LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE

Taylor Opportunity Program for Students (TOPS) Bulletin

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DISTRIBUTION:	High School Counselors, 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 Tech Early Start Revised Application and Qualifying Top Demand Occupation List Update

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

The TOPS Tech Early Start Application has been revised to remove the Graduation Exit Exam (GEE) award eligibility requirement. The attached version of the application should be used beginning with enrollment for the Fall 2012 semester. For your convenience, the application can also be found on LOSFA's website at www.osfa.la.gov.

In addition, the Board of Regents has conducted a review of the TOPS Tech Early Start Qualifying Top Demand Occupations. It has been determined that use of the 4-Digit Classification of Instructional Programs (CIP) code is more relevant for TOPS Tech Early Start purposes and will eliminate ambiguity.

The attached Qualifying Top Demand Occupation List is effective beginning with the 2012-2013 academic year. Schools may enroll qualified students in any course taught by their school that is listed under the approved 4-Digit CIP. (a complete list of programs under each CIP Code can be found at http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55).

As an example, the approved 4-Digit CIP, **15.06 Industrial Production Technologies/Technicians,** includes the following eligible programs all which qualify for TOPS Tech Early Start.

15.0607	Plastics and Polymer Engineering Technology/Technician
15.0611	Metallurgical Technology/Technician
15.0612	Industrial Technology/Technician
15.0613	Manufacturing Engineering Technology/Technician
15.0614	Welding Engineering Technology/Technician
15.0615	Chemical Engineering Technology/Technician
15.0616	Semiconductor Manufacturing Technology
15.0699	Industrial Production Technologies/Technicians, Other

Questions regarding TOPS Tech Early Start should be directed to Bonnie Lavergne, 225-219-7714 or blavergne@osfa.la.gov or Caleshia Clark, 225-219-7708 or cclark@osfa.la.gov.

TOPS Tech Early Start
Qualifying Top Demand Occupation List
(Effective Fall 2012)

01.06	Applied Horticulture and Horticultural Business Services
10.03	Graphic Communications
11.03	Data Processing
11.05	Computer Systems Analysis
11.09	Computer Systems Networking and Telecommunications
11.10	Computer/Information Technology Administration and Management
12.05	Culinary Arts and Related Services
15.06	Industrial Production Technologies/Technicians
15.13	Drafting/Design Engineering Technologies/Technicians
19.07	Human Development, Family Studies, and Related Services
46.01	Mason/Masonry
46.02	Carpenters
46.03	Electrical and Power Transmission Installers
46.04	Building/Construction Finishing, Management, and Inspection
46.05	Plumbing and Related Water Supply Services
47.01	Electrical/Electronics Maintenance and Repair Technology
47.02	Heating, Air Conditioning, Ventilation, and Refrigeration
47.03	Heavy/Industrial Equipment Maintenance Technologies
47.06	Vehicle Maintenance and Repair Technologies
48.05	Precision Metal Working
48.08	Boilermaking/Boilermaker
51.07	Health and Medical Administrative Services
51.08	Allied Health and Medical Assisting Services
51.09	Allied Health Diagnostic, Intervention, and Treatment Professions
51.39	Practical Nursing, Vocational Nursing and Nursing Assistants
52.04	Business Operations Support and Assistant Services
52.09	Hospitality Administration/Management

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)
SCHOLARSHIP AND GRANT DIVISION

Application for
Taylor Opportunity Program for Students (TOPS)
Tech Early Start Award Program

LOSFA
Louisiana Office of
Student Financial Assistance

A: STUDENT INFORMATION (Print or Type)

1. Type of Form: A. ❏ Initial Application B. ❏ Renewal Application

2. E-mail Address:

3. First Name: Middle Initial: Last Name: Suffix:

4. SSN: _____-_____-_____

5. Birth Date:

6. Phone #: (   ) _____-_____

7. Permanent Home Address (Check if New ❏)

City: State: Zip Code:

8. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program.

Student's Signature: Date:

9. I hereby authorize my child's concurrent enrollment in high school and college.

Parent or Custodian's Signature: Date:

B: HIGH SCHOOL CERTIFICATION (Print or Type)

10. Name of High School:

11. School's Site Code:

12. School Year and Semester covered by this certification: 20 ____ - 20____   ❏ 1st Semester ❏ 2nd Semester

13. Award Eligibility Requirements:
❏ 11th or ❏ 12th Grade Student
❏ Five-year Education and Career Plan completed
❏ High School GPA of 2.0 or above on a 4.0 scale
❏ Scored a 15 or above on the mathematics **_and_** English portion of the ACT PLAN Assessment
❏ In good standing as defined by the high school

14. My signature certifies that this student meets all the requirements listed in block 13 and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: Date:

C: HIGH SCHOOL RECERTIFICATION (Print or Type)

15. Name of High School:

16. School's Site Code:

17. School Year and Semester covered by this certification: 20 ____ - 20____   ❏ 1st Semester ❏ 2nd Semester

18. Award Renewal Requirements:
❏ High School GPA of 2.0 or above on a 4.0 scale
❏ 11th or 12th Grade Student
❏ In good standing as defined by the high school

19. My signature certifies that this student meets all the requirements listed in block 18 and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: Date:

Please see the back of the form for instructions.

Instructions

Student

Initial Application (Follow these instructions if you have never received a TOPS Tech Early Start Award)

1. Check Block 1A and complete Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrollment in high school and college by signing in Block 9.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section B (High School Certification) and return the application to you.
4. It is your responsibility to submit this completed application to the admission's office at the college you will attend. In order to participate in this program, you will be required to complete the college's admission forms. You should obtain those admission forms in advance and submit them to the college with this application.

Renewal Application

1. Check Block 1B and complete blocks 3, 4, 7 and 8 in Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrollment in high school and college by signing in Block 9.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section C (High School Recertification) and return the application to you.
4. It is your responsibility to submit this completed application to the admission's office at the college you are attending. If you will be attending a different college than the one you previously attended while participating in TOPS Tech Early Start, you will be required to complete the college's admission forms. You should obtain those forms in advance and submit the admission forms with this application.

High School Counselor, Advisor or Principal

1. Advise students on the appropriateness of their career pursuits and participation in college level work.
2. Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements to participate or to continue in the program.
3. For an initial application, complete Part (B). For a renewal, complete Part (C). If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.
4. If the student meets the eligibility requirements, complete the application and return it to the student for submission to the student's school of choice. Keep a copy of the application in the student's file for audit purposes.

Public Postsecondary Institutions

After enrolling eligible students, the postsecondary institution may bill by submitting a request for payment to LOSFA via the Louisiana Awards System.

The postsecondary institution must enter the TOPS Tech Early Start payment request for each semester to bill for those students who were enrolled through the census day (after the 14th class day for semester schools).

The TOPS Tech Early Start **BILLING DEADLINES** are:

Fall Semester:

Billing Begins -	Begin billing **after** your school's census date.
October 15 -	Fall billing deadline: Billings after this deadline will not be approved.
November 14 -	ALL Fall billing corrections must be completed and processed.

Spring Semester:

Billing Begins -	Begin billing **after** your school's census date.
April 1 -	Spring billing deadline: Billings after this deadline will not be approved.
April 30 -	ALL Spring billing corrections must be completed and processed.

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

By submitting a payment request to LOSFA, the postsecondary institution is certifying:

a. The student meets the eligibility criteria for the college course in which the student is enrolled in the TOPS Tech Early Start program;
b. The student was enrolled through the census day;
c. The student's high school has granted permission for the student to participate in the program;
d. The student meets the TOPS Tech Early Start renewal/continuation requirements, and
e. The student is in good standing at the high school and at the postsecondary institution (if renewal).