

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

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

To claim your award, please follow these steps:

Step One: LETTER OF THANKS - you **MUST** send a thank you note to the donor of your award by **July 15** of your graduation year. **Donor name and address are 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.

There are **THREE OPTIONS** to complete this second step:

- **Trades students must choose Option #3**
- **Okanagan College and University of Victoria students must choose Option #2**

Option #1: Print your Verification of Enrolment (VOE) form for your September enrolment from your post-secondary student account and complete your Certificate of Award (COA) by entering your Student # and Social Insurance # (SIN) on both the top and bottom sections. Then enter the institution name only on the rest of the bottom section. Send the VOE and completed COA to COBSS. See instructions below on how to send documents to COBSS.

Option #2: Enter your Student # and Social Insurance # (SIN) on both the top and bottom sections on the Certificate of Award (COA). Take this to the Registrar's Office at your post-secondary institution where they will complete and sign the bottom section. They might mail it directly to COBSS or ask you to send it to COBSS. See instructions below on how to send documents to COBSS.

Option #3: Trades students please email cobss@shaw.ca to indicate that you are in a trade program. In this email, please include your Industry Trades Authority (ITA) # and Social Insurance # (SIN). Further instructions will be provided to you at that time.

How to send documents to COBSS

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

- scan the documents and email them to cobss@shaw.ca
- deposit the documents in the mail slot (located to the right of the door) at the COBSS office
- mail the documents to COBSS 316-3001 Tutt Street, Kelowna BC V1Y 2H4

You will receive an email from COBSS confirming receipt of your documents. COBSS will mail a cheque directly to the institution. Please note that 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, the award money is sent to UBC Vancouver for processing. It takes 4-6 weeks minimum before the award money will be deposited into your student account at UBCO.