

COBSS Application Instructions (23/24)



There are 2 types of awards:

1. **No criteria awards** which are open to all students
2. **Specific criteria awards** which have been established by donors
 - **BURSARY** – primarily based on financial need
 - **SCHOLARSHIP** – based on excellence; excellence can be in a variety of areas - academic, fine arts, applied skills, sports, community involvement, etc.
 - **AWARD** – based on donor discretion

Criteria:

- Be a Canadian citizen, permanent resident or refugee living within the boundaries of SD #23.
- Must be applying/have applied and plan to attend FULL TIME at an accredited post-secondary institution in September of graduation year.
- Obtain a minimum of 60% average in all grade 11 and 12 courses
- Registered in a minimum of six (6) courses during grade 12 year, and will complete a minimum of six (6) courses by June 30th not including the grade 12 Capstone Careers course.
- Have potential to graduate for the first time this June.
- Attending one of the member schools of COBSS as their home school during graduation year.

Selection Process:

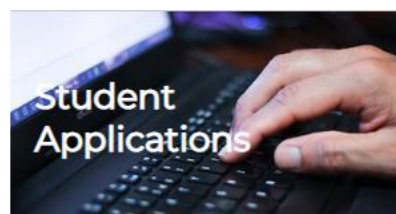
1. Applications are submitted online.
2. Applications are read only by school counsellors, donors and members of the COBSS selection committee consisting of representatives from each of the member schools.
3. Applications are strictly confidential.
4. School counsellors are not part of the selection process.

How are award recipients selected?

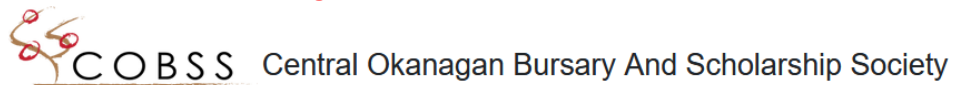
1. Financial Need – based on line 150 of tax return and any special circumstances
2. Academic Ability – the average of student's Grade 11 and Grade 12 marks
3. Active Citizenship – such as involvement in school and community

How do I apply?

1. The on-line application is available at:
 - www.cobss.sd23.bc.ca –and follow link:
2. If you are having difficulties, please see your school counsellor.
3. The on-line application opens on **Nov. 28th**.



1. Click on **New Students Register Here**



Online Applications - Sign In

Email:

Password:

☐ Remember me?

[Log in](#)

[New Students Register Here](#)

[Forgot Password](#)

2. Put in your access code: **irhs2024**

Online Application - Create Account

Legal First Name:

Legal Last Name:

Email:

PERMANENT, NON-SCHOOL EMAIL ADDRESS

Confirm Email:

Password:

MIN. LENGTH 8, 1 NUMBER, MIX OF LOWERCASE & UPPERCASE, 1

SPECIAL CHARACTER

Confirm password:

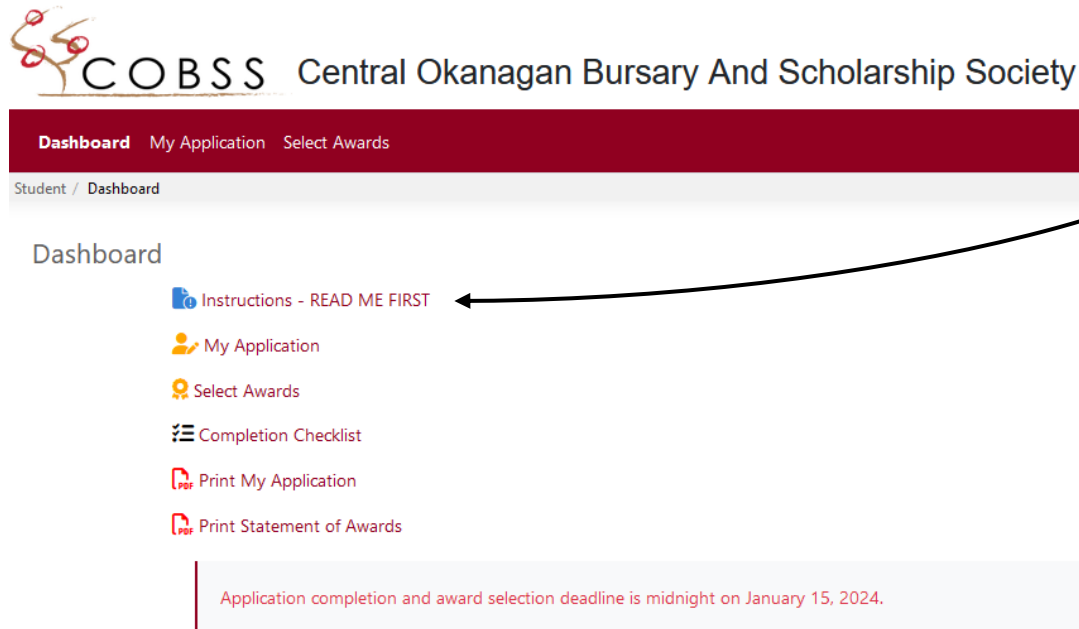
Access Code:

PROVIDED BY YOUR SCHOOL

School:

[Register](#)

3. Click on **Instructions** and follow carefully. If you have any questions, please see your school counsellor.



Fill in the application form carefully and as accurately as possible after reading all of the **Instructions**. Students may go back and edit as often as they wish until the site closes at **11:59 pm on Jan. 15th**.

- Use the drop down menus where given
- Complete paragraph answers in the space provided.
- Be aware that the secure site will time out. (after 480 mins)** *Remember to click "Save & Continue" before moving on*

TIP: Compose paragraphs in a Word Document, and then cut and paste into COBSS application. Space is limited so write concisely as there are a maximum number of characters available.

Please check spelling, grammar, and punctuation.

****** For the remainder of the power point, go to immaculatakelowna.ca and click on “Counselling”, and then on “Academic Advisor/Grad Coordinator”. The power point will be there. The Power Point will also be printed off and hanging off the grade 12 and the Learning Commons bulletin boards.**

MY APPLICATION

1. One critical component of the application is the paragraph answers under Student Personal Statements.
 - There are 3 questions you will need to answer in this section.
 - This is where your personality shows through and helps the committee with its decision.
 - BE CREATIVE, HONEST and CONCISE and remember to proofread your answers.
 - With your words, you are trying to create a vision in the donor’s mind of who you are, what your goals and dreams are and why you deserve to be selected for the award.

QUESTION 1:

What are your educational/career plans? Describe the experiences that have contributed to these plans.

TIPS:

- Try to be original and creative.
- Do not start with “My name is ____ and I am in grade 12 at ____.”

QUESTION 2:

For the selection committee, describe the three qualities that best demonstrate your character. Use examples from your life to illustrate these qualities.

TIPS:

- Try to get across who you are and what you are about in words.
- You want to stand out in the sea of applications.

QUESTION 3:

Describe your family (include custodial and non-custodial parent information). Explain any financial and non-financial struggles that you may have encountered.

TIPS:

- Remember that financial need is one of the areas that selection is based on for COBSS awards.
 - This is a snapshot of your current family and financial situation.
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Another important part of the application is **Your Activity Details**.

Students will include their activities from grades 10, 11 & 12 in the following three areas:

- Community & School Based Involvement & Achievements
- Volunteer Experience
- Paid Work Experience

Under each activity heading, list the **3 MOST SIGNIFICANT** activities in which you have been involved.

For **each activity**, list in this order:

1. Organization
2. Your activities/responsibilities/duties
3. Dates (mm/yyyy-mm/yyyy)
4. Estimated total activity hours (per week)
5. Total overall hours

TIP: Remember to include anticipated hours until the end of June

Statements of Reference ** new procedure this year **

Consider community people, employers, and teachers as potential referees. (One teacher and one community reference is recommended.) You are unable to ask Mrs. Griffin.

- Choose referees carefully and **contact them in advance for permission**.

Referees will be contacted by email so ensure that you enter the email address CORRECTLY

The screenshot shows a web application interface for a student's application. On the left is a sidebar with a 'Dashboard' header and a list of sections: 'Instructions - READ ME FIRST', 'My Application (Step 1)', and sections 1 through 10. Section 10, 'Referees', is currently selected and highlighted. The main content area is titled 'Referees' and includes a breadcrumb trail: 'Student / Application / Referees'. Below the title is an 'Add Referee' button. A text block explains that two referees are required and that they will receive an email with instructions. A prominent warning message in a light gray box states: 'It is imperative that you enter each referee's email address correctly'. A curved black arrow originates from the underlined text 'CORRECTLY' in the heading above and points directly to this warning message. At the bottom right of the main area is a green 'Continue' button. A back arrow is visible at the bottom left of the main content area.

Other Information

1. Applications **must be completed online on time –there are no extensions.**
2. **Prior** to the due date please confirm that your parent/guardian and your references have completed their online documents.

*****Transcript**—will be added by your school counsellor

3. Your COBSS online application package will be submitted automatically on: **Mon. Jan. 15that 11:59 pm**

Plan your time accordingly **You cannot make changes or print after this time.**

If you are a COBSS award recipient, please: Write an immediate thank you note to your donor.

A follow up thank you note in the early fall is always a kind gesture.

PLEASE REMEMBER

TIP:

Keep a binder of all your awards so that you can track them accurately and use them before they expire.