

Procedures for Opting Out of TOPS Payments for Winter Quarter/Term 2016-2017 and Spring Quarter/Term/Semester 2017

- Act 503 of the 2016 Regular Session of the Louisiana Legislature allows you to “opt out” of receiving your TOPS Award during a budget shortfall, such as is the case with the 2016-17 Academic Year. You may choose not to receive payment of your TOPS awards during the 2016-17 academic year.
- In order to “opt out” of receiving your TOPS Award, you must log in to your Louisiana Award System account and select the Opt Out tab. Answer the question that appears, and then select the “Opt Out” button for the semester/term that you wish to opt out. You will be able to opt out for the winter quarter/term and/or the spring semester/quarter/term beginning on November 14, 2016. NOTE: If the semester/term you wish to opt out is in gray, you are not able to opt out for that semester/term because the deadline has passed.
- The applicable opt out deadlines are:
 - Winter Quarter/Term: November 30, 2016
 - Spring Semester: January 13, 2017
 - Spring Quarter/Term March 8, 2017
- If you are determined eligible to receive TOPS after the applicable deadline noted above and you wish to opt out, you must send an email to TOPSopt-out@la.gov which contains your name, LOSFA ID, and a request to opt out of TOPS payment the applicable semester/quarter/term.
- If you have opted out, you will receive an email from the Louisiana Award System informing you that you have until the 14th class day at your school (or the 9th class day at a quarter school) to change your mind and receive TOPS for the applicable semester. The email will contain a link that tells you the 14th class day at your school (9th class day at quarter schools).
- Once the 14th class day at your school (9th class day at quarter schools) has passed, you will not be permitted to change your mind.
- Your school must bill LOSFA for your TOPS award no later than:
 - January 6, 2017 for winter quarter/term 2016-2017; and
 - March 31, 2017 for spring semester/quarter/term 2017.