

CACE BURSARY APPLICATION PROCESS

For Internal Department Use:

Student completes CACE application and submits to CE Coordinator. Student pays 50% of tuition.



CE Coordinator reviews CACE application, signs and forwards copy to File Holder via email.



File Holder confirms funding availability and application criteria; approves or declines application and returns application to CE Coordinator.



File Holder provides applicant with approved or denied letter via email.



If course runs, CE Coordinator forwards CACE application to Financial Aid for final processing.



If course is cancelled, CE Coordinator refunds the 50% student paid tuition, marks 'CANCELLED' on CACE application and returns to file holder.



File holder updates tracking sheet to track applications, eligibility requirements and updating to funding balance and retains electronic applications for record.

*File holder refers to the CE Coordinator assigned with responsibility for the CACE file and account.

File Holder: Christine Schmidt, CE Coordinator Nelson: cschmidt@selkirk.ca

Financial Aid: financialaid@selkirk.ca 250-365-1295