

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

Student Financial Aid Bulletin

SFA No:	S2011-04
DATE ISSUED:	June 13, 2011
EFFECTIVE DATE:	Fall 2011
DISTRIBUTION:	High School Counselors, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Technical School Deans and Technical School Personnel
TOPICS:	Revised 2011-2012 Early Start Allocation, Framework and Application

With the Commissioner's approval, the Board of Regents has revised the Early Start Program for the 2011-2012 academic year.

The Commission plans to issue Emergency Rules to implement these revisions to the Early Start Program at its June 21, 2011 meeting. The Emergency Rules can be found on LOSFA's website at www.osfa.la.gov. In addition to the changes established in the Emergency Rules, changes have been made regarding billing deadlines and correction deadlines. Below is a list of the changes made to the program.

There are no additional changes to the **eligibility** framework. However, some deadlines have been adjusted and are outlined below. (Revised 2011-2012 Early Start Application/Framework is included).

2011-2012 academic year award amounts: \$100 per credit hour for **all institutions**, all course levels.

Institutions will be given an annual allocation amount based on **their average** student enrollment participation for the last 2 years. (2011-2012 Early Start Allocation Table is included).

The annual allocation will be for Fall 2011, Winter 2012 (if applicable), and Spring 2012.

Institutions should bill for all students who meet the eligibility criteria **up to their allocation amount**. Schools are advised to keep a record of eligible students enrolled in excess of their allocation.

FALL BILLING

The Fall billing deadline is **October 15, 2011****. The deadline for submitting **ALL billing corrections, including multiple billing errors**, is **October 31, 2011**. It is strongly recommended that schools correct errors weekly in order to allow ample time for submitting corrections. (In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.)

****Requests for late billings and corrections WILL NOT BE APPROVED.**

Payments will be processed on **November 1, 2011**.

Institutions will be paid in full for all students for fall semester/term.

SPRING BILLING

The Spring billing deadline is **April 1, 2012****. Schools should bill for eligible students **up to their allocation amount**. **Billings in excess of the allocation will reject**. The deadline for submitting **ALL billing corrections, including multiple billing errors**, is **April 16, 2012**. It is strongly recommended that schools correct errors weekly in order to allow ample time for submitting corrections. (In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.)

****Requests for late billings and corrections WILL NOT BE APPROVED.**

Payments will be processed on April 17, 2012.

PAYMENTS TO SCHOOLS FOR WINTER (IF APPLICABLE) AND SPRING

For the Winter term and Spring semester, institutions will be paid in full for the number of students for which they have allocation amounts remaining after payment for Fall awards.

REMAINING FUNDS

If it is determined that there are remaining funds after the Spring billing deadline, April 1, 2012, LOSFA will survey institutions regarding the number of eligible students enrolled that exceeded their allocation. Institutions will submit payment requests for these students and will receive a pro-rated payment amount until the remaining funds are exhausted.

Institutions should note that the Board of Regents has stated that in regards to the Early Start Program, "It is the philosophy and desire of the Board of Regents that institutions continue to enroll eligible students and seek alternative funding sources to support students the program cannot fund."

LOUISIANA EARLY START PROGRAM

The Louisiana Early Start Program provides tuition assistance to eligible 11th and 12th grade students from public high schools that enroll in eligible college courses for dual credit at an eligible public or private college or university.

Students must meet general eligibility requirements as well as course requirements to enroll in college level, degree credit courses, enrichment/developmental courses or work skills/technical courses. The framework for the Louisiana Early Start program may be modified by the Board of Regents to improve the effectiveness of the program or address shortfalls in appropriations. The current application is also posted on the LOSFA website at www.osfa.la.gov

SUMMARY OF ROLES AND RESPONSIBILITIES

The following overview summarizes critical roles and responsibilities of high schools and colleges/universities in the 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. If the student enrolls in more than one course, you must designate the course to be paid with Early Start funds. You are responsible for ensuring that the student meets the minimum PLAN or ACT score for the college course and the test score is on file at your school. 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 must submit grades by the reporting deadline. Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding for that semester. Payment requests for approved institutions will not be processed until LOSFA has received all grades from the institution for all courses funded by Early Start.

Colleges/Universities must submit billings by the billing deadline. Billings received after the deadline will not be processed.

LOUISIANA EARLY START PROGRAM FRAMEWORK

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 through this funding opportunity, student must have successfully completed (earned a college grade of A, B, C or P) current 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 are subject to change.

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

Note:

Students REQUIRING Developmental English and/or Math MAY NOT enroll in ANY College Level, Degree Credit Course until ALL Developmental Coursework has been COMPLETED.

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 the Louisiana Core 4 Curriculum.
3. Student must have the following ACT test scores (or SAT equivalent) or have completed **ALL** college developmental courses required for placement into college level degree credit courses in **BOTH** English and Mathematics to enroll in **ANY** college level, degree credit course:
 - a PLAN or an ACT Composite score of at least 18 and
 - a PLAN or an ACT English sub-score of at least 18 or have successfully completed the developmental course required for placement into the college level, degree credit English course; and
 - a PLAN or an ACT mathematics sub-score of at least 19 or have successfully completed the developmental course required for placement into the college level, degree credit mathematics course.

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

Note:

Students MUST COMPLETE ALL REQUIRED DEVELOPMENTAL COURSES before enrolling in ANY College Level, Degree Credit 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 the Louisiana Core 4 Curriculum.
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 Louisiana Core 4 Curriculum or (b) 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. Institutions must adhere to Board of Regents Academic Affairs policy 2.19, which may be accessed at: <http://regents.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=132>
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 report grades to and bill LOSFA by the following deadlines.

REPORTING AND PAYMENT REQUEST DEADLINE DATES

Fall Semester/Term:

Billing Begins-	Begin Billing after your school's census date: 15 th class day at semester schools/10 th class day at term schools.
Oct 15	Billing Deadline: Billings after this date will not be approved.
Oct 31-	ALL billing corrections must be completed and processed.
Nov 1-	Fall payments processed.
Jan 15-	Deadline for submission of fall term/semester grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Spring funding is not guaranteed.

Winter Term:

Dec 1-	Deadline for submission of grades from prior fall term/semester: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Winter funding is not guaranteed.
Billing Begins-	Begin Billing after your school's census date: 10 th class day at term schools.
Dec 30-	Billing Deadline: Billings after this date will not be approved.
Jan 14-	ALL billing corrections must be completed and processed.
Jan 15-	Winter payments processed.
March 1-	Deadline for submission of winter term grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Spring funding is not guaranteed.

Spring Semester/ Term:

Billing Begins-	Begin Billing after your school's census date: 15 th class day at semester schools/10 th class day at term schools.
April 1-	Billing Deadline (April 15 deadline for term billings only) Billings after this date will not be approved.
April 16-	ALL billing corrections must be completed and processed.
April 17-	Spring payments processed.
Jul 1-	Deadline for submission of spring term/semester grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Fall funding is not guaranteed for those institutions.

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

Questions regarding payment submission and processing should be referred to LOSFA's Special Program Staff at:

SGSP@osfa.la.gov

Early Start Allocation by System for 2011-2012 Academic Year
Based on Average Student Count 2009-10 to 2010-11 and Adjusted for Available Funding
5/19/2011

School	Prorated Allocation	School	Prorated Allocation
LSU-BR	30,600	LTC-Acadian Campus	30,600
LSU-A	117,600	LTC-Charles B. Coreil	48,000
UNO	37,200	LTC-Evangeline	72,000
LSUMC-NO	-	LTC-Gulf Area	102,600
LSUMC-S	-	LTC-Lafayette	92,400
LSU-E	225,600	LTC-Teche	114,000
LSU-S	249,000	LTC-T H Harris	42,000
LSU SYSTEM SUB-TOTAL	\$ 660,000	Acadiana TC Subtotal	\$ 501,600
Southern-BR	9,000	LTC-Alexandria	600
Southern-NO	48,600	LTC-Avoyelles	18,000
Southern-S	124,200	LTC-Huey P Long	10,200
SU SYSTEM SUB-TOTAL	\$ 181,800	LTC-Lamar Salter	31,800
Nicholls	114,600	LTC-Morgan Smith	43,200
Grambling	7,200	LTC-Oakdale	12,600
La. Tech	221,400	LTC-Shelby Jackson	11,400
McNeese	210,600	Central Louisiana TC Subtotal	\$ 127,800
ULM	234,000	LTC-Mansfield	22,200
NW	253,200	LTC-Natchitoches	42,000
SE	407,400	LTC-Northwest	15,000
ULL	48,000	LTC-Sabine Valley	18,000
UL SYSTEM SUB-TOTAL	\$ 1,496,400	LTC-Shreveport-Bossier	99,600
BR Community C.	120,000	Northwest Louisiana TC Subtotal	\$ 196,800
Delgado (Act 521 Transfers)	107,400	LTC-Bastrop	22,800
LTC-Jefferson Campus	97,200	LTC-Delta -Ouachita	47,400
LTC-West Jefferson	81,600	LTC-North Central	13,800
LTC-Slidell	-	LTC-Northeast	14,400
LTC- Sidney Collier	-	LTC-Ruston	22,800
Nunez CC	322,800	Northeast Louisiana TC Subtotal	\$ 121,200
Bossier Parish CC	101,400	LTC-Sullivan	262,800
South La. C C	207,600	LTC-Florida Parishes	176,400
River Parishes CC	120,600	LTC-Hammond	2,400
LTC-Ascension	52,200	Northshore TC Subtotal	\$ 441,600
Delta CC	89,400	LCTC SYSTEM SUB-TOTAL	3,155,400
LTC-Tallulah	14,400	Centenary	-
Sowella Tech CC	39,000	Dillard	4,800
L E Fletcher CC	55,800	La College	600
Community College Subtotal	\$ 1,409,400	Loyola	-
LTC-Baton Rouge	21,000	NO Bapt. Seminary	-
LTC-Folkes	600	Our Lady Holy Cross	600
LTC-Jumonville	600	Our Lady Of Lake	-
LTC-West Side	600	St. Joseph Seminary	-
Capitol Area TC Subtotal	\$ 22,800	Tulane	-
LTC-Lafourche	43,200	Xavier	-
LTC-River Parishes	188,400	INDEPENDENTS' SUB-TOTAL	\$ 6,000
LTC-Young Memorial	102,600	Total	\$ 5,499,600
South Central Louisiana TC Subtotal	\$ 334,200		

Schools must ensure that the following notice is sent to parents of all Early Start students.

**NOTICE TO PARENTS OF STUDENTS
PARTICIPATING IN THE EARLY START PROGRAM**

Records from the high school your student attends indicate that he/she has applied for and been approved to participate in the Early Start Program. At that time, you signed an application acknowledging that the grades your student earns in any college courses in which he/she enrolls through the Early Start Program would be reflected on both his high school and college transcripts. The college and high school will necessarily be required to exchange certain academic information regarding your student's participation in the Early Start Program to accomplish this purpose.

You are hereby advised that if you do not agree to the exchange of academic information between your student's high school and the college in which he/she is enrolled in college courses for participation in the Early Start Program, you must notify your student's high school immediately. **If you withdraw permission for the exchange of this academic information, your student will not be eligible to participate in the Early Start Program.**

Louisiana Early Start Program Student Application

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 2) and if approved for participation I will comply with all the requirements.
- **I understand that the Early Start Program will fund (only) up to 3 credit hours per semester/term, 6 semester hours per academic year, and that I will be responsible for any additional enrollment costs if I enroll in more than these limits 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 must 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 to access my high school and college academic records. I further authorize my high school and my college to exchange my academic information (i.e. transcript) for any purpose related to my eligibility for or participation in this program.
- I acknowledge that: (1) I am enrolling in the course listed in section III. of this form; (2) **it is my responsibility to OFFICIALLY WITHDRAW or DROP a class I decide not to complete by the college/ university published deadline: and (3) if I withdraw from the college course or earn a college grade other than A, B, C, or P in the course, I may not be eligible for Early Start funding in the subsequent semester.**

Student Signature

(over)

Date

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

- 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 2) and if my child is approved for participation, he/she will comply with all the requirements.
- **I understand that the Early Start Program will fund (only) up to 3 credit hours per semester/term, 6 semester hours per academic year, and that I will be responsible for any additional enrollment costs if my child enrolls in more than these limits through Early Start, even if he/she enrolls in more than one college/university.**
- I understand that my child is enrolling as a Visiting/Guest Student at the college/university. Upon graduation from high school, if my child desires to enroll at a college or university, he/she will apply for admission as a regular student and must meet the college/university admission requirements.
- I understand that the college courses and high school and college grades earned in those courses in which he/she enrolls through the Early Start Program will be on her/his permanent high school and college academic records.
- **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 her/his 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.
- I acknowledge that: (1) my child is enrolling in the course listed in section III. of this form; (2) **it my child’s responsibility to OFFICIALLY WITHDRAW or DROP a class he/she decides not to complete by the college/ university published deadline: and (3) if he/she withdraws from the college course or earns a college grade other than A, B, C, or P in the course, he/she may not be eligible for Early Start funding in the subsequent semester.**

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	Early Start Funded Y/N*

Funding designation MUST be completed by high school: REMINDER- EARLY START ENROLLMENT IS LIMITED TO A MAXIMUM OF 3 CREDIT HOURS PER SEMESTER/TERM, 6 CREDIT HOURS PER ACADEMIC YEAR.

B. Name of High School _____

Name of College/University _____

C. ACT HS Code _____ 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: _____

Career Area of Concentration (For Work Skills Courses ONLY) _____

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 **as evidenced by the attached college transcript/grade report.** S/he was enrolled in this course in the _____ semester/term of _____.

J. CERTIFICATION:

I certify that the student completing this application has permission to participate in the Early Start Program; that the information provided for this student by the high school is correct, **and that steps have been taken to ensure that enrollment for Early Start funded courses has been limited to 3 semester credit hours.**

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. I certify that our college/university does adhere to the Board of Regents Academic Affairs Policy 2.19.

Signature of College/University Official

Date