

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

Student Financial Aid Bulletin

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DISTRIBUTION:	High School Principals and Counselors, College and University Auditors, Business Offices, Chancellors, Financial Aid Offices and Registrars, LAICU Auditors, Business Offices, Chancellors, Financial Aid Offices and Registrars, Technical School Deans and Technical School Personnel
TOPICS:	Cautions Regarding Application and Billing for Louisiana Early Start Students

We have received questions regarding how use of the 2008-2009 application and multiple billings for students taking courses using Early Start funding will be handled.

Please be mindful of the following:

As of August 5th the 2009-10 Early Start Framework and Application were posted to the LOSFA website at www.osfa.la.gov and issued in Bulletin S2009-10. In cases where students used the 2008-09 application and framework to enroll, schools must maintain documentation that the student and parent received/read the new framework. A sample certification form is attached that may be submitted/maintained with the enrollment paperwork. The Board of Regents has indicated that schools may use the sample as is, or add their own logo and/or information about tuition and procedure for a student to enroll in (or drop from) additional hours.

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 credit hours. Students may enroll in more than three hours credit, but they must pay any tuition charges for the additional credits. *Only* three credit hours will be covered by Early Start.

In cases where a student enrolls for more than 3 credit hours, the student is responsible for any additional costs, even if s/he enrolls in more than one college/university.

In cases where the Early Start framework guidelines and accompanying application are used for courses not funded by Early Start, there must be a clear designation of **NOT FUNDED BY EARLY START** added to the application and documentation maintained by the high school and received by the postsecondary institution.

Errors involving multiple billings totaling more than 3 college credits for the same student in the same semester/term will be rejected according to the following procedure:

- All multiple billings for the same student received during the same billing cycle will be rejected pending resolution by the high school and the postsecondary institutions as to which billing(s) should be paid with Early Start funding.
- In cases where LOSFA has already processed payment for 3 credit hours for a student, all subsequent billings received for that same student in the same semester/term will be rejected.

Questions regarding the Early Start Program Framework should be directed to Karen Denby with the Louisiana Board of Regents at 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 Certification, 2009-2010

The Early Start funding program framework for dual enrollment opportunities has been changed for 2009-2010 to include a limit on the number of hours that will be funded, and a requirement of successful completion (earning a grade of A, B, C, or P) to re-enroll, with Early Start funding, in the following semester or term. This certification page is to be on file with an application for 2009-10 Early Start enrollment that was submitted on a 2008-09 application form. Its primary purpose is to inform students and parents of the 2009-10 framework and give them an opportunity to certify that they have read and understand the program requirements and limitations.

STUDENT CERTIFICATION:

- I have received and read the 2009-2010 Early Start Program Student Eligibility Criteria Framework.
- 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.
- 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 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 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 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

PARENT/GUARDIAN CERTIFICATION

- I have read the 2009-2010 Early Start Program Student Eligibility Criteria Framework.
- My child will comply with all the requirements of the Early Start Program.
- 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 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

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.