

Delgado Community College

Louisiana State Aid Policy and Procedure Manual

Taylor Opportunity Program for Students (TOPS)

Chafee Educational Training Voucher (ETV)

Office of Student Financial Assistance

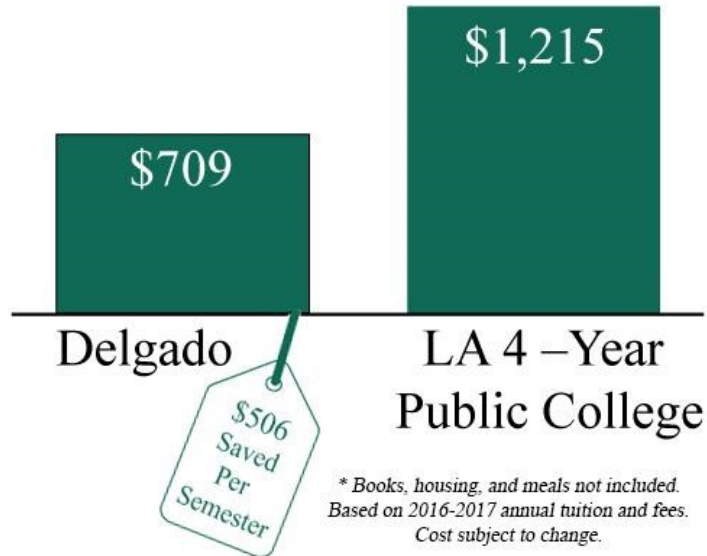
3/11/2019

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Taylor Opportunity Program For Students (TOPS)

Tuition and Fees Per Semester
After TOPS Performance Award is Applied*



TOPS is a programs of state scholarships for Louisiana residents who attend either one of the *Louisiana Public Colleges and Universities*, schools that are a part of the *Louisiana Community and Technical College System* or institutions that are a part of the *Louisiana Association of Independent Colleges and Universities*.

Eligibility is determined by Louisiana Office of Student Financial Assistance (LOSFA) following a student’s graduation from high school. Award letters will be mailed to students by LOSFA starting in May. Additional information is available on LOSFA’s website (www.osfa.state.la.us) or by telephone (1-800-259-5626, ext. 1012).

TOPS Award Amounts For 2018-2019 Award Year	
2018-2019 TOPS Annual Amounts for Delgado	\$3,214.15
2018-2019 TOPS Amount Per Semester for Delgado	\$1,607.07

TOPS Eligibility/ Qualifications

- TOPS are awarded based on the student's ACT score
- TOPS pays tuition not fees
- TOPS recipients must complete 24 earned hours within the academic year or they will lose TOPS
- Students must be enrolled full time (at least 12 semester hours)
- Students must be enrolled in Certificate of Technical Studies or Associate of Applied Science (TOPS Tech students only)
- Act 230 of the 2015 Regular Session of the Louisiana Legislature provides that 2017 high school graduates will be able to use the TOPS Tech Award to pursue an associate's degree or other shorter-term training and education programs, including skill, occupational, vocational, technical, certificate, and academic, that the Workforce Investment Council (WIC) and the Board of Regents (BOR) determine are aligned to state workforce priorities. Eligible program at Delgado are: Accounting (AS), American Sign Language Interpreting (AA), Business Administration (AS), Criminal Justice (AS), Electrical Engineering Technology (AS) and Nursing (ASN). Attached is TOPS Bulletin Number: T2016-3.
- Delgado Student Financial Assistance office will begin processing TOPS payments after the 15th class day. Funding will be posted to eligible student's accounts after the Louisiana Office of Student Financial Assistance (LOSFA) releases the funding to the college.
- TOPS recipients who withdraw prior to the 14th class day will lose their TOPS award and therefore will not be eligible for funding.

Tips To Make Sure Your TOPS Processing Goes Smoothly

- Make sure that you indicate your name, date of birth, and home street address the same on all documents (*school records, ACT test registrations, FAFSA, college applications, etc.*)
 - If your name is John Alan Smith, Jr. do not fill one application out as John A. Smith, Jr. and another as J.A. Smith, Jr., or another as J. Alan Smith,

- A good rule to follow is to use the same spelling and abbreviations as printed on your Social Security Card.
- Make sure that you are aware that your TOPS Award is based on your TOPS Core GPA and not your overall cumulative GPA. Also be aware that TOPS does not round GPA's. A 2.49 cannot round to a 2.50.
- Make sure that your FAFSA application is signed by both the student and a parent before submission

TOPS Processing of State Aid in Banner

Run RZPLSRI – TOPS Award Roster Import

- The TOPS Award Roster Import function is used to load the student's TOPS award into Banner on RPAAWRD form as a batch process using the new LOSFA Master Roster. The roster will be pulled from LOSFA weekly so any newly qualified students can be imported.
- It will not duplicate any TOPS awards that have already been loaded into RPAAWRD so colleges can run the process as often as necessary.

Form Name: RZPLSRI

Printer Name: DATABASE

Parameter Values:

- File Name – TOPS_Master_Roster.txt
- Run Mode – U (update)
- For each award amount in the Values column, enter the actual term amount only.
- Import awards only for term: If you want to only import for one term (ex. 201510 for Fall 2014), then enter that term in parameter 10. If you want to run it for any term that is in the master roster, leave blank.

- Check the Save Parameters Set button
- Click on Submit
- Save

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- Go to Options, click on Review Output [GJIREVO]
 - Right click in the job box
 - Open the .lis file
 - Go back to Options

- Select Show Document (save and print)
- Click on Save File
- Click OK
- You will find the .lis file in your temp folder

Delgado CC IT team will run the following reports weekly – check reports for accuracy. Inform IT team member when to change report to the next semester.

- FFAM0203 – Students with accepted TOPS for term (ex – 201510/Fall 2014) with awards, major and hours
- FFAM0280 – TOPS Tech award with a non-tech major
- FFAM0281 – TOPS eligible with 9 or more credits (These are the students who are Nursing and Allied Health students who are program full time with 9 credits)
- FFAM0287 – Award not posted due to unmet need

TOPS Payment Request

The TOPS Payment Request form creates the actual file needed to send to LOSFA to request payments for our TOPS recipients. It also produces a file that lists all TOPS students and their award amount. This can be run as many times as needed until all students are awarded correctly and we are ready to submit the payment request. There is an option that allows you to send a payment request based on a certain date for billing after the initial payment request.

Form name: RZRLBRQ

Printer: DATABASE

Parameters Values:

- 01 – Aid Year – enter the current aid year (ex. 14-15 for the 2014-15 aid year)
- 02 – Term Code – enter the term for which you are requesting funds (ex. 201510 for the Fall 2014 semester)
- 03 – Campus Code – FA (we report to LOSFA as one college under on ID)
- 04 – Campus Flag – Set the flag to 'N' – do not select this campus only
- 05 – Minimum Accept Date –
If this is the first bill sent to LOSFA, leave it blank. If it is a subsequent request, enter the day after the last billing was pulled. Enter the start date in DD-MMM-YYYY format for the beginning of the billing cycle
(Examples – 1st billing sent to LOSFA on Sept 8, 2014 – leave the parameter blank;
2nd billing sent to LOSFA on Sep. 22, 2014 – enter 22-SEP-2014 for the parameter)

- Select submit
- Save

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- Go to Options
 - Click on Review Output [GJIREVO]
 - The .log file will be listed. Open it to make sure the job ran correctly (double click in the file box).
 - Double click on the .lis file
 - Save file

File Submission

File to be submitted to LOSFA for Payment Request:

- Request IT (Celeste) to pull .txt file and forward to LOSFA.
- IT will send a confirmation of file being received by LOSFA.

TOPS Website

For additional information regarding TOPS please refer to the following website:

<http://www.osfa.state.la.us/schgrt6.htm>

For TOPS standard eligibility and renewal requirements, consult LOSFA's Web site:

www.osfa.la.gov or call 1-800-259-5626

Chafee Educational and Training Voucher (ETV Program)

The Chafee Educational and Training Voucher (ETV) Program awards up to \$5,000 annually during the academic year to qualified students who have been in the foster care system so they can pursue an academic college education or technical and skill training in college to be prepared to enter the workforce. The actual award amount is determined by the student's financial need, which is calculated in accordance with the Higher Education Act of 1965, as amended.

- Student indicates they are eligible for the Chafee Grant (for students who were in the Foster Care System).
- Student must have submitted a FAFSA and have a remaining need. Number of enrollment hours does not matter.
- Students are eligible for \$5000/year (\$2500/semester). Payment can be submitted for a summer as long as the student has not received \$5000. Payment may be submitted after the first day of school.

Submit payment to LOSFA. Log onto the LOSFA Award System.

- Click on Payment
- Click on Chafee Payment Requests
- Click on add (yellow)
- Enter student social security number
- Select Term (drop down box)
- Click on 'Find Student'
- Student's name, date of birth, address, telephone number and remaining funds for academic year will appear
- Enter Payment Request Amount
- Select Foster Care State
- Submit

LOSFA will forward the request to the Department of Family Services who will verify the student's eligibility. If approved, LOSFA will process payment and send funds to the school.