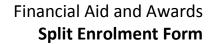




If Capilano University is your **home institution** (you will be receiving your credential from Capilano University), you will need to complete the following steps:

- 1. Complete your portion of the Split Enrolment form.
 - If your student loan is through a provider other than StudentAidBC, please contact <u>Financial Aid & Awards</u> prior to completing the Split Enrolment form.
- **2.** Submit your Split Enrolment form to the Financial Aid office of the non-Capilano University institution you are attending and request they complete their section of the form.
 - Note: It is the decision of the individual school whether to participate in the Split Enrolment process.
- **3.** Forward the original completed Split Enrolment form to Financial Aid and Awards at Capilano University. Once this form is received, Financial Aid and Awards will assess your split enrolment eligibility, process the forms, and update your status.
 - Note: It is a requirement of split enrolment for that each of the courses listed on the Split Enrolment form
 are an essential element of your program of study and will count for credit towards your credential at
 Capilano University. If you are unsure if your courses meet this requirement, please meet with an
 Academic Advisor prior to completing the Split Enrolment form.
- **4.** Within 30 days of completion of the course(s) at the non-Capilano University institution, **you must submit an official transcript** to Capilano University verifying final grade(s) achieved at the other institution. Failure to do so can result in Capilano University notifying the appropriate provincial authority that you were unsuccessful or withdrew from full-time or part-time studies during your split enrolment term, which may negatively impact any future student loan funding and/eligibility for interest-free status.
 - Note: At the end of the study period, Capilano University Financial Aid will request interim grade(s) to be
 provided by the non-Capilano University institution you attended. This does not replace the requirement
 to submit an official transcript.
- **5.** All split enrolment requests received at Capilano University for StudentAid BC financial assistance are assessed and processed in accordance with current StudentAid BC policy.





CAPILANO UNIVERSITY STUDENT NUMBER			TERM (e.g. Spring 2019)													
FIRST NAME EMAIL ADDRESS NAME OF PROGRAM				LAST NAME PHONE NUMBER I AM CURRENTLY WORKING TOWARDS: (Select one)												
												☐ CERTIFICATE		☐ DIPLOMA	IPLOMA DEGREE	
I am registered in the following courses		Course Start		Course End	Tuition & Fees	Required										
Course Name & Number	# of Credits	Date (dd/mm/yyyy)		Date (dd/mm/yyyy)		Books & Supplies	-									
							-									
							=									
]									
I am registered in the following courses at	t (specify the of	her institution	on):													
Course Name & Number	# of Credits Da (dd/mr		art	Course End Date (dd/mm/yyyy)	Tuition & Fees	Required Books & Supplies	Final Grade									
		(***)	,,,,													
STUDENT RESPONSIBILITIES:		1														
I take full responsibility for ensuring that e for credit towards my credential at Capilal institution during this period. I understar completion of courses taken at the other University of successful completion can r withdrew from full-time studies during my associated with student loans (e.g. mainta	no University. nd that I am ful institution I an esult in Capilar split enrolment	I will notify n ly responsible n attending one no University t term, which	ny Ca e for over t notif may	pilano University o ensuring that my h he period of study fying the appropria negatively impact a	f any change in my nome school receiv as indicated above te provincial autho ny future student l	registration statures notification of e. My failure to nority that I was u	is at the oth my success otify Capila nsuccessful									
tudent Signature:				Date:												
For office use only																
Confirmation of Registration at other inst I confirm that the above-noted student is	titution:															
Name of officials				ate												
Title			Si	ignature:												
School																