

Louisiana Office of Student Financial Assistance
P.O. Box 91202
Baton Rouge, Louisiana 70821-9202
www.osfa.la.gov

Application to Return from an Out-of-State College (ROOS)

You must complete this Application if you graduated from high school, met the academic requirements for a TOPS Award, enrolled for the first time as a full-time student at an accredited out-of-state college or university, and have returned to Louisiana and enrolled in an eligible Louisiana college or university; **OR** if you were eligible for a TOPS award and enrolled for the first time as a full-time student in an eligible Louisiana college or university, subsequently enrolled in an accredited out-of-state college or university, and then returned to Louisiana.

The criteria to be eligible for a TOPS award as a Returning Student is on the reverse side of this Application. Please read carefully before completing the Application. If you have questions, please send an e-mail to custserv@la.gov.

If you are awarded, **your period of eligibility will be reduced by the number of semesters or terms** that you attended an out-of-state college or university. Also, if your Application to Return from an Out-of-State College was received during the grace period (within 120 days after the July 1 deadline, as explained on the reverse side), your period of eligibility will be reduced by either one or two semesters.

The deadlines for submitting this Application and the required supporting documentation are on the reverse side of this Application. **If your Application and/or transcripts and/or other required documents are not received by these deadlines, your Application will be denied. There are no extensions, exceptions, or waivers to these deadlines.**

Please print legibly: Applicant's LOSFA ID: _____ (If you do not know or have your LOSFA ID number, go to your account in the Louisiana Award System at <https://www.osfa.la.gov/AwardSystem/> or send an email to custserv@la.gov. If a LOSFA ID number has not been assigned, leave this blank.)

Name: _____ **Date of Birth:** _____ - _____ - _____
Last First MI Month Day Year

Current Address: _____
Street or Post Office Box City State Zip Code

E-Mail Address*: _____ **Cell Telephone No.*:** (_____) _____ - _____

Home Telephone No.*: (_____) _____ - _____ **(*This information will be used to contact you about your eligibility.)**

High School Graduated From: _____ **City/State:** _____ **Year:** _____

Louisiana School I Plan to Return/Have Returned to: _____

First Term or Semester I Plan To Attend (OR Attended) the School Named Above: _____

List All Colleges or Universities Attended Since Graduating from High School	
List the most recent FIRST	
COLLEGE OR UNIVERSITY ATTENDED	SEMESTER(s) OR TERM(s) OF ATTENDANCE

CERTIFICATION STATEMENT:
 I certify that the above is a complete list of all colleges and universities I have attended since graduating from high school. I certify that I have not been convicted of any criminal offense (does not include a misdemeanor traffic violation).

Applicant's Signature: _____ **Date:** _____

CRITERIA FOR A TOPS AWARD FOR RETURNING OUT-OF-STATE STUDENTS

Award System: If you have not done so, you should register for an account on the Louisiana Award System at <https://www.osfa.la.gov/AwardSystem/> to monitor your TOPS status. To ensure you receive important notices regarding your TOPS Award, be sure to update your Profile in the Louisiana Award System to include any changes to your email or mailing address or to your telephone number(s).

Are you a returning student? You are if you graduated in 2002 or later and either (a) enrolled for the first time as a full-time student in an eligible out-of-state college or university no later than one year after you graduated from high school and then returned to an eligible Louisiana college; **OR** (b) if you were eligible for a TOPS award and enrolled for the first time as a full-time student in an eligible Louisiana college or university, subsequently enrolled full time in an accredited out-of-state college or university, and then returned to Louisiana during the 2009-10 college academic year or thereafter.

A. To be eligible for reinstatement, you MUST enroll in an eligible Louisiana college AND meet ALL of the following:

1. TOPS Application DEADLINES:

- a. First attended out-of-state** – You must submit either the Free Application for Federal Student Aid (FAFSA) or the TOPS Online Application so that it is received by the July 1 following the fall, winter or spring semester or quarter that you transfer to an eligible Louisiana school, or within 120 days of that date for a reduced award.
- b. First attended in-state** – You must have submitted the FAFSA or the TOPS Online Application so that it was received by July 1 following the one year anniversary of your high school graduation (or no later than 120 days after July 1 for a reduced award).

Your TOPS eligibility will not be determined unless your application is received no later than the deadline.

- 2. First-time, Full-Time Enrollment:** You must have enrolled for the first time as a full-time student in an eligible Louisiana college or university or a regionally accredited out-of-state college or university no later than the fall semester, quarter or term following the first anniversary of your high school graduation. If you enlisted and began serving on active duty in the United States Armed Services within one year of the date you graduated from high school, you are allowed to defer your enrollment at an eligible institution for the period of time you are continuously on active duty, including reenlistments, and until the first regular semester following the one year anniversary of your separation from active duty. You must provide a copy of your DD Form 214 with your Application.
- 3. Cumulative Grade Point Average (Cum GPA):** You must have maintained at least the minimum Cum GPA required for the Opportunity Award, as determined at the end of each spring semester, quarter or term: 2.30 with 24 or more earned hours, but less than 48 earned hours **OR** 2.50 after earning 48 hours. If you meet all other requirements, except Cum GPA, you will be eligible for a TOPS award, but the award will be suspended and you will have two (2) years to bring your Cum GPA up to the minimum required from the end of the spring semester, quarter or term your Cum GPA was not at least the minimum required.
- 4. Steady Academic Progress (SAP):** You must have made Steady Academic Progress – SAP (at least a 2.00 Cum GPA average) after each semester, quarter, term, intersession, and summer session. If you do not have at least a 2.00, your award will be suspended. A suspended award will be canceled if the required Cum GPA (as explained in #3) is not achieved within 2 years from the end of the semester, quarter, term, intersession, or summer session you did not make SAP.
- 5. Full-Time, Continuous Enrollment and 24 Credit Hours:** You must have enrolled as a full-time student for each regular semester/quarter/term of each Academic Year after your first-time enrollment and remained continuously enrolled during each regular semester/quarter/term. You must have earned a minimum of 24 credit hours during each Academic Year. The Academic Year begins with the fall semester/quarter/term of the award year and concludes immediately before the next fall semester/quarter/term commences. If you enrolled for the first time as a full-time student in the middle of the Academic Year (spring semester or winter/spring quarter), you will not be required to meet the 24-hour requirement for that year. Credits from Advanced Placement, CLEP and Credit by Exam **are not** included in Academic Year earned hours. You must have met all these requirements, even if you dropped courses, changed majors, or transferred schools.

EXCEPTIONS: If you did not meet these requirements, you will be ineligible for a TOPS Award unless you request an exception and the exception is granted. The Request for Exception Form and instructions can be found at www.osfa.la.gov/sgforms. If you need an exception, you should submit your Request for Exception form with your ROOS Application. The final deadline to submit your Request for Exception form is either the deadline on the letter by which we notified you of the cancellation of your TOPS award or, if there was no letter by which we notified you of the cancellation of your TOPS award, January 15 following the July 1 deadline for your ROOS Application, whichever is earlier. When your form is received, the date of receipt will be posted in the Louisiana Award System. You will be contacted if additional information is needed. You will be notified in your account on the Louisiana Award System and by mail whether an exception is granted.

B. Deadlines for Application to Return from an Out-of-State College:

- 1. Application:** Your Application must be received no later than **July 1** following the fall, winter or spring semester or quarter that you transfer to an eligible Louisiana school, or within 120 days of that date for a reduced award. The supporting documentation must be received no later than January 15 of the following year. If your Application is received after July 1, your award will be reduced by one semester if it is no more than 60 days late or by two semesters if it is no more than 120 days late. If your Application is received more than 120 days after July 1, it will not be processed. When your form is received, the date of receipt will be posted in the Award System. You will be contacted if additional information is needed. You will be notified in your account on the Louisiana Award System and by mail whether an exception is granted.
Supporting Documentation: You must submit all supporting documentation, including an official **final** transcript for each in-state, if applicable, and out-of-state college or university attended; your DD Form 214, if applicable; and your completed Request for Exception form, if applicable, no later than **January 15** immediately following your July 1 Application deadline.
- 2. Example:** If you return to a Louisiana college for the spring semester of 2015, your Application must be received no later than July 1, 2015, for a full award or by October 29, 2015, for a reduced award; and your supporting documentation must be received by January 15, 2016.

C. Send Application and supporting documents by: Email to custserv@la.gov **OR FAX to 225-612-6508 **OR** Mail to LOSFA, Scholarship/Grant Division, P.O. Box 91202, Baton Rouge, LA 70821-9202.**

D. Questions: Please send an e-mail to custserv@la.gov.

Reminder: If your Application is not received within 120 days after July 1 following the fall, winter or spring semester or quarter that you transfer to an eligible Louisiana school, it will NOT be processed. **If your supporting documentation is not received** by the January 15 deadline, your ROOS Application will NOT be processed. There are no extensions, exceptions, or waivers to these deadlines.