High School GPA of 2.0 or above on a 4.0 scale
- ☐ Scored a 15 or above on the mathematics ***AND*** English portion of the ACT PLAN Assessment or a successor assessment, or on the ACT, or the equivalent concordant value on the SAT, or have achieved a silver level score on the assessments of the ACT WorkKeys system
- ☐ In good Standing as defined by the high school

13. My signature certifies that this student meets all the requirements listed in block 13, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: Date:

C: HIGH SCHOOL RECERTIFICATION (Print or Type)

14. Name of High School: | 15. School's BESE Code:

16. School Year and Semester covered by this certification: 20_____ - 20_____ ☐ 1st Semester ☐ 2nd Semester (Check One)

17. Award Renewal Requirements:
- ☐ High School GPA of 2.0 or above on a 4.0 scale
- ☐ 11th or 12th Grade Student
- ☐ In good standing as defined by the high school

18. My signature certifies that this student meets all the requirements listed in block 17, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: Date:

Application Instructions

Student:

Initial Application (Follow these instructions if this is the first semester of the academic year that you apply for enrollment to utilize TOPS Tech Early Start (TTES).

1. Check Block 1A and complete Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrollment in high school and college by signing in Block 8.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section B (High School Certification) and return the application to you.
4. It is your responsibility to submit this completed application to the admissions office at the college you will attend. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them with this application.

Renewal Application

1. Check Block 1B and verify/update information in Section A (Student Information) of this application and submit it to your high school guidance counselor.
2. Your high school will complete Section C (High School Recertification) and return the application to you.
3. It is your responsibility to submit this completed application to the admissions office at the college you are attending. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them with this application.

High School Counselor, Advisor or Principal:

1. Advise students on the appropriateness of their career pursuits and participation in college level work.
2. Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements, if applicable, to participate or to continue in the program.
3. For an initial application, complete Part (B). For a renewal, complete Part (C). If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.
4. If the student meets the eligibility requirements, complete the application and return it to the student for submission to the student's school of choice.
5. Maintain a copy of this application for your files.
6. Ensure that Student Data Privacy Protocols have been followed consistent with ACT 837

Public Postsecondary Institutions and Approved Training Providers:

After enrolling eligible students, the postsecondary institution or approved training provider may bill by submitting a request for payment to LOSFA via the Awards System.

The postsecondary institution or approved training provider must enter the TTES payment request for each semester to bill for those students who were enrolled through the census day (after the 14th class day for semester schools).

By submitting a TTES payment request to LOSFA, the postsecondary institution is certifying:

a. The student meets the eligibility criteria for the college course in which the student is enrolled in TTES;
b. The student was enrolled through the census day;
c. The student's high school has granted permission for the student to participate in the program;
d. The student meets the TTES renewal/continuation requirements; and
e. The student is in good standing at the high school and at the postsecondary institution (if renewal).

The TOPS Tech Early Start **BILLING DEADLINES** are:

Fall Semester:

Billing Begins -	Begin billing **after** your school's census date
October 15 -	Fall billing deadline: Billings after this deadline will not be approved.
November 14 -	ALL Fall billing corrections must be completed and processed

Spring Semester:

Billing Begins -	Begin billing **after** your school's census date
April 1 -	Spring billing deadline: Billings after this deadline will not be approved.
April 30	ALL Spring billing corrections must be completed and processed

(In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.)