

LOUISIANA EARLY START PROGRAM FRAMEWORK

ELIGIBILITY INFORMATION

I. General criteria

1. Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public Louisiana high school.
2. Student must have either PLAN or ACT (or SAT) scores on file at the high school.
3. Student must be in good standing as defined by the high school and meet the college/university enrollment criteria.
4. Student must have permission from the high school and his/her parent/guardian to participate.
5. Student must be enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
6. Student may enroll in a **maximum of 3 credit hours per semester/term, up to 6 credit hours per academic year, with Early Start funding. (The student is responsible for additional enrollment costs if exceeding the 3 credit hours/semester limit, even if the student enrolls in more than one college or university.)** A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college or university.
7. To continue enrollment in subsequent semesters/terms through this funding opportunity, student must have successfully completed (earned a college grade of A, B, C or P) current dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with Early Start funding. *Limited, documented* exceptions for continuation after withdrawal may be granted by the college/university.
8. Continued state funding is not guaranteed. These criteria are subject to change.

II. Eligibility criteria to enroll in a College Level, Degree Credit Course

Note:

Students REQUIRING Developmental English and/or Math MAY NOT enroll in ANY College Level, Degree Credit Course until ALL Developmental Coursework has been COMPLETED.

1. College Level, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and appears (a) as a General Education course on the current Board of Regents' Master Course Articulation Matrix (public institutions) or (b) on a list of general education courses approved by the Board of Regents (for LAICU institutions).
2. Student must be on track for completing the Louisiana Core 4 Curriculum.
3. Student must have the following ACT test scores (or SAT equivalent) or have completed **ALL** college developmental courses required for placement into college level degree credit courses in **BOTH** English and Mathematics to enroll in **ANY** college level, degree credit course:
 - a PLAN or an ACT Composite score of at least 18 and
 - a PLAN or an ACT English sub-score of at least 18 or have successfully completed the developmental course required for placement into the college level, degree credit English course; and
 - a PLAN or an ACT mathematics sub-score of at least 19 or have successfully completed the developmental course required for placement into the college level, degree credit mathematics course.

III. Eligibility criteria to enroll in an Enrichment/Developmental Course

Note:

Students MUST COMPLETE ALL REQUIRED DEVELOPMENTAL COURSES before enrolling in ANY College Level, Degree Credit Course.

1. Enrichment/Developmental Course: An English or mathematics course that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.
2. Student must be a 12th grader/senior on track for completing the Louisiana Core 4 Curriculum.
3. Student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent).

IV. Eligibility criteria to enroll in a Work Skills Course

1. Work Skills Course: A course in a skill or occupational training area that contributes to a declared Career Area of Concentration and leads to a recognized industry based certification.
2. Student must be on track (a) for completing the Louisiana Core 4 Curriculum or (b) to graduate from high school (having earned at least 11 Carnegie hours if a junior, or 16 if a senior) and have declared a Career Area of Concentration.
3. Student must have a PLAN Composite score of at least 14 or an ACT Composite score of at least 15 (or SAT equivalent) or a WorkKeys Bronze Certificate.

ADMINISTRATIVE INFORMATION (For High Schools and Colleges/Universities)

1. For the purpose of the Early Start program, a college course is defined as: (1) a college course taught at the postsecondary institution or (2) a specially scheduled college course taught at the high school. Institutions must adhere to Board of Regents Academic Affairs policy 2.19, which may be accessed at: <http://regents.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=132>
2. The Program payment shall cover all costs to the student enrolling in a college course, for up to **3 credit hours (only)** per student per semester or term, excluding the costs for textbooks, parking, laboratory fees, etc.
3. Students must successfully complete a current Early Start course to be eligible for Early Start funding in the following semester or term.
4. Participating colleges and universities enrolling eligible students in eligible dual credit courses through the Early Start Program will be paid at a rate of \$100 per college credit hour, not to exceed \$300 per course. Non-public students may enroll in dual credit courses with the same eligibility requirements and limits, paying no more than the rate paid by the state for public school students. Institutions will not be paid for non-public school student enrollments under this program.
5. Postsecondary institutions shall report grades to and bill LOSFA by the following deadlines.

REPORTING AND PAYMENT REQUEST DEADLINE DATES

Fall Semester/Term:

Billing Begins-	Begin Billing after your school's census date: 15 th class day at semester schools/10 th class day at term schools.
Oct 15	Billing Deadline: Billings after this date will not be approved.
Oct 31-	ALL billing corrections must be completed and processed.
Nov 1-	Fall payments processed.
Jan 15-	Deadline for submission of fall term/semester grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Spring funding is not guaranteed.

Winter Term:

Dec 1-	Deadline for submission of grades from prior fall term/semester: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Winter funding is not guaranteed.
Billing Begins-	Begin Billing after your school's census date: 10 th class day at term schools.
Dec 30-	Billing Deadline: Billings after this date will not be approved.
Jan 14-	ALL billing corrections must be completed and processed.
Jan 15-	Winter payments processed.
March 1-	Deadline for submission of winter term grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Spring funding is not guaranteed.

Spring Semester/ Term:

Billing Begins-	Begin Billing after your school's census date: 15 th class day at semester schools/10 th class day at term schools.
April 1-	Billing Deadline (April 15 deadline for term billings only) Billings after this date will not be approved.
April 16-	ALL billing corrections must be completed and processed.
April 17-	Spring payments processed.
Jul 1-	Deadline for submission of spring term/semester grades: Institutions that fail to meet the grade reporting deadline must receive permission from the Board of Regents to be approved for continued program funding. Fall funding is not guaranteed for those institutions.

In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.

Questions regarding payment submission and processing should be referred to LOSFA's Special Program Staff at:

SGSP@osfa.la.gov

Schools must ensure that the following notice is sent to parents of all Early Start students.

**NOTICE TO PARENTS OF STUDENTS
PARTICIPATING IN THE EARLY START PROGRAM**

Records from the high school your student attends indicate that he/she has applied for and been approved to participate in the Early Start Program. At that time, you signed an application acknowledging that the grades your student earns in any college courses in which he/she enrolls through the Early Start Program would be reflected on both his high school and college transcripts. The college and high school will necessarily be required to exchange certain academic information regarding your student's participation in the Early Start Program to accomplish this purpose.

You are hereby advised that if you do not agree to the exchange of academic information between your student's high school and the college in which he/she is enrolled in college courses for participation in the Early Start Program, you must notify your student's high school immediately. **If you withdraw permission for the exchange of this academic information, your student will not be eligible to participate in the Early Start Program.**

Louisiana Early Start Program Student Application

Please type or print in dark ink. See the Instructions on Page 1.

I. TO BE COMPLETED BY STUDENT

A. College Semester/Term of Application: Fall Winter Spring Year: 20____

B. Is this your first semester participating in the Early Start Program? Yes No

C. Last Name: _____ First Name: _____ Middle Name: _____

D. Other names you might have used: _____

E. Gender: Female Male

F. Social Security Number (Required): _____ - _____ - _____

G. Date of Birth: Month: _____ Day: _____ Year: _____

H. Mailing Address: _____
Street or P. O. Box City State Zip Code

I. Home Phone: (____) _____ Cell Phone: (____) _____ E-mail: _____
(Area code) Phone Number (Area code) Phone Number

J. In case of emergency, notify: _____ (____)
Last Name First Name Relationship (Area code) Phone Number

K. Are you a United States Citizen? Yes No If no, country of citizenship: _____

L. Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws.

- American Indian/Alaskan Native Asian/Pacific Islander Black (Non-Hispanic)
 Caucasian (Non-Hispanic) Hispanic (Mexican-American) Other

M. CERTIFICATION:

- I certify that all information I have provided in this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 2) and if approved for participation I will comply with all the requirements.
- **I understand that the Early Start Program will fund (only) up to 3 credit hours per semester/term, 6 semester hours per academic year, and that I will be responsible for any additional enrollment costs if I enroll in more than these limits through Early Start, even if I enroll in more than one college/university.**
- I understand that I am enrolling as a Visiting/Guest Student at the college/university. Upon graduation from high school, if I desire to enroll at a college or university, I will apply for admission as a regular student and must meet the college/university admission requirements.
- I understand that the college courses and high school and college grades earned in those courses in which I enroll through the Early Start Program will be on my permanent high school and college academic records.
- **I understand that the grades I earn on college courses in which I enroll through the Early Start Program will be used by other programs, including TOPS, to determine my continuing eligibility for those programs. See TOPS Q&A Q.150-151 located in TOPS section of www.osfa.la.gov.**
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance to access my high school and college academic records. I further authorize my high school and my college to exchange my academic information (i.e. transcript) for any purpose related to my eligibility for or participation in this program.
- I acknowledge that: (1) I am enrolling in the course listed in section III. of this form; (2) **it is my responsibility to OFFICIALLY WITHDRAW or DROP a class I decide not to complete by the college/ university published deadline: and (3) if I withdraw from the college course or earn a college grade other than A, B, C, or P in the course, I may not be eligible for Early Start funding in the subsequent semester.**

Student Signature

(over)

Date

II. CERTIFICATION - TO BE COMPLETED BY PARENT/CUSTODIAN (GUARDIAN):

- I certify that all information I have provided in this application is correct.
- I have received a copy of the Early Start Program Student Eligibility Criteria Framework (see page 2) and if my child is approved for participation, he/she will comply with all the requirements.
- **I understand that the Early Start Program will fund (only) up to 3 credit hours per semester/term, 6 semester hours per academic year, and that I will be responsible for any additional enrollment costs if my child enrolls in more than these limits through Early Start, even if he/she enrolls in more than one college/university.**
- I understand that my child is enrolling as a Visiting/Guest Student at the college/university. Upon graduation from high school, if my child desires to enroll at a college or university, he/she will apply for admission as a regular student and must meet the college/university admission requirements.
- I understand that the college courses and high school and college grades earned in those courses in which he/she enrolls through the Early Start Program will be on her/his permanent high school and college academic records.
- **I understand that the grades my child earns on college courses in which he/she enrolls through the Early Start Program will be used by other programs, including TOPS, to determine her/his continuing eligibility for those programs. See TOPS Q&A Q.150-151 located in TOPS section of www.osfa.la.gov.**
- I do hereby authorize the Board of Regents and the Office of Student Financial Assistance access to my child's high school and college academic records.
- I acknowledge that: (1) my child is enrolling in the course listed in section III. of this form; (2) **it my child's responsibility to OFFICIALLY WITHDRAW or DROP** a class he/she decides not to complete by the college/ university published deadline; and (3) **if he/she withdraws from the college course or earns a college grade other than A, B, C, or P in the course, he/she may not be eligible for Early Start funding in the subsequent semester.**

Parent/Custodian (Guardian) Signature

Date

III. TO BE COMPLETED BY HIGH SCHOOL:

A. COURSE ENROLLMENT REQUEST: The High School Principal (or designee) must indicate the college course in which the student has permission to enroll and the respective high school course in which the student will receive high school credit.

College Course Dept/Number	College Course Title	College Credits. Max of 3	High School (LDE) Course Number	High School Course Title	High School Units	Early Start Funded Y/N*

Funding designation MUST be completed by high school: REMINDER- EARLY START ENROLLMENT IS LIMITED TO A MAXIMUM OF 3 CREDIT HOURS PER SEMESTER/TERM, 6 CREDIT HOURS PER ACADEMIC YEAR.

B. Name of High School _____

Name of College/University _____

C. ACT HS Code _____ D. Current School Year: 20__ - 20__ 1st Semester 2nd Semester

E. Student's current grade level: 11th Grade 12th Grade Number of Carnegie Units completed: _____

Career Area of Concentration (For Work Skills Courses ONLY) _____

F. Student is on track for completing (by graduation from high school) the required high school core curriculum: Yes No

G. A copy of this student's PLAN, ACT or SAT Scores is attached. *Work Keys Certificate is required for students to enroll in a college work skills course if they do not have the required PLAN/ACT/SAT score.*

H. Student has has not previously participated in the Early Start Program.

I. Student earned a grade of ___ in the last college course in which s/he was enrolled for participation in the Early Start Program **as evidenced by the attached college transcript/grade report.** S/he was enrolled in this course in the _____ semester/term of _____.

J. CERTIFICATION:

I certify that the student completing this application has permission to participate in the Early Start Program; that the information provided for this student by the high school is correct, **and that steps have been taken to ensure that enrollment for Early Start funded courses has been limited to 3 semester credit hours.**

Signature of Principal or Designee

Date

IV. CERTIFICATION - TO BE COMPLETED BY COLLEGE/UNIVERSITY:

I certify that I have reviewed this application and the student's scores on the PLAN, ACT, SAT, or the Work Keys certificate; that student meets all Early Start Program and college/university requirements to be enrolled in the course listed in Section III.A. of this application, and that if the student is qualified based on Work Keys, a copy of that Work Keys Certificate is on file at this college. I certify that our college/university does adhere to the Board of Regents Academic Affairs Policy 2.19.

Signature of College/University Official

Date