

To claim your award please follow these steps:

Step One: LETTER OF THANKS - you MUST write a letter to the donor of your award by July 15 of your graduation year.

Donor Name - as indicated on your recipient letter

Donor Address - as indicated on your recipient letter

Step Two: Provide COBSS with the necessary documents to claim your award. You must submit these documents prior to the expiry date of December 1 of your graduation year.

Most post-secondary institutions take up to six weeks to process awards and deposit the funds into the student's account. If you are a **UBCO** student, please note that award money is sent to UBC Vancouver for processing. It takes 4-6 weeks before the award money will be deposited into your student account at **UBCO**.

1. Record your post-secondary student number and SIN on your Certificate of Award in two places.
2. - **Okanagan College and University of Victoria students** must take their Certificate of Award (COA) to the Registrar Office or the Student Aid Office, where staff will complete and sign the COA. They will forward the COA to COBSS for payment
 - **All other students** must obtain a Verification of Enrolment form from your post-secondary institution *or* have the institution's Registrar Office or Student Aid Office complete the information on your Certificate of Award.
 - Many post-secondary institutions (such as UBC and UBCO) allow students to print a Verification of Enrolment (VOE) from their student account. Financial institutions often require a VOE to release RESP funds to the student.
 - For post-secondary institutions that do not provide the ability to print a VOE, you will need to do one of the following:
 - o Option 1: Take your Certificate of Award (COA) to the Registrar Office or Student Aid Office where staff will complete and sign. They may return it to you or send it directly to COBSS.
 - o Option 2: Contact the Registrar Office or Student Aid Office asking them to provide a Verification of Enrolment letter stating that you are registered in full-time classes in September of your graduation year. The letter must be written on the institution's letterhead and signed by the Registrar Office or Student Aid Office.
3. Unless the post-secondary institution has kept the documents to return to COBSS directly, you will need to return the Certificate of Award and Verification of Enrolment to COBSS for processing. Documents can be emailed, mailed, or put in the maildrop to the right of the door of: **Central Okanagan Bursary & Scholarship Society**
316-3001 Tutt Street, Kelowna BC V1Y 2H4 email: cobss@shaw.ca
4. You will receive an email from COBSS confirming receipt of your documents. COBSS will mail a cheque directly to the institution. Awards are not redeemable for cash.

If you have any questions about your award please email cobss@shaw.ca. Please do not contact the donor of the award directly.