



**Title:** Louisiana Student Financial Assistance Commission “The Commission” Award  
**Effective Date:** May 15, 2007  
**Date of Last Revision:** May 15, 2007  
**Review Date:**  
**Cancellation:**  
**Office:** Student Affairs (SA 200)

***Louisiana Student Financial Assistance Commission  
 “The Commission” Award***

Guidelines for awarding Louisiana Office of Student Financial Assistance (LOSFA) Commission-Surplus Funds have been established by Louisiana Technical College (LTC). The Commission Award is contingent upon annual finding from LOSFA. This policy and procedures memorandum applies to all students college-wide.

*Policy Reference:* LOSFA/BoR Interagency Agreement on Need-based Aid  
 LTC Satisfactory Academic Progress (SAP) Policy #SA1930.256

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President of CTE	06/01/07	06/01/07

*Distribution:* Distributed Electronically via College’s Intranet  
 Hard Copy Distribution to Regional Directors

James R. Sawtelle III  
 Vice President for Career and Technical Education



*Louisiana Student Financial Assistance Commission*  
*“The Commission” Award*

**Procedures & Specific Information**

**237.1 PURPOSE**

The Louisiana Student Financial Assistance Commission “The Commission” Award is established to fund grants for needy students.

**237.2 STUDENT ELIGIBILITY**

In order to be considered for the funds allocated to the LTC from LOSFA, students must complete the Free Application for Federal Student Aid (FAFSA) and submit an SAR along with any additional required documents to the campus Office of Financial Aid (OFA). They must also meet the Satisfactory Academic Progress (SAP) requirements for the program. Students are notified of award by award letter notification. Eligibility is based on the following criteria:

- 237.2.1** Student must be Pell eligible and not receiving any other form of financial aid
- 237.2.2** Student must meet Satisfactory Academic Progress (SAP)
  - 237.2.2.1** Cumulative grade point average of 2.00
  - 237.2.2.2** 67% completion of all work attempted at the LTC
  - 237.2.2.3** Not completed over 150% of the credit hours in the enrolled program
- 237.2.3** Student must not have been previously awarded an undergraduate degree or diploma
- 237.2.4** Student must not be in default on a federal student loan
- 237.2.5** Student must not owe a refund to the U.S. Department of Education for Title IV funds received
- 237.2.6** Student must be a continuing student
- 237.2.7** Student must be a Louisiana Resident (pay in-state tuition)
- 237.2.8** Student must be enrolled full-time
- 237.2.9** Students are ranked by GPA, so that those with the highest cumulative grade point average are selected first.

**237.3 PAYMENT**

Payment will be issued to the student in the form of a check.

**237.3.1** Payment is requested by the campus financial aid officer using the *Louisiana Student Financial Assistance Commission Award Recipient Information Form and Request for Payment*.

**237.3.2** LCTCS (Will checks continue to be processed at LCTCS?)

**237.4 AMOUNT OF AWARD**

The award amount varies according to the annual allocation of funds.

**237.4.1** Funds are evenly disbursed between the 40 campuses, with at least two students per campus.

**237.4.2** The award is for one semester only.

**237.4.3** In no event shall one student be awarded more than \$2,000 per award year.

**237.5 RETENTION CRITERIA**

Recipients of this award are not guaranteed to receive it again. Each year the criteria will be reviewed, students will be ranked and those with the highest cumulative grade point average will be selected.

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