

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

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

TOPS BULLETIN NUMBER:	T2015-4
DATE ISSUED:	June 19, 2015
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DISTRIBUTION:	College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Deans and Louisiana Community and Technical College System Personnel
TOPICS:	Award Level Upgrade/Downgrades and Cancellations

The Louisiana Office of Student Financial Assistance (LOSFA) receives ACT test cancellations and changes generated from the LaDOE Student Transcript System throughout the year. These changes affect TOPS eligibility for many students. In an effort to reduce the financial hardships created by canceling or reducing a TOPS award, LOSFA has updated its policies regarding award level downgrades and cancellations.

For award level downgrades and award cancellations that occur during the following date ranges:

1. LOSFA update made August 1 or later:  
Student remains eligible for the initial TOPS Award Level for his first Fall Semester/Term and 1P at proprietary schools regardless of the date the student is notified of the change.
2. LOSFA update made January 1 or later:  
Student remains eligible for the Spring Semester and Spring Term at Louisiana Tech and 3P at proprietary schools regardless of the date the student is notified of the change.
3. LOSFA update made May 15 or later of subsequent year:  
Student remains eligible for summer term.
4. All subsequent eligibility will be at the newly determined award level. Eligibility is dependent on students meeting TOPS continuation requirements.

Award Level Upgrades: Student is eligible for the upgraded award beginning with his first Fall Semester or Term.

Adjustments: TOPS Award Levels, TOPS Term Count, and TOPS GPA will be adjusted as appropriate.

Applicability: Beginning with the 2010-2011 academic year.

LOSFA Staff will identify students eligible for payments created by these changes. LOSFA will request that postsecondary schools submit TOPS Payment Requests for the appropriate semesters or terms, as required.

Questions regarding Award Level Upgrade/Downgrades should be directed to John Bell, 225-219-7674 or [John.Bell@la.gov](mailto:John.Bell@la.gov).