

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

***Taylor Opportunity Program for Students (TOPS)  
Bulletin***

TOPS BULLETIN NUMBER:	T2021-1
DATE ISSUED:	June 3, 2021
EFFECTIVE DATE:	Fall 2019
DISTRIBUTION:	College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Personnel
TOPICS:	Disposition code for partial payments

Colleges may bill for a partial TOPS Award payment in the event the full TOPS Award amount for a student would cause an overaward. The amount billed should be the amount that would not cause the student to be in overaward status. Colleges should use Academic Standing O1 - Partial Overaward Undergraduate when billing in these circumstances. Please contact [Sgar@la.gov](mailto:Sgar@la.gov) prior to billing Partial Overaward for Graduate students.

Colleges must obtain a signed acknowledgment form from the student that a TOPS payment in these circumstances will result in an extension of TOPS payment eligibility in an amount equal to the remaining percentage of the award that was not paid in any semester for which a partial payment was made to prevent an overaward.

For example, a student's full TOPS Award amount for Fall 2019 was \$2,000. Receipt of this amount would put the student in overaward status by \$1500. The school should bill for \$500. Since \$500 is 25% of the TOPS Award amount at that school during that semester, student will be eligible for an extension of his TOPS eligibility equal to 75% of the TOPS Award amount.

Questions? Contact [sgar@la.gov](mailto:sgar@la.gov).



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Taylor Opportunity Program for Students (TOPS)

TOPS Payment: Partial Overaward

A college student may receive financial aid and scholarships up to an amount determined by the college he attends to equal his cost of attendance. The cost of attendance includes tuition and fees, room and board, a book allowance, and other expenses as determined by the college the student attends in accordance with the Higher Education Act of 1965, as amended. In the event a student's total gift aid (scholarships and grants) exceeds the student's cost of attendance, a student is considered to be in overaward status. If receipt of the full TOPS Award would cause the student to receive an overaward, but the student wants to receive a TOPS Award payment that would not cause an overaward, he may do so using this form.

I hereby request partial payment of my TOPS Award for the \_\_\_\_\_ semester(s)/term(s) to avoid an overaward, and I hereby certify:

Student's Name \_\_\_\_\_ (Print Your Full Name)

My LOSFA ID Number is: \_\_\_\_\_.

I understand that to be eligible for a partial TOPS payment for the semester(s)/term(s) indicated, payment of a full TOPS Award would put me in overaward status.

I understand that if a partial TOPS Award payment is made for the semester(s)/term(s) indicated, any amounts not paid will result in an extension of my TOPS payment eligibility in an amount equal to the percentage of my award that was not paid during the semester(s)/term(s) indicated.

Student's Signature: \_\_\_\_\_ (Sign Your Full Name) Date

For School Use Only:

I am the student's financial aid/scholarship advisor. I hereby certify that receipt of the full TOPS Award Amount would cause the student to be in overaward status. I have explained the benefits and consequences of receiving a partial TOPS payment to the student, including that partial payment will result in an extension of student's TOPS eligibility in an amount equal to the percentage of his award that was not paid during the semester(s)/term(s) indicated.

Financial Aid/Scholarship Advisor Signature:

Financial Aid/Scholarship Advisor Date