

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

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

TOPS BULLETIN NUMBER:	T2016-5
DATE ISSUED:	September 2, 2016
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DISTRIBUTION:	High School Counselors, High School Principals, Parish Superintendents, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Personnel
TOPICS:	TOPS Tech Early Start Application Beginning Fall 2016

Effective with the fall semester of 2016, the Louisiana Department of Education has indicated that individual districts will be responsible for the processing of all payments for the Supplemental Course Allocation (SCA) program. Questions regarding SCA should be directed to Ernise Singleton, Ph.D., Education Program Consultant at Ernise.singleton@la.gov or (225) 342-3358.

The application for TOPS Tech Early Start has been revised and is attached to this bulletin. The revised version of the application is the only form that may be used beginning Fall 2016 for TOPS Tech Early Start. Please discard all other forms. To access the application, go to http://www.osfa.la.gov/MainSitePDFs/TTES_application.pdf.

Questions regarding TOPS Tech Early Start may be directed to Caleshia Clark, (225) 219-7708 or Caleshia.clark@la.gov.

Application Instructions

Student:

Initial Application (Follow these instructions if this is the first semester of the academic year that you apply for enrollment to utilize TOPS Tech Early Start (TTES).

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 8.
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 admissions office at the college you will attend. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them with this application.

Renewal Application

1. Check Block 1B and verify/update information in Section A (Student Information) of this application and submit it to your high school guidance counselor.
2. Your high school will complete Section C (High School Recertification) and return the application to you.
3. It is your responsibility to submit this completed application to the admissions office at the college you are attending. Since you will be required to complete the college's admission forms, you should obtain those forms in advance and submit them 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, if applicable, 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.
5. Maintain a copy of this application for your files.
6. Ensure that Student Data Privacy Protocols have been followed consistent with ACT 837

Public Postsecondary Institutions and Approved Training Providers:

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

The postsecondary institution or approved training provider must enter the TTES 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).

By submitting a TTES 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 TTES;
- 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 TTES renewal/continuation requirements; and
- e. The student is in good standing at the high school and at the postsecondary institution (if renewal).

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.)