

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

***Tuition Opportunity Program for Students (TOPS)
Bulletin***

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DISTRIBUTION:	College, University and LAICU Chancellors, Financial Aid Offices, Business Offices, Registrars and Auditors; Louisiana Legislators, Officials and the Congressional Delegation; Higher Education Board; Libraries; High School Counselors; High School Principals; Commission Members; Technical College Campus Deans and Student Personnel Services Officers
TOPICS:	New TOPS Status Codes

To assure that your *Rules* remain current, please record this document on your Bulletin index and retain it with your manual.

1. TOPS Status Code 02 – “CONDITIONALLY ELIGIBLE”

TOPS Bulletin 2006-05 dated August 25, 2006 announced emergency rule that revised the application deadline for a TOPS Award. Procedures are now being implemented that will facilitate the payment of awards for high school graduates of 2004 and 2005 who were originally deemed ineligible due to applications received after published deadlines for those years. The codes and procedures described herein were also designed to be used for processing payments for high school graduates of 2006 and beyond.

- TOPS applicants who meet all other initial eligibility requirements but with application receipt dates that qualify for academic year payments beginning one year after high school graduation, (established in the rules that were detailed in TOPS Bulletin 2006-05) will be assigned **status code 02 (SC 02)** and the student’s award level will be indicated by the new award level code below:

CT	Conditionally awarded TOPS Tech
CO	Conditionally awarded TOPS Opportunity
CP	Conditionally awarded TOPS Performance
CH	Conditionally awarded TOPS Honors

- When initially awarded, SC 02 will appear on the TOPS Master Roster with a blank OTE (Only Term Eligible) field.
- Payment requests cannot be processed for students in SC 02. Progression of the record from SC 02 (Conditionally Eligible) to SC 00 (New Eligible) will occur once it is determined that the student has met the TOPS continuation requirements for the college academic year immediately following high school graduation or that the student was not enrolled in an eligible institution during that time.

- If the institution determines that the SC 02 student is enrolling as a first time, full-time student (no record of full-time, post-secondary attendance during the prior academic year), the school may enter the First-Time, Full Time code of “FT” in the academic standing field and TOPS processing will resume and change the status code to 00 (New Eligible) and the OTE will be populated in the next week’s run.
- If the SC 02 student enrolled full-time prior to his TOPS funding eligibility and continues at that institution, the institution will forward any prior term academic information to LOSFA using the Academic Information Record (AIR) format immediately. SC 02 is an awarded status and indicates that LOSFA is authorized under FERPA to receive academic information for all terms attended (see TOPS Bulletin T2006-4).
- If the current institution determines that the student first enrolled full time at another post secondary institution, the current institution will forward that information to John Bell, Awards Manager at jbell@osfa.state.la.us. LOSFA will contact the institution from which grades are required (or the student if enrollment was out of state) and update the student’s record once those transcripts are received.
- TOPS Rules require that students eligible for subsequent year TOPS funding based on their application receipt date must meet continuous enrollment requirements if they enrolled full-time, even during any terms of non-TOPS payment. If continuous enrollment is not met, the SC 02 will be changed to reflect the appropriate status code as follows:
 - Students who enrolled Full-Time in the fall semester or quarter immediately following graduation from high school, but did not continue that full time enrollment after the 14th class day (8th day at LA Tech), resigned or did not enroll in subsequent semester or quarter(s) will be assigned SC 60 (Non-Continuous Enrollment)
 - Student who continuously enrolled full-time but failed to earn 24 credit hours during the year will be assigned SC 44 (Award Cancelled: Hours)
 - Student who enrolled full-time but did not earn the required grade point average to retain award will be assigned SC 42 (Award Suspended: GPA).
- As a reminder, the process code on the Master Roster will indicate any change in status code from the prior week. Institutions are encouraged to incorporate a procedure to check the process codes on a weekly basis.

2. TOPS Stipend Award Codes

TOPS Master Roster Stipend Award Code Field has been changed and will now display the new codes below to correspond to the student’s award level. This will allow schools to more easily identify the award level for which they can bill when the student’s status code is SC 91 (Pending Renewal) and the Award Eligibility is RU (Pending Renewal – Undetermined).

01	TOPS Opportunity Award
02	TOPS Performance Award
03	TOPS Honors Award
04	TOPS TECH Award

Please contact John Bell, Awards Manager at jbell@osfa.state.la.us if you have any questions regarding these procedures.