



**LOUISIANA TECH UNIVERSITY**  
**Office of Financial Aid**

**TOPS Summer Payment Request 2023-2024**

Please return this completed form to:  
Louisiana Tech University  
Office of Financial Aid  
PO Box 7925 Ruston, LA 71272

This form must be used to request TOPS payment at Louisiana Tech University for the summer quarter. Please complete and submit this form to the Office of Financial Aid.

STUDENT'S Last Name

First Name

MI

STUDENT'S CWID or SSN

TOPS funding is available for those students who are eligible for Qualified Summer Sessions only. Please check the appropriate box(es) that applies to you, and submit the form with any additional documents listed.

You have earned at least 60 hours of college credit.

The summer session is required in your degree program for graduation and you enrolled for at least the minimum number of hours required for the degree program

**-You must submit a signed memo from your advisor on letterhead stating that you are required to attend the 23-24 Summer Session along with a list of the required courses you must take**

You can complete your program's graduation requirements in the summer session

**- You must submit a signed memo from your advisor on letterhead stating that you are graduating at the end of the 23-24 Summer Session and what classes you need to complete your degree requirements.**

The course(s) taken during the summer session is required for graduation in the program in which you are enrolled and is **only** offered during the summer session.

**- You must submit a signed memo from the head of your department on letterhead stating that the required course is only offered during the summer and required for graduation.**

I hereby request payment of my TOPS Award for the 23-24 Summer session/term/quarter and I hereby certify:  
(Please check ALL boxes)

I **was** enrolled for the 2024 Spring Semester, Term, or Quarter at:  
(Name and location of the Louisiana college or university)

I **will** enroll for the 2024 Summer Semester, Term, or Quarter at:  
(Name and location of the Louisiana college or university)

I understand that to be eligible for a TOPS payment for the 23-24 Summer session/term/quarter:

I know that I must enroll full-time, unless graduating at the end of the Summer, in the 23-24 Summer session/term/quarter to be eligible for a TOPS payment. (minimum of 8 hours and these hours can come from one or all sessions)

I must have earned at least 60 college credit hours before the 23-24 Summer session/term/quarter begins.

I understand that if a TOPS payment is made on my behalf for the 23-24 Summer session/term/quarter:

I can use any hours I earn during the 23-24 Summer session to meet the TOPS 24-hour annual requirement.

My remaining TOPS eligibility will be reduced by one quarter.

I understand that my TOPS cumulative grade point average will include all grades I earn during the summer session/term/quarter, including failing grades.

**Student Signature:**

**Date:**