

**Central Okanagan
Bursary and
Scholarship Society
Information Meeting
2015-16**

CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

- Unique to the Central Okanagan
- One application allows students to apply to hundreds of awards
- There are 2 types of awards
 - 1. No criteria awards** which are open to all students
 - 2. Specific criteria awards** which have been established by donors

ELIGIBILITY

1. Be a Canadian citizen or a Landed Immigrant, living as a permanent resident within the boundaries of SD #23.
2. Must be applying to and planning to **attend FULL TIME** an accredited post-secondary institution in **September of graduation year.**
3. Obtain a minimum of 60% average in all grade 11 and 12 courses.
4. Be graduating for the first time this June.
5. Attending one of the member schools of COBSS as their home school during graduating year.

SELECTION PROCESS

- Applications are submitted to school counsellors who then forward them to COBSS directly.
- **Applications are strictly confidential.**
- Applications are read only by school counsellors, donors and members of the COBSS selection committee consisting of representatives from each of the member schools.
- **School counsellors are not part of the selection process.**



SELECTION IS BASED ON THE FOLLOWING THREE AREAS:

- 1. FINANCIAL NEED** – based on line 150 of tax return and any special circumstances
- 2. ACADEMIC ABILITY** – the average of student's Grade 11 and Grade 12 marks
- 3. ACTIVE CITIZENSHIP** – such as involvement in school and community


TYPES OF AWARDS

BURSARY – primarily based on financial need

SCHOLARSHIP – based on excellence; excellence can be in a variety of areas - academic, fine arts, applied skills, sports, community involvement, etc.

AWARD – based on donor discretion

ON-LINE APPLICATION

- The on-line application is available at: **www.cobss.ca** – and then follow this link:  **Student Online Application**
- If you are having difficulties, please see your school counsellor.
- The on-line application opens on **Dec. 1st**.

ON-LINE APPLICATION

COBSS
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Application - Sign In

Email Address:

Password: [Sign In](#)

[FORGOT PASSWORD](#)
[CREATE AN ACCOUNT](#)

Best viewed with Firefox and Safari and Chrome

Click on **CREATE AN ACCOUNT**

ON-LINE APPLICATION



COBSS
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Application - Create Account

First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email Address:	<input type="text"/>	PERMANENT, NON-SCHOOL EMAIL ADDRESS
Password:	<input type="password"/>	MINIMUM FIVE CHARACTERS
Retype Password:	<input type="password"/>	MUST MATCH PASSWORD ABOVE
Access Code:	<input type="text"/>	PROVIDED BY YOUR SCHOOL
School:	<input type="text" value="-- Select --"/>	<input type="button" value="Create Account"/>

[COBSS SIGN IN](#)
[FORGOT PASSWORD](#)



Check with your school for access code

INSTRUCTIONS

Students Help

COBSS
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Applications

First Last - Student
Kelowna Secondary School
[Change Password](#)
[Sign Out](#)

Student

[Instructions - READ ME FIRST](#)

[My Application](#)

[Select Awards](#)

Click on **Instructions** and follow carefully.

If you have any questions, please see your school counsellor.


ON-LINE APPLICATION

There are **three main components** to the COBSS application package:


- 1. My Application** section
- 2. Select Awards** section
- 3. Statement of Reference** section
 - forms to be filled out by **two** people.

ON-LINE APPLICATION



 [Instructions](#)

 [My Application](#)

 [Select Awards](#)

Click on **My Application** to begin the application process.

MY APPLICATION

There are **nine sections** to be completed.

When a section is completed, the check mark will change from grey to **green**.



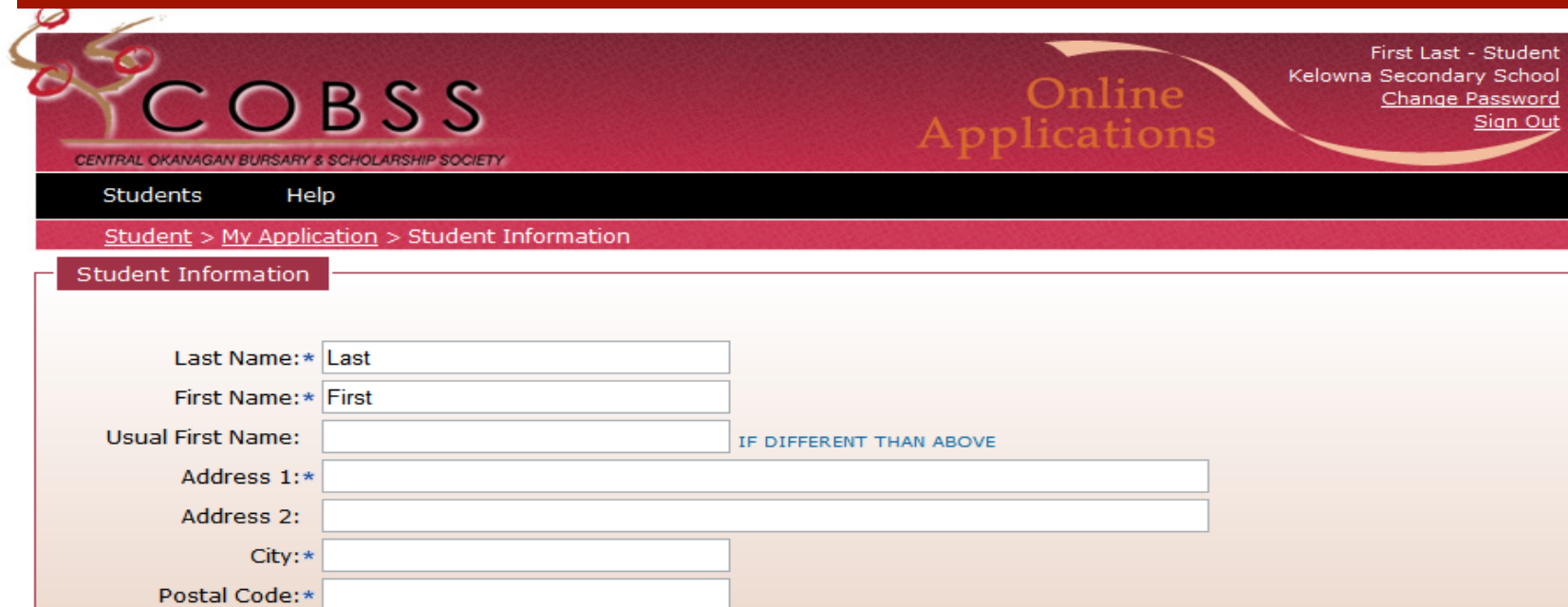
Read Before Starting

This application contains 9 sections with many * required * fields. Before you start, print a [blank copy](#) of the application and ensure all required information is available. **Prepare short answers in advance** using a word processor and then copy/paste accordingly.

Best viewed with  Firefox and  Safari

- [Section 1 - Student Information](#)
- [Section 2 - Declaration of Truth](#)
- [Section 3 - Parent / Legal Guardian Information](#)
- [Section 4 - Family Composition](#)
- [Section 5 - Financial Information](#)

MY APPLICATION



The screenshot shows the COBSS Online Applications web interface. At the top, there is a navigation bar with the COBSS logo (Central Okanagan Bursary & Scholarship Society) and the text 'Online Applications'. On the right side of the navigation bar, there are links for 'First Last - Student', 'Kelowna Secondary School', 'Change Password', and 'Sign Out'. Below the navigation bar, there are tabs for 'Students' and 'Help'. A breadcrumb trail indicates the current location: 'Student > My Application > Student Information'. The main content area is titled 'Student Information' and contains several input fields: 'Last Name:*' with the value 'Last', 'First Name:*' with the value 'First', 'Usual First Name:' (empty) with a note 'IF DIFFERENT THAN ABOVE', 'Address 1:*', 'Address 2:', 'City:*', and 'Postal Code:*'. All fields are currently empty except for the pre-filled names.

Fill in the application form carefully and as accurately as possible after reading all of the instructions.

Students may go back and edit as often as they wish until the site closes at **midnight on Jan. 18th.**

MY APPLICATION

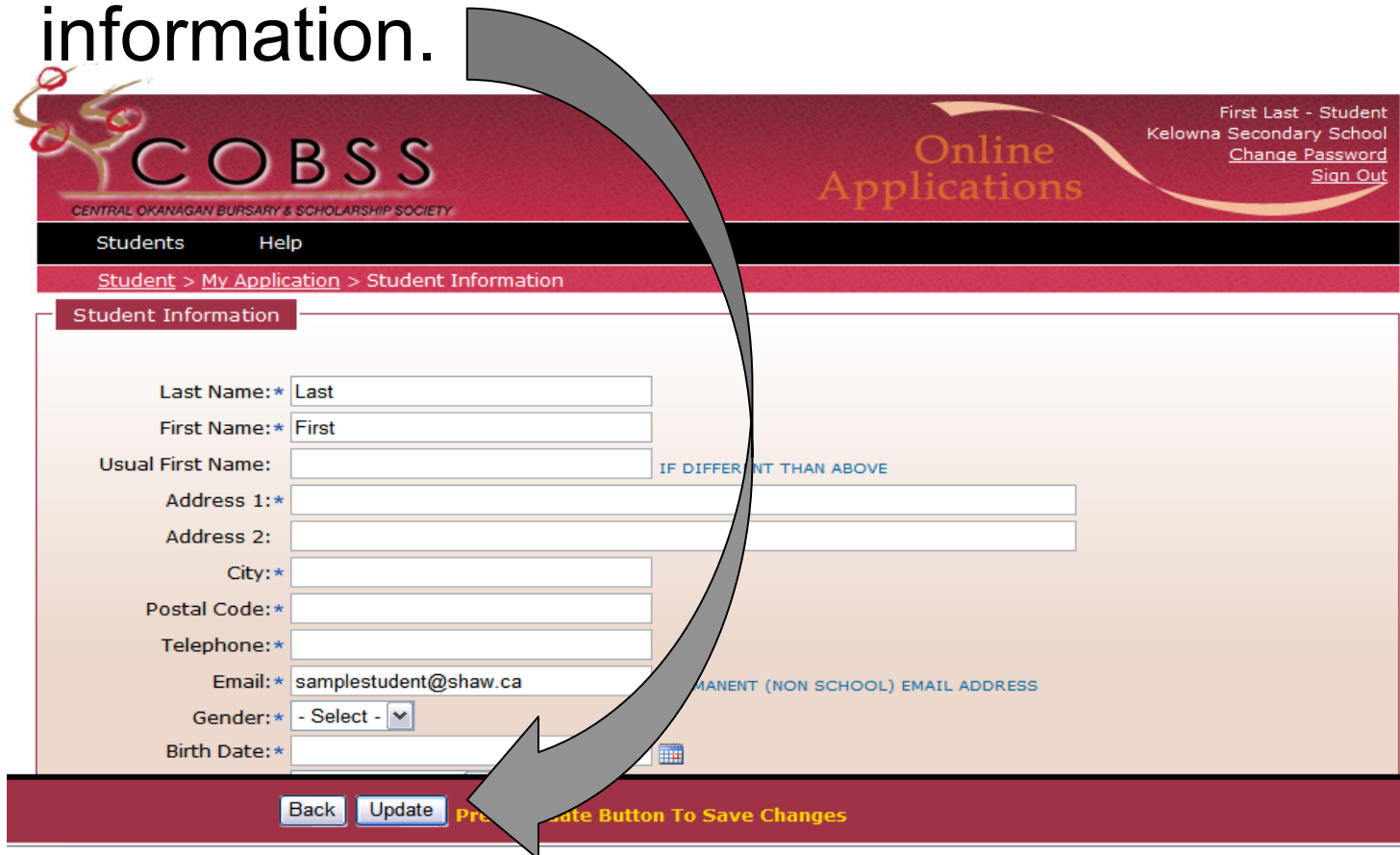
- Use the drop down menus where given.
- Complete paragraph answers in the space provided.
- Be aware that the secure site will time out.

TIP: Compose paragraphs in a Word Document, and then cut and paste into COBSS application.

- Space is limited so write concisely as there are a maximum number of characters available.
- Please check spelling and grammar.

MY APPLICATION

An **Update** button is provided at the bottom of each screen for students to save information.



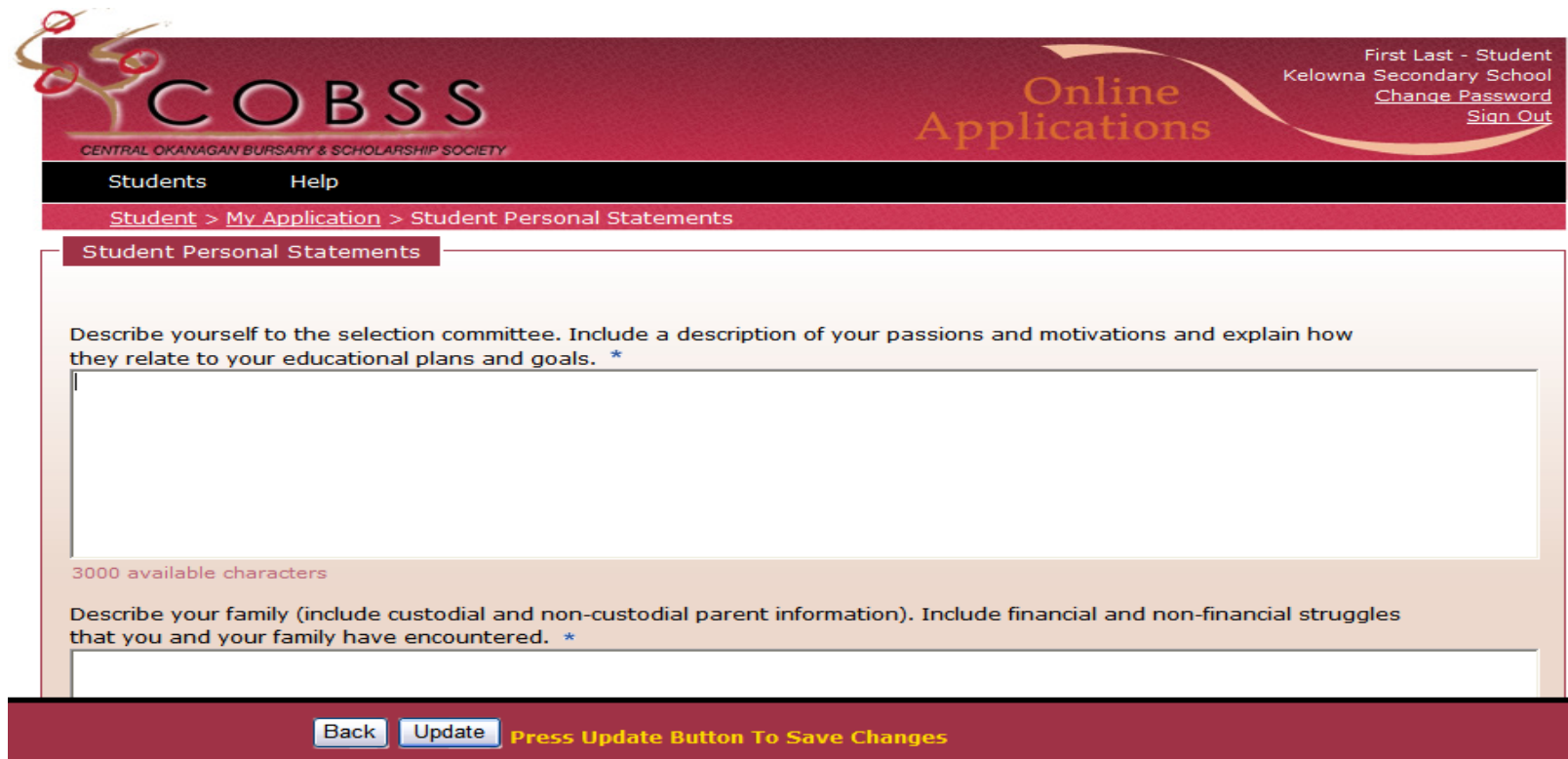
The screenshot shows the 'Student Information' form in the COBSS Online Applications system. The form includes the following fields and options:

- Last Name:** * Last
- First Name:** * First
- Usual First Name:** [] IF DIFFERENT THAN ABOVE
- Address 1:** * []
- Address 2:** []
- City:** * []
- Postal Code:** * []
- Telephone:** * []
- Email:** * samplestudent@shaw.ca PERMANENT (NON SCHOOL) EMAIL ADDRESS
- Gender:** * - Select - [v]
- Birth Date:** * []

At the bottom of the form, there are two buttons: **Back** and **Update**. Below the buttons, a message reads: **Press Update Button To Save Changes**.

MY APPLICATION

One **critical** component of the application is the paragraph answers under **Student Personal Statements**.



The screenshot displays the COBSS Online Applications web interface. At the top left is the COBSS logo with the text "CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY". To the right, it says "Online Applications". In the top right corner, there are links for "First Last - Student", "Kelowna Secondary School", "Change Password", and "Sign Out". Below the header is a navigation bar with "Students" and "Help" links. A breadcrumb trail shows "Student > My Application > Student Personal Statements". The main content area is titled "Student Personal Statements" and contains two text input fields. The first field is for a personal statement, with instructions: "Describe yourself to the selection committee. Include a description of your passions and motivations and explain how they relate to your educational plans and goals. *". Below this field is a character count: "3000 available characters". The second field is for family information, with instructions: "Describe your family (include custodial and non-custodial parent information). Include financial and non-financial struggles that you and your family have encountered. *". At the bottom of the page, there are "Back" and "Update" buttons, followed by the text "Press Update Button To Save Changes".

MY APPLICATION

- This is where your personality shows through and helps the committee with its decision.
- BE **CREATIVE, HONEST** and **CONCISE** and remember to proofread your answers.
- With your words, you are trying to create a vision in the donor's mind of who you are, what your goals and dreams are and why you deserve to be selected for the award.

MY APPLICATION

QUESTION 1:

Describe yourself to the selection committee. Include a description of your passions and motivations and explain how they relate to your educational plans and goals.

TIPS:

- Try to be original and creative.
- Do not start with “My name is _____ and I am in grade 12 at _____.”
- Try to get across who you are and what you are about in words.
- You want to stand out in the sea of applications.

MY APPLICATION

QUESTION 2:

Describe your family (include custodial and non custodial parent information). Include financial and non-financial struggles that you and your family have encountered.

TIPS:

- Remember that financial need is one of the areas that selection is based on for COBSS awards.
- This is a snapshot of your current financial situation.

MY APPLICATION

QUESTION 3:

Describe highlights of your academic achievements as well as highlights of your school and community activities.

Please note - Your response to this question is shared with the donor upon receiving an award.

TIPS:

- There is no need to state specific courses and grades as that will be on your transcript.
- Remember that award selection is based on active citizenship so this is a good place to expand on your activity involvement.

MY APPLICATION

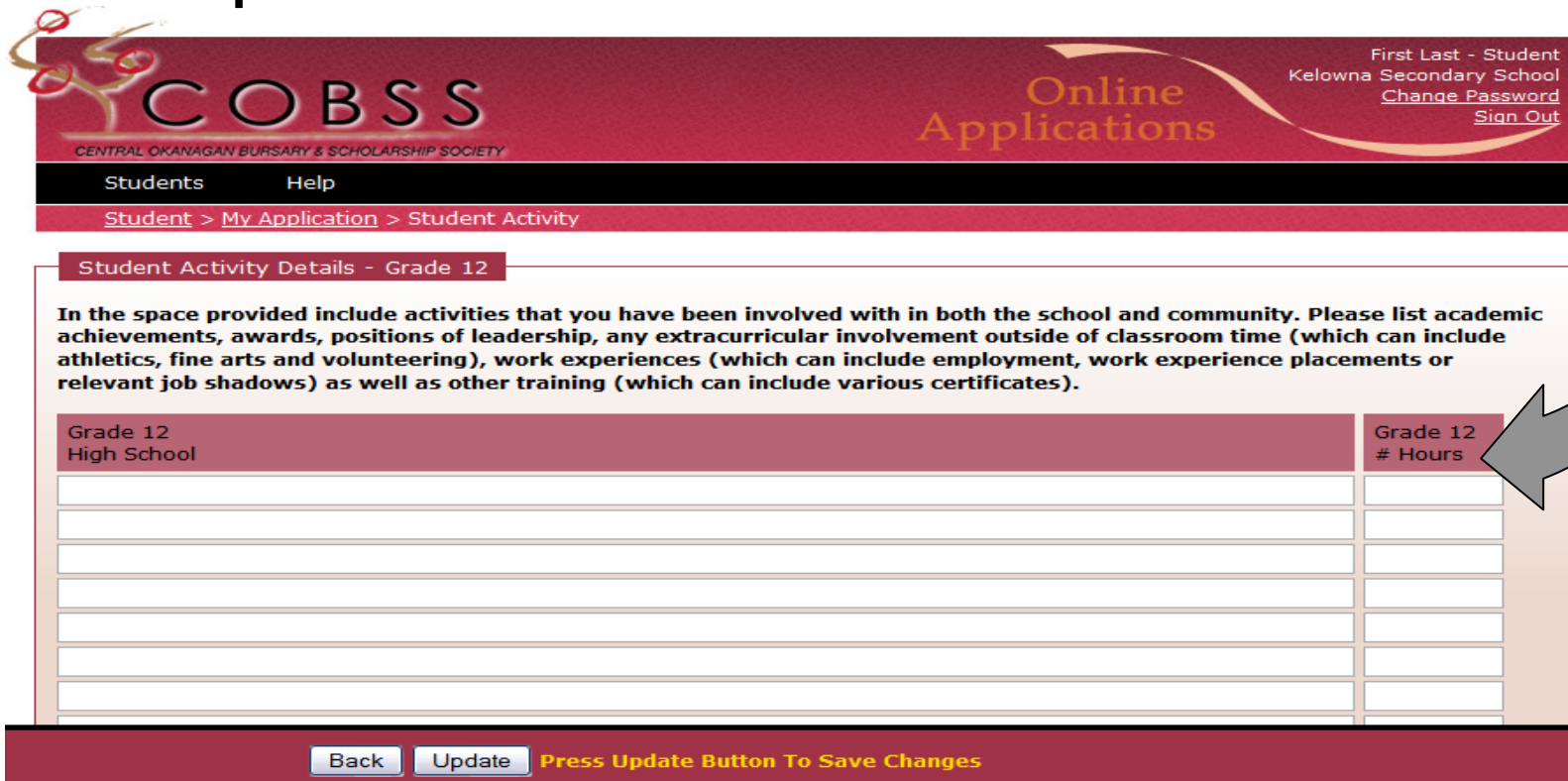
Another important part of the application is the **Student Activity Details**.

In this section, students will include all the activities in which they have been involved in school and the community during their grade 10, 11 and 12 years.

Include anticipated hours until June of graduation year.

MY APPLICATION

For each activity, the **total number** of participation hours for each grade level is required.



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Online Applications

First Last - Student
Kelowna Secondary School
[Change Password](#)
[Sign Out](#)

Students Help

[Student](#) > [My Application](#) > Student Activity

Student Activity Details - Grade 12

In the space provided include activities that you have been involved with in both the school and community. Please list academic achievements, awards, positions of leadership, any extracurricular involvement outside of classroom time (which can include athletics, fine arts and volunteering), work experiences (which can include employment, work experience placements or relevant job shadows) as well as other training (which can include various certificates).

Grade 12 High School	Grade 12 # Hours

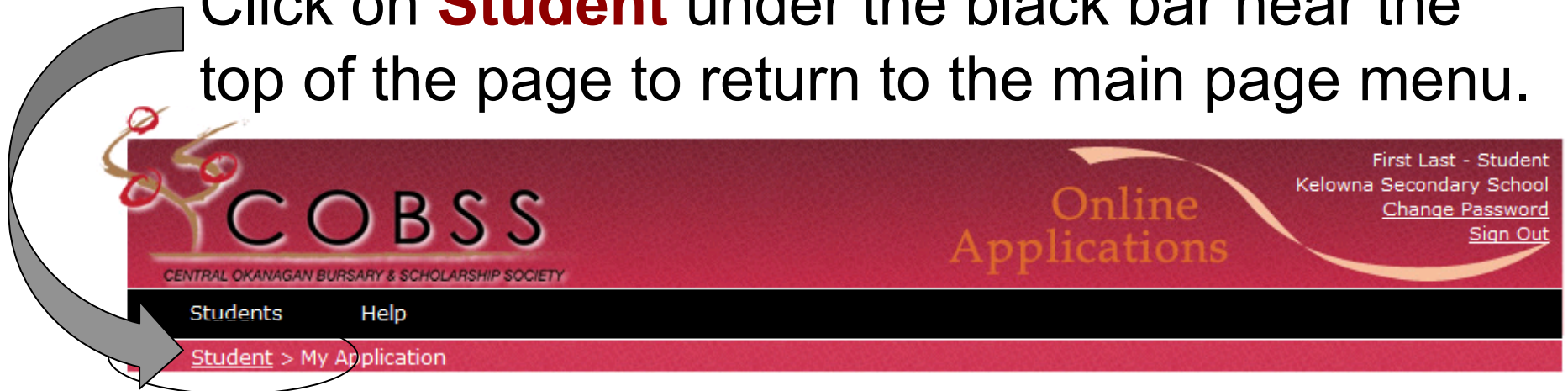
[Back](#) [Update](#) Press Update Button To Save Changes

MY APPLICATION

- When all sections of the application are completed, print one copy of **My Application** Form.
- **Student signature** is required to confirm he/she meets all eligibility requirements and all information is accurate.
- **Parent or guardian signature** is required to confirm that financial information is accurate.

MY APPLICATION

Click on **Student** under the black bar near the top of the page to return to the main page menu.



Read Before Starting

This application contains 9 sections with many * required * fields. Before you start, print a [blank copy](#) of the application and ensure all required information is available. **Prepare short answers in advance** using a word processor and then copy/paste accordingly.

Best viewed with  Firefox and  Safari








 [Section 1 - Student Information](#)

 [Section 2 - Declaration of Truth](#)

MY APPLICATION

Print one copy of **My Application** from the icon on the main page.




-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

SELECT AWARDS



 [Instructions](#)

 [My Application](#)

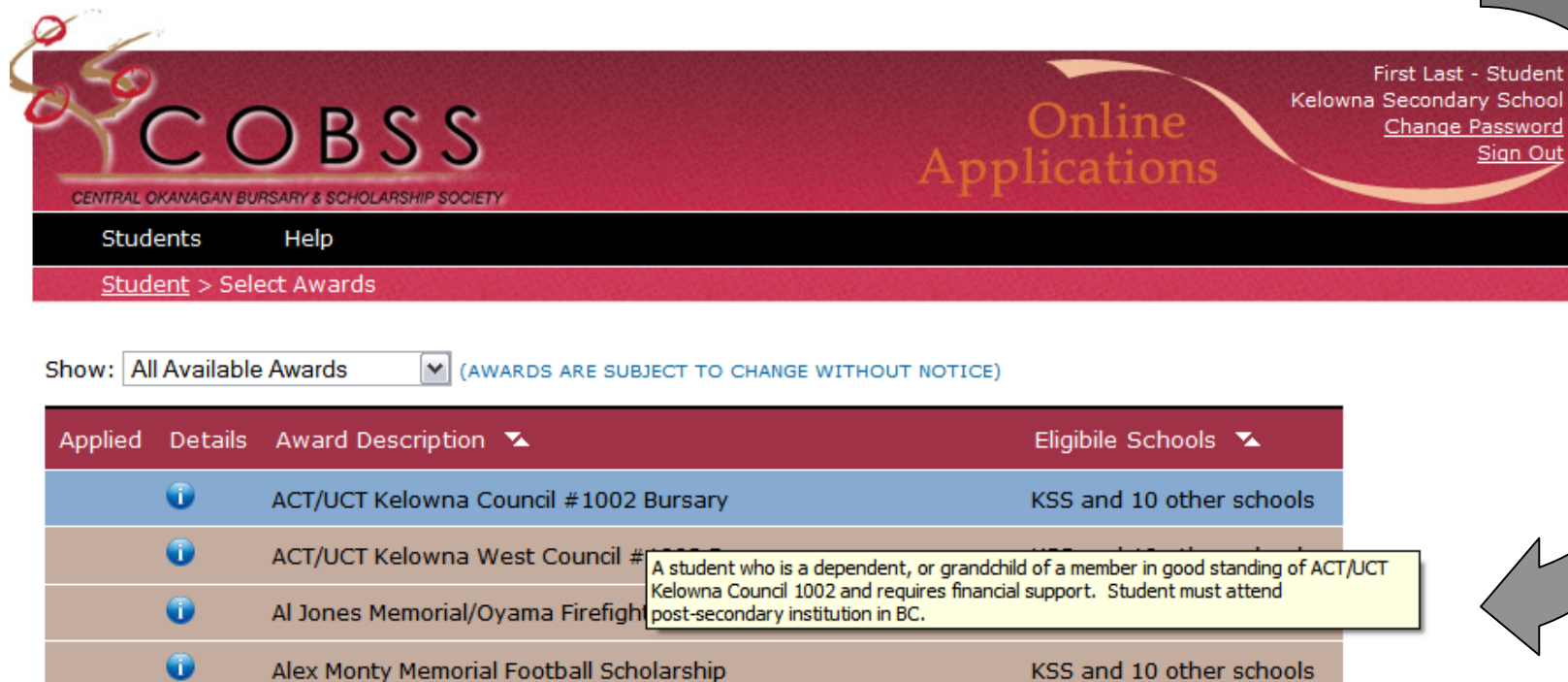
 [Select Awards](#)

 [Completion Checklist](#)

Click on **Select Awards** to view all awards (no criteria and specific criteria). Please note that awards are subject to change.

SELECT AWARDS

To view criteria for each award, hover over title.



The screenshot shows the COBSS Online Applications interface. At the top, there is a navigation bar with the COBSS logo, the text "Online Applications", and user options: "First Last - Student", "Kelowna Secondary School", "Change Password", and "Sign Out". Below this is a dark navigation bar with "Students" and "Help" links, and a breadcrumb trail "Student > Select Awards".

Below the navigation bar, there is a "Show:" dropdown menu set to "All Available Awards" with a note "(AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)".

The main content area displays a table of awards with columns for "Applied", "Details", "Award Description", and "Eligible Schools". A tooltip is shown over the "Award Description" column for the "ACT/UCT Kelowna West Council #1002 Bursary" award, containing the following text:

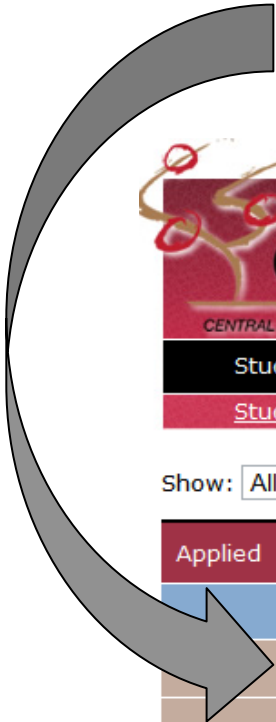
A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.

Applied	Details	Award Description	Eligible Schools
<input type="checkbox"/>	i	ACT/UCT Kelowna Council #1002 Bursary	KSS and 10 other schools
<input type="checkbox"/>	i	ACT/UCT Kelowna West Council #1002 Bursary	KSS and 10 other schools
<input type="checkbox"/>	i	Al Jones Memorial/Oyama Firefighting Award	KSS and 10 other schools
<input type="checkbox"/>	i	Alex Monty Memorial Football Scholarship	KSS and 10 other schools

No criteria awards are also listed. All applicants are eligible for these awards by completing the application.

SELECT AWARDS

Click on **Details** if eligible for award.



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Online Applications

First Last - Student
Kelowna Secondary School
[Change Password](#)
[Sign Out](#)

Students Help

[Student](#) > Select Awards

Show: (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Details	Award Description	Eligible Schools
<input type="checkbox"/>	i	ACT/UCT Kelowna Council #1002 Bursary	KSS and 10 other schools
<input type="checkbox"/>	i	ACT/UCT Kelowna West Council #	
<input type="checkbox"/>	i	Al Jones Memorial/Oyama Firefight	
<input type="checkbox"/>	i	Alex Monty Memorial Football Scholarship	KSS and 10 other schools
<input type="checkbox"/>	i	Alex Monty Memorial Lineman Scholarship	KSS and 10 other schools
<input type="checkbox"/>	i	Alumni & Friends Of KSS - Academic Award	KSS

A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.

SELECT AWARDS

Click on **APPLY FOR THIS AWARD**

Award Details for ACT/UCT Kelowna Council #1002 Bursary

Description: ACT/UCT Kelowna Council #1002 Bursary

Criteria: A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.

Eligible Schools:

- Central Programs School
- George Elliot Secondary
- Heritage Christian School
- Immaculata Regional High School
- Kelowna Christian School
- Kelowna Secondary School
- L'Anse-au-Sable
- Mount Boucherie Secondary
- Okanagan Adventist Academy
- Okanagan Mission Secondary
- Rutland Senior Secondary

APPLY FOR THIS AWARD

Back

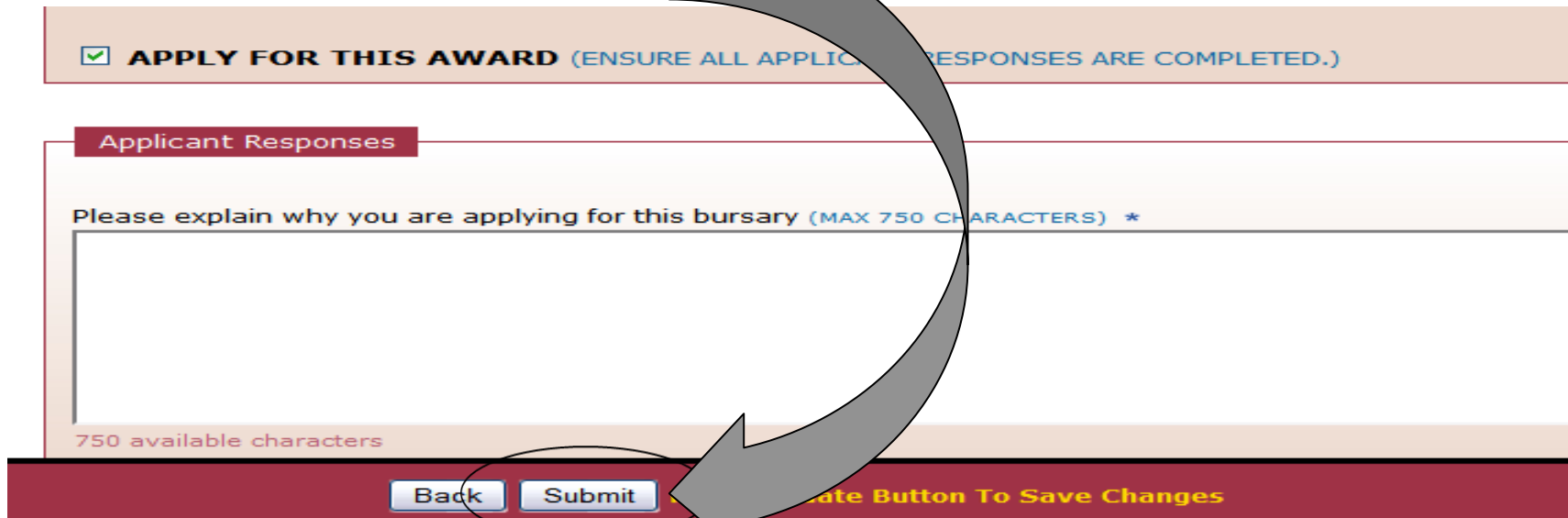
Submit

Press Update Button To Save Changes

SELECT AWARDS

If prompted, fill in **Applicant Responses** to explain eligibility and additional information requested by the donor.

A **Submit** button is at the bottom of each screen to save information.



APPLY FOR THIS AWARD (ENSURE ALL APPLICANT RESPONSES ARE COMPLETED.)

Applicant Responses

Please explain why you are applying for this bursary (MAX 750 CHARACTERS) *

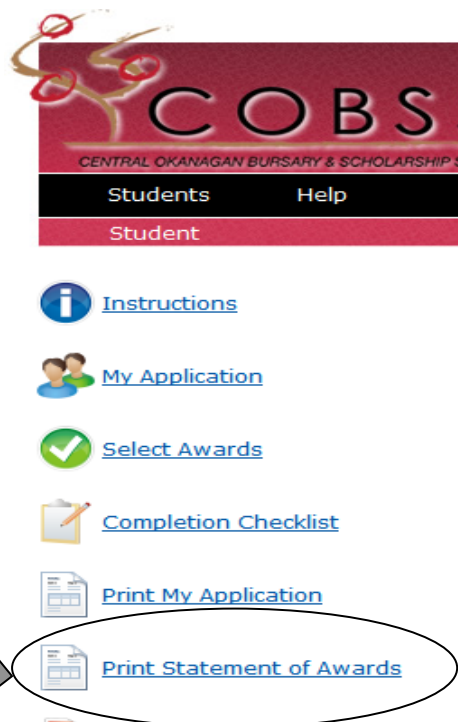
750 available characters

Submit Button To Save Changes

A large grey arrow points from the 'Submit' button back to the 'Applicant Responses' section.

SELECT AWARDS

When all eligible awards have been selected, print one copy for application package.



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Online Applications

First Last - Student
Kelowna Secondary School
[Change Password](#)
[Sign Out](#)

Students Help








Student

- [Instructions](#)
- [My Application](#)
- [Select Awards](#)
- [Completion Checklist](#)
- [Print My Application](#)
- [Print Statement of Awards](#)
- [Statement of Reference](#)

STATEMENT OF REFERENCE

Print or email a copy of the Statement of Reference form and give to each referee **ASAP.**



-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

TIP:

- Do this **IMMEDIATELY** to give your referees enough time to do a quality job!










STATEMENT OF REFERENCE

- Consider community people, employers, and teachers as potential referees.
- Choose referees carefully.
- Print or email two copies **before** beginning application to give referees ample time to complete.
- Written comments must be contained to the front of form – **no additional sheets accepted.**
- Statement of Reference Forms are confidential and must be sealed in an envelope by your referees **OR** referees may hand in the forms directly to your school counsellor.

COMPLETION CHECKLIST

When you have finished all instructions, click on **Completion Checklist** to ensure you have completed and printed all necessary documents.



-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

ORDER OF DOCUMENTS

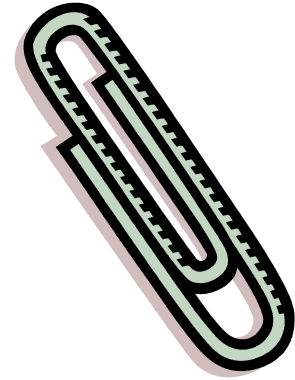
You will be handing in **ONE** completed COBSS application package to your school counsellor.

The order for each is as follows:

1. One printout of **My Application**
2. One printout of the **Statement of Awards**
3. Two **Statement of Reference** forms (in sealed envelopes or handed in directly to school counsellor by referee)

Transcript – will NOT need to be submitted as it will be added for you by your school counsellor

OTHER



1. **PAPER CLIP** application package together.
2. Hand your application in person. Do not pass it along through your friends.
3. Applications **must be submitted on time.**
4. Late applications will not be accepted

DUE DATE

The COBSS Application Package is due on
or before:

Tues. Jan. 19th at 9:00 am

Plan your time accordingly

Remember that the online application form
closes at **midnight Jan 18th.**

PLEASE REMEMBER

If you are a COBSS award recipient, please:

- Write an immediate thank you note to your donor.
- A follow up thank you note in the early fall is always a kind gesture.

TIP:

- Keep a binder of all your awards so that you can track them accurately and use them before they expire.

FAQ's

Question:

When should I begin my COBSS application?

Answer:

It is recommended to begin the application as soon as possible. It is a lengthy process which takes a number of separate sittings to complete. It cannot be completed in one sitting.

FAQ's

Question:

When do you know if you have received a COBSS award?

Answer:

Awards are presented to individual student recipients at either the school graduation ceremonies or a separate awards night. Check with your school.

FAQ's

Question:

Will my COBSS award expire?

Answer:

Yes, COBSS awards presented this year are valid until March 1st 2017.

FAQ's

Question:

Can I take a year off for an exchange, a gap year, missionary work, etc. and still use my COBSS award?

Answer:

NO, COBSS awards given out this year are valid until March 1st 2017.

FAQ's

Question:

What does a student do with a COBSS award?

Answer:

A COBSS award recipient receives a voucher called a Certificate of Award (COA). To redeem the award at the post secondary school, a student can do one of the following:

1. Take the COA to the registrar of the post secondary to be validated and sent by the post secondary school to COBSS for payment.

FAQ's

Question:

What does a student do with a COBSS award?

Answer:

2. If the registrar of the post secondary school will not send the validated COA to COBBS, then the student must return the validated COA via:

- mail
- scan and email **OR**
- drop off at the COBSS office

FAQ's

Question:

What does a student do with a COBSS award?

Answer:

3. If the registrar will not validate the COA, the student needs to return two forms to COBSS:

- **the COA and**
- **a Verification of Enrolment form from the post secondary school**

AWARD RECIPIENTS

If your circumstances change after you have received a COBSS award and you are no longer able to use the award before the March 1st deadline, **please contact COBSS at cobss@shaw.ca.**

The award money can then be given to an alternate recipient.

AWARD RECIPIENTS

If you have any questions regarding an award that you have received, please address all inquiries to COBSS directly at **cobss@shaw.ca** and not the award donor.

**If you need help or
further information,
please see your
school counsellor**