LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE

Student Financial Aid Bulletin

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TOPICS: Instructions for Billing and Forwarding Academic Information

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This bulletin addresses "Accelerated Programs." Accelerated Programs (AP) are defined as having 3 or more enrollment periods within the Academic Year (August to May) and these enrollment periods do not fit within the parameters of normal academic terms or semesters. Presently the only course of study offered using Accelerated Programs are Licensed Practical Nursing Programs at Community Technical Colleges and on campuses of the Louisiana Technical College. Each enrollment period or Term will reduce the TOPS Term Count by 0.5 (the same as a semester). Students should be counseled that the increased number of terms per year will result in an accelerated use of their TOPS Award.

1. To receive TOPS funding on behalf of students enrolled in Accelerated Programs: Institutions will:
    a. Forward a notice of intent to offer Accelerated Programs to LOSFA . The Notice of Intent will include the following:
        i. Institution Name;
        ii. Contact person;
        iii. Course of Study: ie. Licensed Practical Nursing;
        iv. Beginning and Ending Dates of each term; and
        v. Tuition for each term.
    b. LOSFA will acknowledge receipt of the Notice of Intent and will designate terms according to the following table:
        i. 1T: Terms beginning August 1 - November 30;
        ii. 2T: Terms beginning December 1 – February 28 or 29;
        iii. 3T: Terms beginning March 1 – May 15;
        iv. 4T: Terms beginning May 16 – July 31.
    c. LOSFA will forward an "AP" code to be used in the Academic Standing/Special Student Field of the TOPS Payment Request.

2. Billings:
    a. Billings may be submitted no earlier than one week after the forwarded date.
    b. The appropriate "AP" (3.c, above) code should be included in the Special Student Field of the Payment Request.
    c. Billings submitted for a Term without the AP code will reject
3. Only Term Eligible (OTE) and Continuous Enrollment.
    a. Students whose OTE is 1SXXXX may enroll for 1TXXXX without adjustment of the OTE.
    b. Students whose OTE is 1SXXXX and whose who desire to enroll for a term later in the year (2TXXXX, 3TXXXX or 4TXXXX) must request an EXC from LOSFA to change the OTE for the non-enrolled terms or semesters.
    c. Students who completed a 1SXXXX enrollment and who desire to enroll in a 3TXXXX term will be considered to have maintained continuous enrollment and the OTE will updated upon request. However, these students are responsible for completing 24 hours for the Academic Year.
    d. Students switching from an AP to a regular program should seek advance guidance from LOSFA to prevent possible loss of award due to non-continuous enrollment.
4. To aid timely progression of students into Accelerated Programs, LOSFA requests the names and SSN's of TOPS eligible students who will be enrolling in AP two weeks prior to the first billing date for the program.
5. Academic Information for TOPS Eligible students:
    a. Should be submitted immediately upon completion of the term;
    b. Should utilize the normal Academic Standing codes for reporting: 00 = Continuing student; 10 = Resigned Student.
    c. Will be evaluated for Steady Academic Progress (SAP): TOPS Tech GPA > 1.99 upon completion of Terms 1T, 2T and 4T.
    d. Will be evaluated upon completion of 3T for:
        i. GPA >2.49; and
        ii. Annual Hours >23.

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