

YOUR RIGHTS AND RESPONSIBILITIES
TOPS TECH
TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

Read Carefully! Retain for Future Reference! These are your rights and responsibilities for receipt and retention of a TOPS Tech Award. This is accurate as of the date it was produced; however, you are responsible for complying with all governing statutes and rules applicable to this program, which may change from time to time, whether disclosed or not. Notices of statutory or regulatory changes are available through the website of the Louisiana Office of Student Financial Assistance (LOSFA) at www.osfa.la.gov. You should retain this document for future reference. If you would like a copy of the rules applicable to your TOPS Tech Award or if you do not understand your rights and responsibilities and a further explanation is required, call a Public Information Representative at 1-800-259-5626, ext. 1012, or visit LOSFA's website at www.osfa.la.gov.

TOPS Tech Awards are dependent upon an annual appropriation of funds by the state legislature. If an appropriation is insufficient to award all eligible applicants, then the number of recipients will be reduced in accordance with applicable law and rule. Awards made to students who used the TOPS On-Line Application or who did not provide financial information on the Free Application for Federal Student Aid (FAFSA) will be the first awards eliminated if insufficient funds are appropriated.

You have established your eligibility for a TOPS Tech Award.

- To receive the award, you must enroll for the first-time as a full-time student at an eligible institution in a technical (non-academic) program by the first regular semester or quarter following the first anniversary of your high school graduation. For example, if you graduated in May 2011, you must enroll no later than the Fall Semester or quarter of 2012.
- Eligible institutions, including public, private and proprietary institutions that offer technical (non-academic) programs and eligible cosmetology schools are listed on the back of the letter notifying you of your TOPS eligibility.
- If you enter on active duty in any of the Armed Forces within one year after high school graduation and before you enroll as a full-time college student, you can defer enrollment until the first regular semester or quarter following the fifth anniversary of your high school graduation **OR** no later than the first regular semester following the one year anniversary of your separation from active duty, whichever is earlier. You must contact this office and provide a copy of your Form DD-214 when you are ready to activate your award.

To retain your TOPS Tech eligibility, you must be enrolled in a technical (non-academic) program **each semester or quarter during the academic year as a full-time student** as of the 15th class day at a semester institution or the 10th class day at a quarter institution. See the Section on Proprietary and Cosmetology Schools on the back of this page for enrollment dates.

An exception for cause to the requirement to enroll for the first time as a full-time student by the deadline, to enroll full-time each semester or term thereafter, to remain continuously enrolled and/or to earn 24 hours may be granted if, by the deadline specified in the letter notifying you of the cancelation of your award, you submit a Request for Exception form with the required supporting documentation sufficient to justify a failure to comply with these requirements. You can obtain the Request for Exception form with instructions and a list of the required documentation at www.osfa.la.gov, "Forms", "Scholarship & Grant (TOPS) Forms" and then click "Download" for the "Request for Exception" form or you can call a Public Information Representative at 1-800-259-5626, ext. 1012, or locally at (225) 219-1012, or send an e-mail to custserv@osfa.la.gov. If your Request for Exception form is not received by the deadline, it will **NOT** be considered.

As a TOPS Tech recipient, you are responsible for maintaining current postal, e-mail and instant messaging addresses, and home and cell phone numbers on file with LOSFA. **You should monitor your TOPS status throughout your college enrollment by registering for and monitoring an account on the Louisiana Award System (LAS) at www.osfa.la.gov.** You can update your contact information on the LAS, or send an e-mail to LOSFA at custserv@osfa.la.gov or call a Public Information Representative at 1-800-259-5626, ext. 1012, and LOSFA will update the information.

Your TOPS award may be combined with other financial aid (scholarships, grants or loans) but if your total financial aid package exceeds the "cost of attendance" established by your institution, your TOPS award amount may be reduced. If other aid exceeds your cost of attendance and your TOPS payment is zero, that semester will not be counted toward your two years of TOPS Tech eligibility. Contact the financial aid office at the institution you are attending for an explanation of how your award may be affected by other aid.

(Over)

AWARD DURATION:

- You may receive a TOPS TECH Award for a maximum of 2 years. If you complete your technical (non-academic) program before you use 2 years of eligibility, you may use any remaining eligibility to enroll in another qualifying technical (non-academic) program.
- Summer terms in technical (non-academic) programs are considered part of the academic year and are eligible for award payment if you enroll full-time.

TO RENEW YOUR AWARD:

APPLICATION: You must annually apply for federal grant aid by completing the FAFSA or Renewal FAFSA in its entirety by July 1 each year, unless you determine yourself ineligible for federal grant aid using the software provided for that purpose at www.finaid.org/calculators. If you are not eligible for federal grant aid and you are not concerned about the prospect of your award being eliminated because of a shortfall in funding for the program, then you do not have to file the renewal FAFSA. If your initial application for TOPS was through the TOPS On-Line Application, you are not required to apply for renewal, but your award may be eliminated in the event of a shortfall of funds.

The information in the following two sections does NOT pertain to proprietary and cosmetology schools. Refer to the PROPRIETARY AND COSMETOLOGY SCHOOLS SECTION, below, for information on credit hours, steady academic progress and cumulative grade point average requirements for those schools.

CREDIT HOURS:

- You must enroll full-time each term, remain continuously enrolled and **earn (PASS)** at least 24 credit hours during each Academic Year. (Summer sessions are optional.)
- The Academic Year begins with the fall semester or term, includes the winter term (if applicable), the spring semester or term and ends with the summer session. If you have earned at least 24 hours prior to the summer session, you are not required to attend the summer session to maintain your award. However, if you have not earned 24 hours by the end of the spring semester/quarter, you must enroll in and earn enough hours during the summer session to meet the 24 hour requirement.
- If you enrolled as a first-time, full-time student in the middle of the Academic Year (spring semester or winter/spring quarter), you will not be required to earn 24 hours that year.
- **Credits from Advanced Placement, CLEP, or Credit by Exam are not included in Academic Year Earned Hours.**
- You must earn 24 hours even if you drop courses, change majors or transfer to another school. Failure to earn 24 hours will result in the cancelation of your TOPS Tech Award at the end of the Academic Year unless granted an exception for cause.
- An exception for cause to the requirement to enroll for the first time as a full-time student by the deadline, to enroll full-time each semester or term thereafter, to remain continuously enrolled and/or to earn 24 hours may be granted if, by the deadline specified in the letter notifying you of the cancelation of your award, you submit a Request for Exception form with the required supporting documentation sufficient to justify a failure to comply with these requirements. You can obtain the Request for Exception form with instructions and a list of the required documentation at www.osfa.la.gov, “Forms”, “Scholarship & Grant (TOPS) Forms” and then click “Download” for the “Request for Exception” form or you can call a Public Information Representative at 1-800-259-5626, ext. 1012. If your Request for Exception form is not received by the deadline, it will **NOT** be considered.
- If you must leave school completely during the semester or quarter, or if you transfer to another eligible institution after the semester or quarter has begun, you should officially resign with the Registrar’s Office so that you do not receive failing grades in all of the courses in which you were enrolled. If you do not, your TOPS Tech Award may be jeopardized. If you resign, your award will be canceled and you must submit a Request for Exception form to be considered for an exception.

STEADY ACADEMIC PROGRESS and CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS:

- You must make Steady Academic Progress (earn a cumulative GPA of 2.00 on a 4.00 scale) at the end of **every** semester, quarter or session for which grades are reported. If you do not earn at least a 2.00, your award will be suspended since you did not make Steady Academic Progress, and if you do not achieve the required TOPS Cum GPA within one year, your award will be permanently canceled.
- Your TOPS Cum GPA is calculated on all coursework you attempted at all schools, including repeated courses, at the end of each spring semester or quarter based on hours, grades and quality points reported by all schools you have attended, so it may be different from that grade point average calculated by the school you attend.
- You must have at least a 2.50 TOPS Cum GPA at the end of the spring semester or quarter, regardless of the number of hours you have earned, or your award will be suspended, and if you do not achieve the required TOPS Cum GPA within one year, your award will be permanently canceled.
- **Exceptions cannot be granted for failure to make Steady Academic Progress or to earn the minimum TOPS Cum GPA.**

PROPRIETARY AND COSMETOLOGY SCHOOLS

- In order to be paid the TOPS Tech award, you must be enrolled full-time according to your school on one of the following dates: September 1, December 1, March 1, and June 1. (Note: If the 1st falls on a weekend or holiday, you must be enrolled prior to that weekend or holiday for your award to be paid for that term).
- In order to maintain your award, you must meet federal grant aid requirements for steady academic progress at your school.

LIST OF SCHOOLS WHERE THE TOPS TECH AWARD CAN BE USED

Tuition amounts shown on a school's fee bill may include special fees not covered by TOPS.

Louisiana Technical College

Region 1 Delgado Community College (Technical Division)	West Jefferson Campus - Harvey
	Jefferson Campus – Metairie
	Sidney Collier Campus - New Orleans - (Currently Closed)
	Slidell Campus
Region 2 Capital Area Technical College	Baton Rouge Main Campus
	Folkes Campus - Jackson
	Jumonville Memorial Campus - New Roads
	Port Allen Campus
	Westside Campus - Plaquemine
Region 3 South Central Louisiana Technical College	Lafourche Campus – Galliano
	Lafourche Campus – Thibodaux
	Young Memorial Campus - Morgan City
	River Parishes Campus – Reserve
Region 4 Acadiana Technical College	Acadian Campus - Crowley
	C. B. Coreil Campus - Ville Platte
	Evangeline Campus - St. Martinville
	Morgan Smith Campus - Jennings
	Teche Area Campus - New Iberia
	Gulf Area Campus – Abbeville
	Lafayette Campus
T. H. Harris Campus - Opelousas	
Region 6 Central Louisiana Technical College	Alexandria Campus
	Huey P. Long Campus - Winnfield
	Lamar Salter Campus - Leesville
	Morgan Smith Campus - Jennings -
	Oakdale Campus
	Shelby M. Jackson Campus - Ferriday
	Ward H. Nash Avoyelles Campus - Cottonport
Region 7 Northwest Louisiana Technical College	Mansfield Branch Campus
	Natchitoches Branch Campus
	Minden Main Campus
	Sabine Valley Branch Campus – Many
	Shreveport Branch Campus
Region 8 Northeast Louisiana Technical College	Bastrop Campus
	Delta Ouachita Campus - West Monroe
	North Central Campus – Farmerville
	Northeast Campus – Winnsboro
	Ruston Campus
Region 9 Northshore Technical College	Sullivan Main Campus – Bogalusa
	Florida Parishes Branch Campus - Greensburg
	Hammond Area Branch Campus

SOWELA Technical Community College – Lake Charles

Proprietary and Cosmetology Schools:

Alden's School of Cosmetology
 Ascension College
 Aveda Institute – Baton Rouge
 Aveda Institute – Covington
 Aveda Institute – Lafayette
 Aveda Institute – New Orleans/Metairie
 Ayers Career College
 B.R. School of Computers
 Bastrop Beauty School, Inc.
 Baton Rouge College
 Blue Cliff College – Alexandria
 Blue Cliff College – Houma
 Blue Cliff College – Lafayette
 Blue Cliff College – Metairie
 Blue Cliff College – Shreveport
 Cameron College
 Career Technical College – Monroe
 Career Technical College – Shreveport
 CBMI (Cosmetology Business & Management Institute)
 Cloyd's Beauty School – #1 West Monroe
 Cloyd's Beauty School – #2 Monroe
 Cloyd's Beauty School – #3 Monroe
 Compass Career College
 Cosmetology Training Center
 Crescent City Career Institute
 Delta College – Covington
 Delta College of Arts and Technology – Baton Rouge
 Delta College of Arts and Technology – Lafayette
 Delta College – Slidell Branch
 Delta School of Business/Tech – Lake Charles
 Denham Springs Beauty College
 Diesel Driving Academy – Baton Rouge
 Diesel Driving Academy – Lafayette
 Diesel Driving Academy – Shreveport
 Eastern College of Health Vocations – New Orleans
 Eastern College of Health Vocations – Shreveport
 Guy's Academy-Hair, Skin & Nails
 ITI Technical College – Baton Rouge
 ITT Technical College – Baton Rouge
 ITT Technical College – St. Rose
 John Jay Kenner Academy
 Louisiana Culinary Institute, LLC
 Medical Training College
 MedVance Institute of Baton Rouge
 Moore Career College
 Omega Institute of Cosmetology
 Pineville Beauty School
 Regency Beauty Institute
 Remington College – Baton Rouge
 Remington College – Lafayette
 Remington College – Shreveport
 Stage One-The Hair School
 Unitech Training Academy – Lafayette Main
 Unitech - W. Monroe
 Unitech - Houma
 Unitech - Alexandria
 Unitech - Lake Charles
 Vanguard College of Cosmetology – Baton Rouge
 Vanguard College of Cosmetology – Slidell

Technical (non-academic) programs at the following colleges and universities:

Baton Rouge Community College – Baton Rouge
 Bossier Parish Community College – Bossier City
 Delgado Community College – Covington
 Delgado Community College – New Orleans
 Delgado Community College – Slidell
 Louisiana Delta Community College – Monroe
 Louisiana Delta Community College – Lake Providence
 Louisiana Delta Community College – Tallulah
 Elaine P. Nunez Community College – Chalmette
 L.E. Fletcher Technical Community College – Houma
 Louisiana State University - Eunice
 Our Lady of the Lake College – Baton Rouge
 River Parishes Community College – Sorrento
 Southern University – Shreveport
 South Louisiana Community College - Lafayette