

**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; High School Counselors, Louisiana Legislators, Officials and the Congressional Delegation; Higher Education Board; Libraries; Commission Members; Technical College Campus Deans and Student Personnel Services Officers
TOPICS:	Proprietary and Cosmetology Schools TOPS Tech Billing

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

Act 754 of the 2008 Regular Session of the Louisiana Legislature added accredited Proprietary Schools licensed by the Louisiana Board of Regents and accredited Cosmetology Schools with a certificate of registration from the Louisiana State Board of Cosmetology to those institutions at which students with the TOPS Tech Award may utilize their Award. This change is effective beginning with Award Year 2010 (Academic Year 2009-2010). All schools must be accredited by an accrediting organization recognized by the U.S. Department of Education.

On March 4, 2009, the Louisiana Student Financial Assistance Commission adopted rules to implement Act 754. These rules provide the requirements and procedures for Proprietary and Cosmetology (P&C) Schools to bill for the TOPS Tech Award.

1. P&C Schools must possess, and make available upon request, valid certification of current accreditation by a U.S. Department of Education recognized accrediting organization for each period for which Payment Requests are submitted to LOSFA. Upon request, schools must also provide evidence of their license from the Louisiana Board of Regents or certification of registration from the Louisiana Board of Cosmetology.
2. LOSFA Proprietary and Cosmetology School Registration and Acknowledgement Forms will be forwarded to those P&C Schools on the lists maintained by the respective boards. Upon receipt of satisfactorily completed forms, LOSFA will forward temporary LOSFA Portal Passwords and instructions for use of the LOSFA Portal as well as P&C School Billing Instructions.
3. TOPS P&C School Days of Record are September 1, December 1, March 1, and June 1. The initial Day of Record AY2009-10 is September 1, 2009.
4. P&C Schools may bill for an amount not to exceed one-fourth of the (annual) *Average Award Amount (TOPS Tech)* after each day of record. The AY 2010 Amount will be determined by LOSFA after July 1, 2009. (The current amount is \$980.00 per year and is based on the weighted average of students receiving the TOPS Tech award for the prior academic year.)

5. P&C Schools must use the LOSFA TOPS Portal to submit TOPS Payment Requests.
6. Submission of Initial Payment Requests: P&C Schools may submit Payment Requests for students with the TOPS Tech Award who are enrolled full-time at the close of the first Day of Record (September 1, 2009) and have made Steady Academic Progress (SAP), if previously enrolled.
7. Submission of Subsequent Payment Requests: P&C Schools may submit Payment Requests after subsequent Days of Record for:
 - A. Students for whom a payment was received for the prior Day of Record, who have maintained full-time enrollment and who have made SAP, according to the federal grant aid requirement for SAP at the school since the prior billing;
 - B. Transfer students, re-instated students and initially enrolling students meeting the criteria to be outlined in the TOPS P&C School Billing Instructions.
8. Instructions for notifying LOSFA of students who do not maintain continuous full-time enrollment or SAP will be included in TOPS P&C School Billing Instructions.
9. Questions concerning this Bulletin or other TOPS Proprietary and Cosmetology School matters should be directed to John Bell, Manager, TOPS Awards and Renewals Section, at (225) 922-1113 or jbelle@osfa.state.gov.