



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

**TOPS Summer Payment Request 2024-2025**

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

**Section I: TOPS funding is available for those students who are eligible for Qualified Summer Sessions only. Please check the appropriate box(s) for your circumstances.**

Have you have earned at least 60 hours of college credit?

NO (Complete Section II and III)

YES (Complete Section III ONLY)

**Section II: If you selected NO in Section I, choose one of the three options below and provide the appropriate documentation.**

1. 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 24-25 Summer Session along with a list of the required courses you must take*
2. 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 24-25 Summer Session and what classes you need to complete your degree requirements.*
3. 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.*

**Section III: Certification of Acknowledgement**

I understand and acknowledge that to be eligible for a TOPS payment for the 24-25 Summer session/term/quarter:

- I know that I must enroll full-time, unless approved under one of the options in Section II.
- I must have earned at least 60 college credit hours before the 24-25 Summer session/term/quarter begins (unless I provide documentation to support options in Section II).

I understand and acknowledge that if a TOPS payment is made on my behalf for the 24-25 Summer session/term/quarter:

- 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.
- My TOPS award will be prorated if I am not enrolled as a full time student.

**NOTE: TOPS Summer Payment requests are NOT automatically approved. You will receive an email verifying your status after this request has been reviewed.**

**Student Signature:**

**Date:**