

## What is a split enrolment?

Attending more than one post-secondary school at the same time is called “split enrolment”. You may be eligible for StudentAid BC funding for courses taken at the second school and/or to maintain interest-free status if:

- The post-secondary institution you are attending, in addition to Capilano University, is a [designated school](#) as defined under StudentAid BC regulations; and
- The course(s) taken at the other institution is/are **an essential element of your program of study** and count for credit towards your credential at your “home institution”; and
- Your combined total credits at both institutions are equivalent to a minimum 60% of a full-time courseload at Capilano University (i.e. 9 credits), or 40% of a full-time courseload (i.e. 6 credits) if you are a student with a permanent disability who has been approved by StudentAid BC to study at the reduced courseload; and
- You will complete 60% of a full-courseload (40% for students with a permanent disability) in four months. The start and end dates are based on the start date of the earliest course and the end date of the latest course, provided that the overall length does not exceed four months.

During your split enrolment, your **home institution** (i.e. the school from which you will receive your credential) is responsible for providing StudentAid BC with confirmation of your full-time enrolment, irrespective of which institution you are taking the greater courseload at.

*Example: If you are completing your degree at Capilano University, even if you are taking 9 credits at “X” College and only 3 credits at Capilano University, Capilano University is responsible for providing your confirmation of enrolment to StudentAid BC since Capilano University is your home institution.*

If Capilano University is not your home institution, please contact the Financial Aid office of your home institution.

All split enrolment requests received at Capilano University for StudentAid BC financial assistance are assessed and processed in accordance with [current StudentAid BC policy](#). If you have a student loan from a province other than BC, contact [Financial Aid and Awards](#) to determine your eligibility for split enrolment.

## Instructions:

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

1. Download the Split Enrolment form and complete your portion.
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.
4. Once you have completed the course(s) at the non-Capilano University institution, you submit an official transcript to Capilano University verifying final grade(s) achieved at the other institution. This must be completed within 30 days of completion of the courses. Failure to do so can result in Capilano University notifying the appropriate provincial authority that you were unsuccessful or withdrew from full-time studies during your split enrolment term, which may negatively impact any future student loan funding and/eligibility for interest-free status.

CAPILANO UNIVERSITY STUDENT NUMBER	TERM (e.g. Spring 2018)
FIRST NAME	LAST NAME
EMAIL ADDRESS	PHONE NUMBER
I AM CURRENTLY WORKING TOWARDS: (SELECT ONE) <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> DEGREE	
AT: (NAME OF PROGRAM)	
AT: (NAME OF HOME INSTITUTION) <b>Capilano University</b>	

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 and Fees (\$)	Required Books and 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 and Fees (\$)	Required Books and Supplies (\$)

**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 my home school (Capilano University). I will notify my home school 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 my home school of successful completion can result in my home school 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*

<b>Home School (Capilano University):</b>  Name of official: _____ Title: _____ Signature: _____ Date: _____ Split Enrolment approved?	<b>Confirmation of Registration at other institution:</b> I confirm that the above-noted student is registered in the indicated course(s) at our institution.  Name of official: _____ Title: _____ Signature: _____ School: _____ Date: _____
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