



CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

316 - 3001 Tutt Street
Kelowna BC V1Y 2H4

Telephone 250 861 4980
email: cobss@shaw.ca

cobss.sd23.bc.ca

If your educational plans change and you are **unable to use your award**, please advise COBSS **immediately** by email - cobss@shaw.ca so that we can give the award to the alternate student.

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

To claim your award, please follow these steps:

Step One: LETTER OF THANKS - you MUST mail a thank you note to the donor of your award by **July 15**.

Step Two: Provide COBSS with the necessary documents to claim your award **ASAP** prior to the expiry date of the award.

If you are attending UBC or UBCO, as soon as you have registered for courses, you must:

- Print your confirmation of enrolment (COE) form from Workday (Academics/UBC Official Documents/Confirmation of Enrolment Letter) NOTE: COBSS refers to this document as a VOE – Verification of Enrolment.
- Enter your student# on both the top and bottom half of the Certificate of Award (COA). Return both VOE and COA to COBSS. *See below on how to return forms to COBSS.*

If you are attending Okanagan College or any other institution that does not have a VOE online:

- Enter your student # on both the top and bottom half of the Certificate of Award (COA).
- Take the COA to your post-secondary institution and have the Registrar's Office complete the bottom half, sign and return it to COBSS. Okanagan College will send it directly to COBSS; others may ask that you send it.
- If you are attending an institution that is out of province or country, please have it completed as soon as you are on campus! *See below on how to return the COA to COBSS.*

If you are attending any other post-secondary institution, as soon as you have registered for courses, you must:

- Print your Verification of Enrolment (VOE) form for September enrolment from your online student account (under Grades & Records).
- Enter your student# on both the top and bottom half of the Certificate of Award (COA).
- Return both VOE and COA to COBSS. *See below on how to return forms to COBSS.*

If you are a Trades student that is not attending Okanagan College, please email cobss@shaw.ca for instructions.

Choose any of the following ways to send documents to COBSS:

- A) PREFERRED - Scan and email documents to cobss@shaw.ca (PLEASE NOTE IT IS *ONE B AND TWO S's*)
- B) Deposit the documents in the mail slot at the COBSS office (located to the right of room 316 on the third floor - 3001 Tutt St.)
OR
- C) Mail the documents to COBSS 316-3001 Tutt Street, Kelowna BC V1Y 2H4

You will receive a confirmation email from COBSS when your COA has been received and is being processed.

Sending your forms to COBSS **as soon as you are enrolled in classes** will ensure that your funds will be deposited into your post-secondary student account. Most post-secondary institutions *can take up to ten weeks* to process.

Our society members extend their best wishes for success in your pursuit of further education.