

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

***Taylor 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; Commission Members; Technical College Campus Deans and Student Personnel Services Officers
TOPICS:	TOPS Bulletin: Modifications of LOSFA Procedures affecting certain populations.

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

As a result of ongoing evaluation and feedback, procedures relative to the three circumstances listed below have been modified effective with the Academic Year indicated. LOSFA will notify individual schools of actions taken on behalf of individual students and any action needed on the part of the institution.

If there are questions concerning these TOPS Procedures, contact John Bell at [jbelle@osfa.state.la.us](mailto:jbelle@osfa.state.la.us).

**Treatment of TOPS Term Count for Recipients with Total Over Awards (Zero TOPS Amount Billed).**

For those TOPS recipients whose non-TOPS student aid exceeds the Cost of Attendance, and for whom a TOPS Payment Request is submitted with zero dollar amounts and a Special Student Code of OA, the TOPS term count will not be incremented. This will allow the unused TOPS terms to remain for additional undergraduate study or to assist in funding graduate or professional study if continuation requirements are met.

This change is effective with Academic Year 2008-2009 (AY 2009). No action by the institution is required beyond the previously required billing for zero amounts for Tuition, Stipend, and National Guard fields and including 'OA' in the Payment Request Special Student Field. No action by the student is required.

**Restoration of Proportional TOPS Term Count for Certain Students Who Resign.**

A portion of the TOPS term count will be restored for those students who:

- resigned after the Day of Record (TOPS billing) but prior to the last date eligible for an institutional refund;
- whose tuition refund was returned to LOSFA;
- and who were approved for an Exception to TOPS Requirements for that enrollment period.

This change is effective for Academic Year 2007-2008 (AY 2008) and the refunded amount will be available after normal expiration of the award. No action by the institution or student is required. Institutions will be notified of the amount to be requested by Manual Payment Request for the restored semester or term.

**Credit for completion of Academic Year for Students who earn 24 hours during Fall and Winter Terms at Louisiana Tech.**

Students who earn 24 or more hours during the Fall and Winter Terms at Louisiana Tech will be credited with continuous enrollment for the Academic Year. Their records will be processed to determine status on the basis of the TOPS GPA and the TOPS Term Count will be incremented to reflect utilization of a complete Academic Year of TOPS eligibility. This change is effective for Academic Year 2007-2008 (AY 2008). No action by the institution or student is required.