

STUDENT AID BC POLICY:

Students may be considered to have fulfilled requirements for full-time status (minimum 60 percent course load or 40 percent for students with permanent disabilities who have been approved by the Student Services Branch to study at the reduced course load) when registered for the major part of their program of study at one school, but also enrolled in a course or courses at another school, providing that the course(s) **is an essential element** of the program of study and counts for credit toward the student's certificate, diploma or degree at the "home" school. This is referred to as a "split enrollment." It is the decision of the individual school to participate in the "split enrollment" process.

DECLARATION: (Please print clearly)

I, _____ SIN: _____ am currently working toward my
 (circle one) Certificate, Diploma, Degree in (be specific) _____ at
 (name of institution) _____ I will take the following courses at Capilano University:

Course Name	Course Number	Start Date	End Date	% Full-Time	No of Credits	Cost

And I am registered in the following course(s) at: _____

Course Name	Course Number	Start Date	End Date	% Full-Time	No of Credits	Cost

I take full responsibility for ensuring that Capilano University is notified of my successful completion at the other school(s) I am attending over the period of study (as indicated), and that each of these courses is an essential element of my program. I will notify Capilano University of any change in my registration status at the other school(s) I am attending during this period.

I understand that failure to complete the course work or write the final exams within the specified time limits for the courses noted above (regardless of late start or difficulty acquiring materials) may place my loan in an overaward status.

Signature: _____ Date: _____

<p>Certification from school where designation is to be given (i.e. the "Home" school): I confirm that the course(s) indicated above are considered an essential element of the program this student is working toward at our institution.</p> <p>Name of official: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>School: _____</p> <p>Date: _____</p>	<p>Confirmation of Registration at other institution: I confirm that the above student is registered in the above course(s) at our institution.</p> <p>Name of official: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>School: _____</p> <p>Date: _____</p>
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