

Financial Aid and Awards Split Enrolment Form

UFV STUDENT NUMBER

TERM (e.g. Fall 2020)

FIRST NAME

LAST NAME

EMAIL ADDRESS

SOCIAL INSURANCE NUMBER

NAME OF PROGRAM

I AM CURRENTLY WORKING TOWARDS: (SELECT ONE)

CERTIFICATE DIPLOMA DEGREE

I am registered in the following courses at **University of the Fraser Valley**:

Course Name & Number	# of credits	Course start date	Course end date	Tuition & Fees	Required Books & Supplies

I am registered in the following courses at: _____

Course Name & Number	# of credits	Course start date	Course end date	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 University of the Fraser Valley. I will notify UFV 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. My failure to notify UFV Financial Aid & Awards of successful completion can result in UFV 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 courses at our institution.

Name of official: _____ Date: _____

Title: _____

Signature: _____

Institution
Stamp:

Financial Aid and Awards Split Enrolment Instructions

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

1. Request a letter of permission from Office of the Registrar
 - ❖ Students and courses must meet specific criteria to be eligible for split enrolment. A letter of permission verifies the course is transferable and is required.
2. Complete your portion of the Split Enrolment form
 - ❖ If your student loan is NOT through StudentAid BC, please contact UFV Financial Aid & Awards prior to completing this form.
3. Submit your Split Enrolment form to the Financial Aid office of the other institution you are attending and request they complete their section of the form
 - ❖ Note: It is at the discretion of the individual school whether they will participate in the Split Enrolment process.
4. Forward the original completed Split Enrolment form to UFV Financial Aid and Awards. Once this form is received Financial Aid & Awards will assess your split enrolment eligibility, process the forms, and update your status.
 - ❖ Note: It is a requirement of split enrolment 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 UFV. If you are unsure if your courses meet this requirement, please meet with an Academic advisor prior to completing the Split Enrolment form.
5. **You must submit a transcript** verifying final grade(s) achieved from the other institution **within 30 days** of course completion. Failure to do so can result in UFV 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/or eligibility for interest-free status.
 - ❖ Note: At the end of the study period, UFV Financial Aid and Awards will request interim grade(s) to be provided by the other institution you attended. This does not replace the requirement to submit a transcript.
6. All split enrolment requests are at the discretion of University of the Fraser Valley and are assessed and processed in accordance with current StudentAid BC policy.

University of the Fraser Valley
Financial Aid and Awards
Abbotsford Campus
33844 King Road
Abbotsford, BC V2S 7M8

Phone: 604-864-4601
Fax: 604-855-7614

University of the Fraser Valley
Financial Aid and Awards
Chilliwack Campus
45190 Caen Avenue
Chilliwack, BC V2R 0N3

Phone: 604-702-2618
Fax: 604-858-4772

Financial.Aid@ufv.ca