LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

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LOSFA

TOPS TECH EARLY START APPLICATION

Instructions: This application is to be completed by the student to apply for the TOPS Tech Early Start (TTES) Award. **NOTE:** Funding for a TTES Award is contingent upon appropriations by the Louisiana Legislature. Submission of this application for TTES does not guarantee funding. This form must be used for ALL applications.

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 10.
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 in Section A 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. Click here for a listing of eligible TTES programs.
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 Section B. For a renewal, complete Section 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.

Type or print in ink.

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CONTACT LOSFA



Ask **LEX**
(LOSFA's virtual response assistant, available 24/7 at www.mylosfa.la.gov)

Visit **mylosfa.la.gov**

Email **custserv@la.gov** or **GeauxFAFSA@la.gov**

Schedule **Virtual Office Hours**
(Available 9:00 a.m. – 3:00 p.m. on Monday – Friday)

Section A: STUDENT INFORMATION: To be completed by the student.

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

2. Louisiana Secure ID: _____

3. Student's Full Name: _____

4. Student's Birthdate: _____

5. Student's E-mail Address: _____

6. Student's Phone Number: _____ 7. Alternate Phone Number: _____

8. Student's Street Address: _____

City: _____ State: _____ Zip: _____

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

_____ _____
Signature of Student Date

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

_____ _____
Signature of Parent/Custodian Date

Section B: HIGH SCHOOL INITIAL CERTIFICATION (Print or Type)

11. Name of High School: _____

12. High School BESE's Code: _____

13. School Year and Semester Covered by this Certification: 20____ - 20____

☐ 1st Semester ☐ 2nd Semester (Check one)

Grade Level: ☐ 11th ☐ 12th (Check one)

14. Name of Courses: _____

_____

15. 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 or a successor assessment, or on ACT, or the equivalent concordant value on the SAT, or have achieved a silver level score on the assessments of the ACT WorkKeys system. _____Math Score _____English Score
- ☐ In good standing as defined by the high school

16. My signature certifies that this student meets all the requirements listed in block 15, if applicable, and is authorized to be concurrently enrolled in college.

_____ _____
Principal or Designee's Signature Date

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C: HIGH SCHOOL RECERTIFICATION (Print or Type)

17. Name of High School: _____

18. School's BESE Code: _____

19. School Year and Semester covered by this certification: 20___ - 20___

☐ 1st Semester ☐ 2nd Semester (Check One)

20. 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

21. My signature certifies that this student meets all the requirements listed in block 20, if applicable, and is authorized to be concurrently enrolled in college.

_____ _____

Principal or Designee's Signature: Date:

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 Award 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.

CONNECT WITH **LOSFA**

@losfa @losfa @losfa1000 @losfa001

LOSFA also uses Signal Vine Text Messaging to connect with students and families.
To receive important information and updates from LOSFA, sign up for Signal Vine by texting "**LOSFA**" to **56500**.