

Louisiana's Taylor Opportunity Program for Students (TOPS)
Affidavit of Residency
(Non-Military Parent or Guardian)
(For Students Graduating from High School or Completing a Home Study Program
Outside the United States or its Territories)

PLEASE FOLLOW THE INSTRUCTIONS ON PAGE 2 OF THIS AFFIDAVIT

Complete this Affidavit of Residency. In the presence of a Notary Public, sign the completed Affidavit of Residency attesting to the truthfulness and accuracy of its contents and enter the date.

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

A. I am the ☐ **Parent of the Applicant**, ☐ **Court Ordered Custodian of the Applicant**.

B. Affiant's name. Name _____

C. TOPS Applicant's name, LOSFA ID number, and date of birth.

Name: _____ LOSFA ID _____ Date of Birth: _____

D. If applicable, the date the Applicant successfully completed a State Board of Elementary and Secondary Education (BESE) approved home study program: _____, _____, _____.
(month) (day) (year)

E. If applicable, the date Applicant graduated from high school: _____, _____, _____.
(month) (day) (year)

F. If applicable, name of the high school from which the Applicant graduated and the name of the accrediting organization:

(name of the high school) (name of the accrediting organization)

G. Location where the Applicant graduated from high school or completed a BESE approved home study program:

(city) (state, territory, prefecture or equivalent) (country)

H. Check ALL of the following that apply to you either "YES" or "NO." If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed.

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. **(Provide copies of your Louisiana income tax returns for the TWO most recent tax years prior to the Applicant's graduation from high school/BESE home study program.)**

I. I am a Louisiana resident who meets all of the following requirements:

- a. ☐ YES ☐ NO I actually resided in Louisiana at least 24 months [from _____, _____ (month and year) to _____, _____ (month and year)] before I started living outside the United States and its territories and **I have not resided in any other state since leaving Louisiana. (Provide any additional support documents that support your Louisiana residency during this period of time.)**
- b. ☐ YES ☐ NO I was assigned duties outside the United States and its territories by a Louisiana employer or Louisiana sponsor and continued to be employed by the employer or perform duties for the sponsor through the date of the Applicant's graduation from high school or May 31st of the year the Applicant completed a home study program approved by BESE. **(Provide support documents such as a letter from your employer or sponsor.)**
- c. ☐ YES ☐ NO I have remained a resident of Louisiana through the date of the student's graduation from high school or completion of a home study program approved by the BESE. **(Provide support documents such as a copy of your passport, housing bills, etc.)**

J. 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."

Affiant: _____ Date: _____, _____
(Legal Signature) (month) (day) (year)

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

20____.

NOTARY PUBLIC

For the Parish/County of _____

In the State of _____

PLEASE READ CAREFULLY

**FAILURE TO PROPERLY COMPLETE THIS AFFIDAVIT MAY RESULT IN DELAYS AND/OR
INELIGIBILITY FOR A TOPS AWARD**

GENERAL INSTRUCTIONS

- The “Applicant” is the student applying for a TOPS Award.
- The “Affiant” is a parent or the court appointed custodian of the Applicant. The Affiant must fill in all blanks and mark all appropriate blocks with a “✓” or an “X”.
- The Affidavit of Residency must be signed by the Affiant in blue or black ink in the presence of a Notary Public. The Affidavit will not be accepted if it is not signed or notarized.
- Send the completed, signed, and notarized Affidavit of Residency with all supporting documents to:

Office of Student Financial Assistance
Scholarships/Grants Division
Post Office Box 91202
Baton Rouge, Louisiana 70821-9202

- Send an email to custserv@la.gov for assistance.

Your applicant should register for an account on the Student Hub at www.osfa.la.gov/studenthub to monitor his/her TOPS status. **To ensure receipt of important notices regarding his/her TOPS Award, the applicant should update his/her information on the Contact Info tab in the Student Hub.**

1. Sections A, B, and C: Fill in the requested information. (If you do not know or have the Applicant’s LOSFA ID number send an email to custserv@la.gov. If a LOSFA ID number has not been assigned, leave this blank.) If you are a court-ordered custodian, you must provide a copy of the court document that establishes custody.
2. Section D: If the Applicant completed a BESE approved home study program, fill in the date of completion; otherwise insert “N/A” in the blanks.
3. Section E: If the Applicant graduated from an out-of-country high school, fill in the date of graduation; otherwise insert “N/A” in the blanks.
4. Section F: If the Applicant graduated from a high school, fill in the name of the high school and the name of the accrediting organization (Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges), otherwise insert “N/A” in the blanks.
5. Section G: Fill in the name of the city, state (territory, prefecture, or equivalent), and country in which the Applicant graduated from high school or completed the BESE approved home study program.
6. Section H: Answer each of the questions under Section H by marking either the “Yes” or “No” with either a “✓” or an “X”. **You must attach a copy of the underlined document listed at the end of each question (H. 2, 4, 6, and/or 8) that you check “YES.” Each document must have an issue date at least 24 months before the month of the date you enter in Section E. Mark out your social security number. If none of these documents meet that requirement, other documents may be acceptable. Send an email to custserv@la.gov for guidance.**

PLEASE READ CAREFULLY

7. Section I: Answer each of the questions under Section I by marking either the “Yes” or “No” with either a “✓” or an “X”. In Section I.a, fill in the month and year when your last period of Louisiana residency began and the month and year you left Louisiana to reside outside the United States and its territories. (Example: You were born in Louisiana and lived here until May 2010 when you moved to Tennessee. You resided in Tennessee until June 2011 when you moved back to Louisiana. You lived in Louisiana until you moved to a foreign country in August 2013. You would fill the first blanks with June, 2011 and the second blanks with August, 2013.)

You must attach a copy of each of the bolded documents in Section I. a, b and c. You should attach any other documents that support your residency in Louisiana during the 24 months prior to moving to a foreign country. (Provide copies of correspondence from the employer or sponsor providing the reason for living outside the United States and its territories and the time period of the work or activity, copies of visas, copies of foreign housing documentation, and copies of other documents that demonstrate a presence in foreign country. In addition to the documents required by Section H, you may provide rental/lease agreements, utility bills, house note payments, and other documents supporting your residency in Louisiana prior to moving to a foreign country. **If none of these documents meet that requirement, other documents may be acceptable. Send an email to custserv@la.gov for guidance.**)

8. In the presence of a Notary Public, sign and date the Affidavit.
9. Send the original notarized Affidavit with the required documents to the address listed above.

Funding for TOPS is contingent upon appropriations. Eligibility for a TOPS Award does not guarantee that your award will be fully funded.