



**Department of Workforce and Advanced Learning
Student Financial Services**

CANADA STUDENT GRANT FOR SERVICES & EQUIPMENT FOR STUDENTS WITH PERMANENT DISABILITIES

INFORMATION AND GUIDELINES

Please Read Carefully

Send your completed application to:

Student Financial Services
Department of Workforce and Advanced Learning
P.O. Box 2000, 176 Great George Street
Atlantic Technology Centre, Suite 212
Charlottetown, PE C1A 7N8

(902) 368-4640 (collect calls accepted)
(902) 368-6144 Fax

CANADA STUDENT GRANT FOR SERVICES & EQUIPMENT FOR STUDENTS WITH PERMANENT DISABILITIES

The Canada Student Grant for Services & Equipment for Students with Permanent Disabilities is designed to help students overcome educational disability-related barriers that they may encounter while pursuing post-secondary training. It is a Canada Student Loans, Human Resources and Skills Development Canada sponsored program. Eligible students may receive funding up to \$8000 to cover the costs of needed goods and/or services that are directly related to overcoming the educational barriers that the disability may present. The goods and/or services covered by the grant may include but is not limited to the following:

- tutors
- note takers
- interpreters
- readers
- alternate format
- assistive technology
- specialized transportation (to and from school)
- attendant care for studies
- reimbursements for learning disability assessments
(see page 4 for more information)

The grant cannot be used to cover the cost of tuition, books, or items that are considered general requirements for the program.

The Canada Student Grant for Services & Equipment for Students with Permanent Disabilities is a non-repayable and may be taxable grant. T4As will be issued for the corresponding taxation year. Funds will be issued in the form of co-payable cheques made out to the applicant and the educational institution.

TO BE ELIGIBLE FOR THIS GRANT IN PRINCE EDWARD ISLAND YOU MUST:

- be enrolled in a course which is 12 weeks or greater at an approved post-secondary institution, and taking at least 40% of a full course load;
- be eligible to apply for a Canada Student Loan through Prince Edward Island Student Financial Services and have an assessed financial need of at least one dollar;
- have a permanent disability that limits your ability to perform the daily activities necessary to participate fully in post-secondary studies or in the labour force and;
- provide or have on file, medical documentation of your disability that includes details of the limitation and barriers encountered, along with recommendations for accommodations.

APPLICATION PROCESS

The following documents must be submitted before the application deadline: (see below for deadline information)

- Copy of your current Student Assistance Explanation of Assessment or Certificate of Eligibility and Canada Student Loans Agreement.
- Application form for the Canada Student Grant for Services & Equipment for Students with Disabilities which must be also signed off by the Post-Secondary Institution's Disability Administrator or an Institution Official.
- Medical Assessment Form for Students with Permanent Disabilities, or indicate that it is already on file with Prince Edward Island Student Financial Services.
- Two Cost Estimates for each good you are requesting. (see information on page 3 in reference to cost estimates)
- Services Request Form if you are requesting tutoring, note taking, attendant care, interpreting services and/or alternate format.

Incomplete or late applications will not be processed for approval.

DEADLINE FOR APPLICATION

Students are advised to apply for the Canada Student Grant for Services & Equipment **as soon as your financial eligibility or ineligibility for a student loan has been determined**. Due to the time frame to process grants, applications received in the latter part of a program will not necessarily be approved for requested goods for that academic year.

If you are taking a **one-semester program**, the deadline is within the **first 30 days** of your study period.

If you are taking a **two or three semester program**, the deadline for applying is **90 days before the end** of your study period.

Program start dates and length of study are shown on your Student Assistance Explanation of Assessment.

MEDICAL DOCUMENTATION

If you applied for a student loan and did not identify as being a student with a permanent disability, you must submit the PEI Medical Assessment Form for Students with Permanent Disabilities. You can download a copy from the Student Financial Services web site under the Download Forms section for the current academic year at:

<http://www.studentloan.pe.ca>

Or call, (902) 368-4640 (collect calls accepted) to have a form mailed to you.

TECHNICAL AIDS AND COST ESTIMATES

The maximum cost allowance for a computer system (either laptop or desktop) with a printer/scanner and MS Office Student Edition will be \$2,000 including taxes and warranty. Computer equipment and accessories **must be directly related to educational barriers**. Setup charges are not covered unless there is a physical disability which prevents the student from being able to setup the computer. **Note:** Individuals are only eligible to receive funding for a computer system once every five loan years.

Two cost estimates are required for each good requested, unless the vendor is a "sole provider" of a unique item. (If requesting funds for Apple products, please include quote from Apple Education Store.) Taxes must be included in the overall cost of the quotes along with any shipping charges, if applicable. Cost estimates must be current (dated within 30 days of application). You should also ensure that the cost estimates will be guaranteed for an indefinite period of time. If you are awarded a Canada Student Grant, the lowest cost estimate for goods/services will be chosen.

TUTORING

Requests for tutoring must be directly related to your disability. **Tutoring is for assisting students who, because of their disability, are experiencing difficulty in their coursework and need some assistance in maintaining a passing grade.** The average amount of tutoring approved per course is two hours per week, and a total of ten hours per week for all courses combined. Requests above these amounts will be assessed based on individual circumstances and need.

The tutor's name or tutoring administering agency, name and duration of each course and the number of tutoring hours per week must be indicated on the Services Request Form and submitted with the application. You may be requested to submit a Tutor Request Form signed off by the instructor if deemed necessary by the Canada Student Grant assessor. Marks may also be requested for review.

REIMBURSEMENT OF LEARNING DISABILITY ASSESSMENTS

Reimbursement of 75% of the cost of a psychological assessment for learning disabilities (to a maximum of \$1,200 in a loan year) is an eligible educational expense. The \$1,200 is included in the maximum grant of \$8,000.

The psychological assessment must be conducted and signed by a licensed psychologist who is a member of a professional body in accordance with provincial/territorial laws. In order to qualify for the reimbursement, you must pay for the assessment up-front and submit the receipt for payment. Psychological assessments for reimbursement must indicate the presence of a learning disability.

This reimbursement for Learning Disability Assessments is restricted to the Canada Student Grant for Services and Equipment.

DISTRIBUTION OF FUNDS

Funds will be issued in the form of co-payable cheques made out to the applicant and the educational institution. In most cases, the funding cheques will be sent to the campus Student Accounts / Disability Services Office at the post-secondary institution for pick-up.

Send your completed application to:

Student Financial Services
Department of Workforce and Advanced Learning
P.O. Box 2000, 176 Great George Street
Atlantic Technology Centre, Suite 212
Charlottetown, PE C1A 7N8