

**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 Initial Eligibility for 2012 Graduates

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

TOPS Initial Eligibility (IE) for the 2012 graduates for academic year 2012-2013 began on Thursday, June 7, 2012. Initial eligibility runs every Monday and Thursday. Although the Student Roster changes are only updated on Friday, the Louisiana Award System (LAS) provides students round-the-clock access to their individual data and schools have immediate access to the data for their student population.

As records for the 2012 high school graduates are processed, those who are determined eligible will appear on the Academic Year (AY) Student Roster as disposition 000 New Eligible. When postsecondary schools submit end of term grades, TOPS continuing student eligibility processes and the updated student status is reflected on the TOPS Student Roster as disposition 001 Approved Renewal. The initial 2013 AY Student Roster was made available to the schools in May.

Initial eligibility (IE) determination for TOPS applicants begin when LOSFA receives the following: final grades and graduation certification from the high schools through the Louisiana Department of Education (LDE) Student Transcript System (STS); a Free Application for Federal Student Aid (FAFSA) or the TOPS Online Application; and official scores from ACT and/or SAT.

Special populations, such as home study, out-of-state, out-of-country, military, non-graduate, and returning student applicants also process on Monday and Thursday. Because these students process with alternate eligibility requirements, the student is responsible for ensuring that certain required documents, such as ACT and/or SAT scores, out-of-state and out-of-country final high school transcripts with graduation date, and completed TOPS Affidavit of Residency, are received timely by LOSFA. The TOPS IE requirements for special populations, along with the other initial and continuing eligibility requirements can be found on our Website, www.osfa.la.gov.

Students are encouraged to monitor their TOPS status via the LAS at www.osfa.la.gov. Additionally, students with an active account on the Louisiana Connect Portal are able to receive notifications once their TOPS status has been determined. TOPS award notification letters are mailed to newly eligible, reinstated, and ineligible students after the Monday and Thursday IE processing. TOPS and related questions can be answered by contacting a Public Information and Communication Representative at 1-800-259-5626 or via email at custserv@osfa.la.gov.