

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

*Student Financial Aid Bulletin*

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TOPICS:	Completers Grant

Effective August 10, 2021, the Louisiana Office of Student Financial Assistance, a program of the Board of Regents, will begin administration of the Completers Grant, which is designed to assist near completers in high demand fields such as healthcare and Science, Technology, Engineering, and Math at Louisiana's public two- and four-year institutions. The grant will also incentivize enrollment in and completion of short-term credential programs at two-year institutions. Eligible students will have the ability to receive funding for no more than two consecutive semesters. Funding for the Completers Grant is made possible through the Governor's Emergency Education Relief (GEER) Fund dollars.

Eligible postsecondary schools will bill LOSFA through the Louisiana Award System. A zoom webinar will be scheduled to assist postsecondary schools in submitting payment requests for students awarded the Completers Grant. The file layout will be provided during the webinar which will be live and recorded for later viewing. LOSFA's Public Information & Communications and Student Engagement Divisions have developed a communications plan to publicize the program on social media platforms, through news outlets, student network groups, and educational, professional, and community-based partnerships.

The detailed framework for the Completers Grant can be found at <https://mylosfa.la.gov/wp-content/uploads/Completers-Grant-Framework-7-30-21.pdf> and on the following pages of this bulletin.

For more information pertaining to the Completers Grant, email [Completers@la.gov](mailto:Completers@la.gov).

## **COMPLETERS GRANT** **ELIGIBILITY FRAMEWORK**

The Board of Regents has approved for a limited time, a new financial aid framework, the Completers Grant, which is designed to incentivize near-completers in high demand fields such as healthcare and Science, Technology, Engineering, and Math (STEM) at Louisiana's public two- and four-year institutions to earn their undergraduate degrees and to incentivize enrollment in and completion of short-term credential programs at two-year institutions. The Completers Grant will provide scholarships to students who are within 30 credit hours of completing a degree at a two- or four-year campus or completing on-ramp credential and/or credential of value programs as identified by Louisiana Workforce Commission data, along with two-year institutions and private sector partners input. The intent of this program is to provide no more than two consecutive semesters of funding. The Louisiana Office of Student Financial Assistance (LOSFA) will administer this grant program which is being funded using one-time Governor's Emergency Education Relief (GEER) Fund dollars which must be drawn down by September 30, 2022. Final billing requests must be submitted no later than September 8, 2022.

Under the framework, institutions will have the ability to structure the award to best fit the needs of their students. Funds will be available for on-ramp credential and credential of value programs and any degree program at two- and four-year institutions beginning fall 2021. Each academic year, priority shall be given to those students who are within 30 hours of completing their degree in a STEM or health care field or who will be completing an on-ramp credential or credential of value as identified by the Louisiana Workforce Commission as follows:

- First, to those students who are expected to complete their program of study/graduating in the fall who have significantly depleted or who have no other sources of financial aid;
- Second, to those students who are expected to complete their program of study/graduate in spring who have significantly depleted or who have no other sources of financial aid;
- Third, to those students who are expected to complete their program of study/graduate in summer who have significantly depleted or who have no other sources of financial aid.

The framework includes eligibility requirements for recipients, allocation information, the manner in which institutions are to calculate awards, requirements for institutional packaging policies, and reporting mandates. Institutions should read the Framework carefully to ensure compliance.

### **Student Eligibility Requirements**

To be eligible for the Completers Grant, a student must:

- Be a Louisiana resident;
- File a Free Application for Federal Student Aid (FAFSA) for the academic year during which the award will be received.
- Meet one of the priority criteria listed above;
- For credit programs, students shall meet the enrolling institution's Satisfactory Academic Progress (SAP) policy for receipt of Title IV aid;
- For non-credit programs, students shall successfully complete course(s) sufficient to continue in their program of study as determined by the institution;
- Be enrolled through the 14<sup>th</sup> class day.

Billing for a grant constitutes certification that the student meets one of the priorities set forth herein and has met the Satisfactory Academic Progress requirements for receipt of Title IV aid. Postsecondary institutions shall submit bills to LOSFA on or after the 15<sup>th</sup> class day.

### **Institutional Allocations**

Allocation of funds to eligible participating two- and four-year public institutions have been determined by a formula developed by the Board of Regents based on the number of students projected to complete degrees and/or non-credit programs at the institution. (See Appendix A.) System offices have the authority to allocate funds to institutions within its system. Systems with two-year institutions have to authority to allocate funds between credit and non-credit programs. System offices must provide both the Board of Regents and LOSFA with the allocation of funds to each institution within its system. If an allocation to an individual institution changes, system offices must notify the Board of Regents and LOSFA in advance of the reallocation.

**Award Amounts**

Postsecondary institutions shall determine the minimum and maximum award amounts for enrollment in short-term credential and any baccalaureate or associate degree program, as well as amounts for students who enroll on a less than full time basis with priority given to students in their final semester majoring in health care and STEM programs. **Awards shall be limited to tuition, fees, and books as set forth on the student's fee bill.** Institutions **shall not** award the maximum amount set for the program of study if that amount would exceed the student's cost of attendance as defined in the Higher Education Act of 1965, as amended.

**Award Calculations**

Institutions should allocate funds with the primary goal of helping students complete the credential/degree as soon as possible. Institutions are expected to make a good faith effort to distribute Completers Grant allocations in a manner that reaches students with the most financial need, and who are closest to completion, within 30 credit hours of finishing a degree at a two- or four-year institutions or have enrolled in on-ramp credential and credential of value programs. The Completers Grant may be provided in addition to any other state or federal aid awarded to the student, provided that the award cannot cause the student's aid to exceed the cost of attendance. The Completers Grant shall be applied to those costs evidenced on the student's fee bill, which shall include only tuition, fees, and books; other sources of student aid may be applied to other costs of attendance. It is not the intent of Completers Grant funds to provide refunds to students.

**Packaging Policy**

Institutions must have a written packaging policy for Completers Grant Awards that provides:

- Award amounts:
  - May not exceed the amount of the tuition, fees, and books which are evidenced on the recipient's fee bill.
  - Basis for any institutionally set minimum and maximum award amounts.
- Procedures for identification of transfer and/or re-entering students which ensure such students receive awards on the same basis as continuing students.
- Any student receiving the award that has between 15 and 30 hours remaining to completion shall receive the award in subsequent semesters until completion, provided that the student has met the Satisfactory Academic Progress requirements for receipt of Title IV aid.
- The method for determining a student's financial need. The institution must mandate that the student file the FAFSA.
- Other eligibility criteria determined by the institution.

NOTE: Eligibility criteria MAY NOT:

- Use any academic criteria other than Satisfactory Academic Progress for receipt of Title IV aid; or
- Automatically eliminate students receiving other financial assistance, including TOPS.

**Reporting Requirements**

Institutions will need to report the following data at the end of each semester, quarter, or term:

- Demographic information of recipients;
- The number of students who meet each priority, and for those who complete within a semester/term, the CIP code of the degree/certificate/credential;
- The number of students who met each priority and received a grant under this program;
- The number of students who met each priority and did not receive a grant under this program;
- The minimum, maximum, and average of award amounts provided; Dollars needed to fund all eligible students in each priority;
- The number of students who received the minimum award amount;
- The number of students who received the maximum award amount.

Questions regarding this bulletin or the Completers Grant Framework should be directed to Deborah Paul at [deborah.paul@la.gov](mailto:deborah.paul@la.gov).

**COMPLETERS GRANT  
SYSTEM ALLOCATION:**

<b>System</b>	<b>Completer Fund Allocation @ 30 hours &amp; All degrees</b>
LCTCS*	\$4,650,000
LSU	\$2,330,000
SU	\$670,000
ULS	\$5,650,000
<b>Total</b>	<b>\$13,300,000</b>
*LCTCS has the authority to allocate funds to credit and non-credit programs.	

<b>Credential Count - 30 Hours or Less</b>					
	<b>All Degrees</b>		<b>4&amp;5 Star Job Aligned</b>		
<b>System</b>	<b>Bacc</b>	<b>Assoc</b>	<b>Certificate</b>	<b>Diploma</b>	<b>Total</b>
LCTCS	-	16,247	2,268	6,286	24,801
LSU	7,372	1,673	48	-	9,093
SU	1,938	655	55	50	2,698
ULS	20,762	1,141	-	-	21,903
<b>Total</b>	<b>30,072</b>	<b>19,716</b>	<b>2,371</b>	<b>6,336</b>	<b>58,495</b>
<b>Weight</b>	<b>1</b>	<b>1</b>	<b>0.1</b>	<b>0.25</b>	
<b>Weighted Total - 30 hours or Less</b>					
	<b>STEM Bacc</b>		<b>4&amp;5 Star Job Aligned</b>		
<b>System</b>	<b>Bacc</b>	<b>Assoc</b>	<b>Certificate</b>	<b>Diploma</b>	<b>Total</b>
LCTCS	-	16,247	227	1,572	18,045
LSU	7,372	1,673	5	-	9,050
SU	1,938	655	6	13	2,611
ULS	20,762	1,141	-	-	21,903
<b>Total</b>	<b>30,072</b>	<b>19,716</b>	<b>237</b>	<b>1,584</b>	<b>51,609</b>

Source: Board of Regents -Statewide Student Profile System

## COMPLETERS GRANT REPORTING REQUIREMENTS

There will be three reporting cycles each quarter/semester: one for payment requests (billing) and two at the end of the quarter/semester.

Payment Request (billing) – submit on or after the 15<sup>th</sup> class day for semester schools; 10<sup>th</sup> day for quarter schools

Payment requests must include the following information (imported via the Award System):

FIELD DESCRIPTION
SOCIAL SECURITY NUMBER
LOSFA ID NUMBER **
FIRST NAME **
MIDDLE NAME
LAST NAME **
BIRTHDATE
COLLEGE CODE **
TERM CODE
GENDER
ETHNIC CODE
ENROLLED HOURS
REQUESTED AMOUNT **
CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP CODE) **
DEGREE LEVEL CODE **
INCREMENT KEY
ANTICIPATED PROGRAM COMPLETION DATE **
HOURS REMAINING TO COMPLETION
PRIORITY USED FOR FUNDING

\*\* Data fields that are forwarded to the Division of Administration for invoicing.

LOSFA File Format details including field definitions are available on the MyLOSFA.la.gov website under Schools/Post-secondary.

End of Quarter/Semester Reports – sent to LOSFA as soon as possible after the quarter/semester ends.  
 NOTE: Funding will not be available in subsequent quarters/semesters until the institution submits the end of quarter/semester reports.

End of Quarter/Semester Reporting, must include the following information:

Student Level Completer Final Information – imported via the Award System:

FIELD DESCRIPTION
SOCIAL SECURITY NUMBER
LOSFA ID NUMBER
FIRST NAME
MIDDLE NAME
LAST NAME
BIRTHDATE
COLLEGE CODE
TERM CODE OF COMPLETION
DEGREE DATE
DEGREE TYPE
ACADEMIC STANDING
CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP CODE)
DEGREE LEVEL CODE
INCREMENT KEY

Post-Secondary Level Completer Information (forwarded via Excel spreadsheet to SGSP@la.gov):

FIELD DESCRIPTION
NUMBER OF STUDENTS WHO MET EACH PRIORITY
NUMBER OF STUDENTS WHO RECEIVED A GRANT UNDER THIS PROGRAM
NUMBER OF STUDENTS WHO DID NOT RECEIVE A GRANT UNDER THIS PROGRAM
DOLLARS NEEDED TO FUND ALL STUDENTS IN EACH PRIORITY
MINIMUM AWARD
MAXIMUM AWARD
AVERAGE AWARD
NUMBER OF STUDENTS THAT RECEIVED THE MINIMUM AWARD
NUMBER OF STUDENTS THAT RECEIVED THE MAXIMUM AWARD