

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**



losfa.laregents.edu



custserv@laregents.edu
or GeauxFAFSA@laregents.edu



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:

- ☐ Be in "Good Standing" as an 11th or 12th grade student in a Louisiana PUBLIC high school. ("Good Standing" is defined by the student's high school).
- ☐ Completed an Individual Graduation Plan in accordance with [R.S. 17:2925](#)
- ☐ High School cumulative GPA of 2.0 or above on a 4.0 scale
- Student must have one of the following:
- ☐ Student must have scored a 15 or above on the Mathematics AND English portion on one of the following:
- ☐ ACT Plan Assessment or a successor assessment _____ Math Score _____ English Score
 - ☐ ACT _____ Math Score _____ English Score
 - ☐ Equivalent concordant value on the SAT _____ Math Score _____ English Score
- ☐ Achieved a silver level score on the assessments of the ACT WorkKeys system.
- ☐ Meets the eligibility requirement for [technical dual enrollment courses](#).
- ☐ Enroll in a course in an Industry-Based Occupational or Vocational Education Credential Program in a top demand occupation ([Eligible Programs](#)).

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:
- ☐ Remain in "Good Standing" as an 11th or 12th grade student in a Louisiana public high school.
 - ☐ Maintain a 2.00 GPA or above on a 4.00 scale on all high school courses attempted.
 - ☐ Continue to pursue one or more courses leading to a credential in an Eligible Program.
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 steady academic progress; and
- e. The student is in good standing at the high school, at the postsecondary institution or approved training provider (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.)

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