

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

Student Financial Aid Bulletin

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| TOPS BULLETIN NUMBER: | S2015-2 |
| DATE ISSUED: | August 4, 2015 |
| EFFECTIVE DATE: | As Indicated |
| DISTRIBUTION: | High School Counselors, High School Principals, Parish Superintendents, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Deans and Louisiana Community and Technical College System Personnel |
| TOPICS: | Supplemental Course Allocation (SCA) |

Beginning with the fall semester of 2015, the Louisiana Office of Student Financial Assistance (LOSFA) will begin processing Supplemental Course Allocation (SCA) payments to participating postsecondary institutions on behalf of the Louisiana Department of Education (LDOE) for LEA's that sign a Cooperative Endeavor agreement with LDOE.

Executing this CEA will enable districts and charter schools to use the Louisiana Award System as a planning system, making sure that Course Choice enrollments are consistent with TOPS Tech Early START Registrations. This will make communications with your dual enrollment colleges efficient, effective and user-friendly. Execution of the CEA is voluntary and has absolutely no impact on SCA funding.

A copy of the CEA is attached.

The deadline to submit the CEA for 2015-16 is August 21, 2015.

The application for the Taylor Opportunity Program for Students (TOPS) Tech Early Start Program (TTES) has been revised to serve as a dual application for utilization of both TTES and SCA funding streams. A copy of the application is included with this bulletin, and it can be found on LOSFA's website at <http://www.osfa.la.gov/MainSitePDFs/SCAapplicationfinal.pdf>.

LOSFA is currently making the necessary modifications to the Louisiana Award System to allow for SCA payment processing. When programming is complete, LOSFA will host a training webinar to assist postsecondary schools with the SCA billing process, and a bulletin setting forth specific procedures for requesting payments will be issued.

Please email any questions you may have about the CEA and how the LOFSA Grant Award System can help you optimize your use of TOPS Tech Early Start to SCA@la.gov.

Questions regarding SCA payment processing should be directed to Bonnie Lavergne, 225-219-7714, Bonnie.Lavergne@la.gov or Caeshia Clark, 225-219-7708, Caeshia.Clark@la.gov.

**STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
Supplemental Course Allocation Collaborative Endeavor Agreement**

This Agreement (“Agreement”) is entered into by the State Department of Education (referred to as “State” below) and _____ school district, charter school, special school, (referred to below as “District/Independent Charter School”), which has as its principal place of business at _____ under the following terms and conditions.

1. Scope of Services

This Agreement is intended to streamline the payment process for LDOE’s Course Choice Postsecondary Dual Enrollment course offerings funded through Supplemental Course Allocation.

The State will:

1. Contract with the Louisiana Office of Student Financial Assistance (LOSFA) to utilize their Grant Award System for payment processing of Dual Enrollment course offerings.
2. Provide MFP funds to LOSFA on behalf of the District/Independent School to pay for Dual Enrollment course offerings offered through Supplemental Course Allocation.
3. Receive enrollment counts of students from LOSFA based on District/Independent School to account for payment to Postsecondary institutions.
4. Ensure that LOSFA is paying Postsecondary institutions according to enrollment counts on a monthly basis.

2. Liaison Officer

The primary point of contact who shall function as the State’s lead liaison for all services described in this Agreement is:

Ernise S. Singleton, PhD
Office of Student Opportunities
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064
Telephone: 225.342.3358

The primary point of contact who shall function as the District or School’s lead liaison for all matters relevant to this Agreement is _____. Contact information for this lead liaison is as follows:

- Name:**
Address:
Office Phone:

Mobile Phone:
Fax Number:
Email Address:

3. District or School Responsibilities

The District or School will:

1. Register students with Postsecondary institutions using process already in place with postsecondary institution.
2. Inform the Postsecondary institution that tuition will be paid using allocation received via Supplemental Course Academy.

4. Payment Terms

Payments will be made as follows:

- LOSFA will provide LDOE an invoice for the total amount of payment requests by the 10th of each month. The invoice from LOSFA will be listed by cost per District/Independent School.
- LDOE will remit funds via Intra-agency Transfer by the 25th of each month to LOSFA.
- LOSFA will pay each participating Postsecondary intuitions' invoice by the end of each month.

The District or School understands there are **no refunds** for course enrollments after the end of the registration period regardless of circumstances.

There is no “transferability” or “carryover” of enrollment costs.

5. Termination for Cause

This Agreement may be terminated for cause by the State based upon failure of the District or School to comply with the terms and/or conditions of this Agreement, provided that written notice is provided to the District or School specifying the failure. If within thirty (30) days after receipt of such notice the District or School has not corrected such failure (or, in the case that the District or School has not begun good faith efforts to correct a failure that cannot be corrected in thirty (30) days), this Agreement may be terminated on the date specified in the written notice. All amounts due course providers up until the date of termination will still be due from the District or School.

6. Termination for Convenience

This Agreement may be terminated for convenience at any time by the State giving thirty (30) days written notice. All amounts due course providers up until the date of termination will still be due from the District or School.

7. Remedies or Default

Any claim or controversy arising out of this Agreement shall be governed by the provisions of LSA-R.S. 39:1524-1526.

8. Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts that relate to this Agreement.

9. Discrimination Clause

The District or School agrees to abide by the requirements of the following as applicable:

- *Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972*
- *Federal Executive Order 11246*
- *Federal Rehabilitation Act of 1973, as amended;*
- *Vietnam Era Veterans Readjustment Assistance Act of 1974*
- *Title IX of the Education Amendments of 1972*
- *Age Act of 1975*
- *Americans with Disabilities Act of 1990*

10. Debarment and Suspension Clause

The District or School hereby certifies that the organization and its principals are not suspended or debarred from any Federal or State program.

11. Nonassignability

The District or School shall not assign any interest in this Agreement by assignment, transfer or novation, without prior written consent of the State.

12. Severability

The provisions of this Agreement are not severable. Any terms and/or conditions that are deemed illegal or invalid shall not have any effect on any other terms or conditions of this Agreement.

13. Entire Agreement

This Agreement (together with any addenda, appendices or exhibits specifically incorporated herein by reference) constitutes the entire agreement between the parties with respect to the subject matter. No verbal commitments, except for those reduced to writing and included in this Agreement may have any binding effect. Any amendments to this Agreement must be reduced to writing and signed by both parties.

14. Term of Agreement

The Agreement shall begin on July 31, 2015 and terminate on June 30, 2016.

THUS DONE AND SIGNED on the day, month and year first written below.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this _____ day of _____, year _____.

State Agency Signatures

Deputy Superintendent - Finance

Assistant Superintendent – Student Opportunities

District or School Signatures

Name:

Title:

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)
Application for Enrollment Utilizing
Taylor Opportunity Program for Students (TOPS) Tech Early Start Program (TTES)
And/or Supplemental Course Allocation (SCA)

A: STUDENT INFORMATION (Print or Type)

1. Type of Form: A. Initial Application B. Renewal Application

2. First Name: _____ Middle Initial: _____ Last Name: _____ Suffix: _____

3. Birth Date: _____ 4. E-mail Address: _____ 5. Phone #: _____

6. Permanent Home Address:
 Street: _____
 City: _____ State: _____ Zip Code: _____

7. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program and/or SCA Program.

Student's Signature: _____ Date: _____

8. I hereby authorize my child's concurrent enrollment in high school and college.

Parent or Custodian's Signature: _____ Date: _____

B: HIGH SCHOOL CERTIFICATION for TTES and SCA (Print or Type)

9. Name of High School: _____ 10. School's BESE Code: _____

11. School Year and Semester covered by this certification: 20____ - 20____ 1st Semester 2nd Semester (Check One)

12. Funding Source: TTES SCA: Name of Course: _____
 Name of Course: _____

13. Award Eligibility Requirements (TOPS Tech Early Start only):

- 11th or 12th Grade Student
- Five-year Education and Career Plan completed
- High School GPA of 2.0 or above on a 4.0 scale
- Scored a 15 or above on the mathematics **AND** English portion of the ACT PLAN Assessment or a successor assessment, or on the ACT, or the equivalent concordant value on the SAT, or have achieved a silver level score on the assessments of the ACT WorkKeys system
- In good Standing as defined by the high school

14. My signature certifies that this student meets all the requirements listed in block 13, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: _____ Date: _____

C: HIGH SCHOOL RECERTIFICATION for TTES and SCA (Print or Type)

15. Name of High School: _____ 16. School's Site Code: _____

17. School Year and Semester covered by this certification: 20____ - 20____ 1st Semester 2nd Semester (Check One)

18. Award Renewal Requirements (TOPS Tech Early Start only):

- High School GPA of 2.0 or above on a 4.0 scale
- 11th or 12th Grade Student
- In good standing as defined by the high school

19. My signature certifies that this student meets all the requirements listed in block 18, if applicable, and is authorized to be concurrently enrolled in college.

Principal or Designee's Signature: _____ Date: _____

See back of form for Application Instructions

Application Instructions

Student:

Initial Application (Follow these instructions if this is the first semester of the academic year that you apply for enrollment to utilize TTES or SCA funding)

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 8.
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 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.
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 Part (B). For a renewal, complete Part (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

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 Awards System.

The postsecondary institution or approved training provider must enter the TTES or SCA 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 the TTES renewal/continuation requirements; and
- e. The student is in good standing at the high school and at the postsecondary institution (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.)