



A Gift That Lives and Grows

## CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

110-1040 Hollywood Road S  
Kelowna BC V1X 4N2

Telephone 250-870-5185  
email: [cobss@sd23.bc.ca](mailto:cobss@sd23.bc.ca)

[cobss.sd23.bc.ca](http://cobss.sd23.bc.ca)

If your educational plans change and you are **unable to use your award**, please advise C.O.B.S.S. **immediately** by email – [cobss@sd23.bc.ca](mailto:cobss@sd23.bc.ca) so that C.O.B.S.S. can give the award to the alternate student.

If you have any questions about your award, email [cobss@sd23.bc.ca](mailto:cobss@sd23.bc.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 C.O.B.S.S. 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: C.O.B.S.S. 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 C.O.B.S.S.. *See below on how to return forms to C.O.B.S.S.*

### **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 C.O.B.S.S. Okanagan College will send it directly to C.O.B.S.S.; 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 C.O.B.S.S.*

### **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 C.O.B.S.S. *See below on how to return forms to C.O.B.S.S.*

**If you are a Trades student that is not attending Okanagan College, please email [cobss@sd23.bc.ca](mailto:cobss@sd23.bc.ca) for instructions.**

### **Choose any of the following ways to send documents to C.O.B.S.S.:**

- A) **PREFERRED** - Scan and email documents to [cobss@sd23.bc.ca](mailto:cobss@sd23.bc.ca) (PLEASE NOTE IT IS *ONE B AND TWO S's*)
- B) Mail the documents to C.O.B.S.S. 110-1040 Hollywood Rd S, Kelowna BC V1X 4N2

You will receive a confirmation email from C.O.B.S.S. when your COA has been received and is being processed.

Sending your forms to C.O.B.S.S. **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.**