



LOUISIANA TECH UNIVERSITY
Office of Financial Aid

Part-time Status Update Form 2025-2026

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

This form is used to update the Financial Aid Office with information from your academic department that indicates the reason for your part-time status (less than 8 hours per quarter) for TOPS and/or University Scholarships that require full-time enrollment status. The request must be turned into the Financial Aid Office by the end of drop/add each quarter when enrolled part-time. *Please note that enrolling in fewer than 8 credit hours can impact loans, grants, and other financial aid. Enrolling in fewer than 8 hours may impact the TOPS/ Scholarship award amount that will be received for the quarter.* **Students in Nursing Clinicals or Education Residency must submit this form to their respective departments.**

STUDENT'S Last Name

First Name

MI

STUDENT'S CWID or SSN

Quarter for which you are requesting aid eligibility:

Number of Hours which I will be enrolling:

Current Major:

Select the reason you will not be enrolled full-time:

Graduating Quarter

Nursing Clinicals *Standard Memo Attached

Education Residency *Standard Memo Attached

Other Course of Study

**If checked "Course of Study," must also attach a memo or completion plan from their academic advisor regarding why their program requires the student to be less than full-time enrollment.

List the course(s) for which you are requesting aid eligibility:

Name of Course	Credit Hours	Clinical/Contact hrs per week (if applicable)

This information is needed for the following fund(s) - check all that apply:

TOPS (Taylor Opportunity Program for Students - Louisiana Residents)

Admissions Scholarship (National Merit, Presidential, Dean's, Outstanding, President's Choice, Academic Choice)

*** It is the student's responsibility to get the departmental signatures prior to returning this form to the Office of Financial Aid.**

Student Signature:

Date:

FOR DEPARTMENTAL STAFF USE ONLY

Select Approved Quarter: Fall Winter Spring Summer

DEPARTMENT Name

Dept. Faculty Printed
Name::

Dept. Faculty Signature:

Date:

FOR OFFICE OF FINANCIAL AID STAFF USE ONLY

TOPS Counselor

Approved Denied Incomplete

Date:

Admissions Scholarship Counselor

Approved Denied Incomplete

Date: