

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

Donor Name - as indicated on your recipient letter

Donor Address - as indicated on your recipient letter

If possible, please **also** share on social media.

Step Two: Provide COBSS with the necessary documents to claim your award

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
2. Obtain a Verification of Enrolment form from your post-secondary institution *or* have the institution's Registrar Office complete the information on your Certificate of Award.
 - Many post-secondary institutions (such as UBC, and UVic) 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.
 - **Okanagan College and University of Victoria students** are not able to print a VOE from their student account. Students attending Okanagan College and University of Victoria must take their Certificate of Award (COA) to the College's Registrar Office, where staff will complete and sign the COA. They will keep the completed COA and send COBSS an invoice and the completed COA.
 - For other post-secondary institutions that do not provide the ability to print out a VOE, you will need to do one of the following:
 - o Option 1: Take your Certificate of Award (COA) to the institution's Registrar's Office and have them complete, sign, and return the COA to COBSS.
 - o Option 2: Contact the institution's Registrar Office to ask them to provide a Verification of Enrolment letter stating that you are registered in full-time classes this upcoming September. The letter must be written on the institution's letterhead and signed by the Registrar's Office.

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. The documents can be emailed, mailed, or put in the maildrop beside the door of:

Central Okanagan Bursary & Scholarship Society

316-3001 Tutt Street, Kelowna BC V1Y 2H4

email: cobss@shaw.ca

3. You will receive an email from COBSS confirming receipt of your documents. COBSS will produce a cheque payable to the institution. This cheque will be mailed directly to the institution. Awards are not redeemable for cash.