LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

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Taylor Opportunity Program for Students (TOPS)

Affidavit of Residency

(Non-Military Parent or Guardian)

(For Students Graduating from High School or Completing a Home Study Program Outside the United States or its Territories)

PLEASE FOLLOW THE INSTRUCTIONS ON PAGE 3 OF THIS AFFIDAVIT

BEFORE ME, undersigned Notary, personally came and appeared _____, who after being duly sworn, did depose and say:

A. Check the one box that applies to you.

"I declare that I am the □ Parent of the Applicant, □Court Ordered Custodian of the Applicant or the □Applicant (Only independent students may check this box) who is seeking a TOPS award."

B. Enter your name, address, phone number and email address.

Name_____ Phone Number_____

Current Mailing Address_____

Current Email Address_____

C. Enter the name, LOSFA ID number, and the date of birth of the TOPS Applicant.

Name: _____LOSFA ID _____Date of Birth: _____

D. If applicable, the date the Applicant successfully completed a State Board of Elementary and Secondary Education (BESE) approved home study program: _____ _____, _____

(month) (day) (year)

E. If applicable, the date the Applicant graduated from high school, high school name, and accrediting organization:

_____ _____, _____ _____ _____

(month) (day) (year) (name of the high school) (name of the accrediting organization)

F. Location where the Applicant graduated from high school or completed a BESE approved home study program:

_____

(city) (state, territory, prefecture or equivalent) (country)

G. Check all that apply to you. If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed after that item.

1. □ YES □ NO I am a registered voter.
2. □ YES □ NO I am currently registered to vote in Louisiana. (**Provide copy of voter registration card**)
3. □ YES □ NO I am licensed to drive a motor vehicle.
4. □ YES □ NO I currently hold a valid Louisiana driver's license. (**Provide copy of LA driver's license**)
5. □ YES □ NO I own a motor vehicle.
6. □ YES □ NO My vehicle is currently registered in Louisiana. (**Provide copy of automobile registration**)
7. □ YES □ NO I have earned taxable income.
8. □ YES □ NO I have filed Louisiana income tax returns for the two most recent taxable years. (**Provide copies of Louisiana income tax returns for the two most recent tax years prior to the Applicant's graduation from high school or BESE approved home study completion.**)

H. I am a Louisiana resident who meets the following requirement:

1. ☐YES ☐NO I actually resided in Louisiana at least 24 months from _____, _____ (month and year) to _____, _____ (month and year) before I started living outside the United States and its territories and have not resided in any other state since leaving Louisiana. (**Provide support documents such as voter registration card, Louisiana driver's license, automobile registration, and/or Louisiana income tax returns.**)

Affiant: _____Date: _____, _____, _____
(Legal Signature) (month) (day) (year)

SWORN TO AND SUBSCRIBED, before me, the undersigned Notary, this _____ day of _____**20_____**

_____
NOTARY PUBLIC

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

PLEASE READ CAREFULLY
FAILURE TO PROPERLY COMPLETE THIS AFFIDAVIT MAY RESULT IN DELAYS AND/OR INELIGIBILITY FOR A TOPS AWARD

GENERAL INSTRUCTIONS

1. The "Applicant" is the student applying for a TOPS Award.
2. The "Affiant" is a parent or the court appointed custodian of the Applicant. An Affiant claiming to be a court ordered custodian must enclose a copy of the court document that establishes custody.
3. The Affiant must fill in all blanks and mark all appropriate blocks with a"✓" or an "X". The Affidavit will not be accepted if it is not complete.
4. The Affidavit of Residency must be signed by the Affiant in blue or black ink in the presence of a Notary Public. The Affidavit will not be accepted if it is not signed or notarized.
5. Send the completed, signed, and notarized Affidavit of Residency with all supporting documents to:

   Office of Student Financial
   Assistance Scholarships/Grants
   Division
   Post Office Box 91202
   Baton Rouge, Louisiana 70821-9202

6. **Please email Custserv@la.gov for assistance.**

SPECIFIC INSTRUCTIONS

1. Sections A, B, and C: Fill in the requested information.
2. Section D: If the Applicant completed a BESE approved home study course, fill in the date of completion; otherwise insert "N/A" in the blanks.
3. Section E: If the Applicant graduated from an out-of-country high school, fill in the date of graduation; otherwise insert "N/A" in the blanks.
4. Section E: If the Applicant graduated from a high school, fill in the name of the high school and the name of the accrediting organization (Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Accredited Schools, Southern Association of Colleges and Schools, Western Association of Schools and Colleges), otherwise insert "N/A" in the blanks.
5. Section F: Fill in the name of the city, state (territory, prefecture, or equivalent), and country in which the Applicant graduated from high school or completed the BESE approved home study program.
6. Answer each of the questions under Section G by marking either the "Yes" or "No" with either a "✓" or an "X". **If you check "YES" to questions 1, 2, 3, or 4, you must attach a copy of at least one of the highlighted documents showing an issue date at least 24 months before the month of the date you enter in Section E. If none of these documents meet that requirement, other documents may be acceptable. Email Custserv@la.gov for guidance.**
7. Section H: Answer each of the questions under Section H by marking either the "Yes" or "No" with either a "✓" or an "X". In Section H.1, fill in the month and year when your last period of Louisiana residency began and the month and year you left Louisiana to reside outside the United States and its territories. (Example: You were born in Louisiana and lived here until May 1995 when you moved to Tennessee. You resided in Tennessee until June 1998 when you moved back to Louisiana. You lived in Louisiana until you moved to another country in August 2010. You would fill the first blanks with June 1998 and the second blank with August 2010.)
   You must attach a copy of each of the bolded documents in Section H. (Documents may include a Louisiana voters registration card, a Louisiana driver's license, a Louisiana registration for an owned vehicle, a Louisiana tax return, notarized affidavits, copies of correspondence from the employer or sponsor providing the reason for living outside the United States and its territories and the time period of the work or activity, copies of visas, copies of foreign housing documentation, and copies of other documents that demonstrate a presence in Louisiana or a foreign country during the required period of time. **If none of these documents meet that requirement, other documents may be acceptable. Email Custserv@la.gov for guidance.)**
8. In the presence of a Notary Public, sign and date the Affidavit.
9. After the Notary notarizes the Affidavit, send it with the required documents to the address listed above.