

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 [Financial Aid & Awards](#) 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	LAST NAME
EMAIL ADDRESS	PHONE NUMBER
NAME OF PROGRAM	I AM CURRENTLY WORKING TOWARDS: (Select one) <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> DEGREE

I am registered in the following courses at **Capilano University**:

Course Name & Number	# of Credits	Course Start Date (dd/mm/yyyy)	Course End Date (dd/mm/yyyy)	Tuition & Fees	Required Books & Supplies

I am registered in the following courses at (**specify the other institution**):

Course Name & Number	# of Credits	Course Start Date (dd/mm/yyyy)	Course End Date (dd/mm/yyyy)	Tuition & Fees	Required Books & Supplies	Final Grade

STUDENT RESPONSIBILITIES:

I take full responsibility for ensuring that each of the courses listed on this form are an **essential element of my program of study** and will count for credit towards my credential at Capilano University. I will notify my Capilano University of any change in my registration status at the other institution during this period. I understand that I am fully responsible for ensuring that my home school receives notification of my successful completion of courses taken at the other institution I am attending over the period of study as indicated above. My failure to notify Capilano University of successful completion can result in Capilano University notifying the appropriate provincial authority that I was unsuccessful or withdrew from full-time studies during my split enrolment term, which may negatively impact any future student loan funding and/or any benefits associated with student loans (e.g. maintaining interest-free status) for which I may be eligible.

Student Signature: _____ Date: _____

For office use only

Confirmation of Registration at other institution:	
I confirm that the above-noted student is registered in the indicated course(s) at our institution.	
Name of official: _____	Date _____
Title _____	Signature: _____
School _____	