

Protected A (when completed)

## Information and Instructions

If you have a documented permanent disability or persistent or prolonged disability and are attending post-secondary studies, you may be eligible to receive more student aid. You must include eligible documentation that verifies your disability with your first application.

### Permanent Disability\*

means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary level or to participate in the labour force and that is expected to remain with the person for their lifetime.

### Persistent or Prolonged Disability\*

means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary level or to participate in the labour force and has lasted, or is expected to last, for a period of at least 12 months but is not expected to remain with the person for their lifetime.

\*Definitions are pending Government of Canada approval, and could change prior to the start of the academic year (August 1, 2022). Please consult <https://www.canada.ca/en/services/benefits/education/student-aid.html> for the latest information.

### WHAT COULD YOU BE ELIGIBLE FOR?

- **Canada Student Grant for Students with Disabilities:** \$4,000 per loan year for education and living costs.
- **Canada Student Grant for Services and Equipment - Students with Disabilities:** Up to \$20,000 per loan year to help you with exceptional education related costs such as assistive services or equipment.
- **Alberta Grant for Students with Disabilities:** Up to \$3,000 per loan year to help with exceptional education related costs such as assistive services or equipment.

### BEFORE APPLYING:

Talk with a Disability Advisor/Reviewer at your school about your educational goals and what kind of supports may already be in place at your chosen institution.

### REDUCED COURSE LOAD:

Your disability may limit you from taking a full course load. If so, you can carry as little as 40% of a full course load and still apply for full-time student aid. Your Schedule 4 must be signed by an official at your school to confirm that you are taking a reduced course load. If you are studying part-time, you may also be eligible for disability funding. A part-time application can be printed from [studentaid.alberta.ca](http://studentaid.alberta.ca).

### APPLICATION DEADLINES:

- For the Canada Student Grant for Students with Disabilities
  - At least 30 calendar days prior to your study period end date.
- For the Canada Student Grant for Services and Equipment - Students with Disabilities/Alberta Grant for Students with Disabilities:
  - To request Assistive Service – at least 30 calendar days prior to your study period end date.
  - To request Equipment/Assistive Technology:
    - For study periods less than 4 months – prior to your study period start date
    - For study periods between 4-6 months – at least 30 calendar days prior to your study period end date
    - For study periods between 7-12 months – at least 90 calendar days prior to your study period end date

## Information and Instructions - Continued

**APPLICATION CHECKLIST:** Have you completed the following?

- An Application for Financial Assistance available at [studentaid.alberta.ca](http://studentaid.alberta.ca).
- A Schedule 4 if this is your first application. You need to submit a Schedule 4 with each application if you are requesting services and equipment, and/or studying at a reduced course load (40-59%).
  - Your Schedule 4 must be reviewed and authorized by the Disability Advisor/Reviewer at your school.
- Proof of your disability - Disability Verification Form or Psycho-Educational Assessment, completed and signed by the appropriate authorized medical professional. Once approved by Student Aid:
  - Students with a Permanent Disability only have to submit a Disability Verification Form once on their first application. It is not required on subsequent applications.
  - Students with a Persistent or Prolonged Disability may have to submit an updated Disability Verification Form if there is a gap in studies or if requested by Alberta Student Aid.
  - Students with a Learning Disability must submit a Psycho-Educational Assessment. Assessment must be less than 5 years old or was completed when applicant was 18 years or older.
- Learning Assessment fee - if an assessment confirms you have a Learning Disability, you may be reimbursed the cost of this service (up to a maximum of \$3,500 per loan year). The date of the assessment must be no earlier than six months before you start your studies. You must supply a receipt showing that you paid for this service. Invoices are not eligible.
- Estimates/Quotes for Assistive Services and Equipment/Assistive Technology
  - You must submit estimates with cost breakdowns for Assistive Services. Cost breakdowns may include; the hourly rate, number of hours per week per course (if applicable), and total number of sessions/hours.
  - You must submit vendor quotes for Assistive Equipment/Technology. Vendor quotes can include screen shots of review carts for online purchases.
  - New estimates and quotes are required each additional time you request funding.
  - Quotes must be provided in Canadian dollars.
- If you are applying for a reduced course load, Section 3 of your Schedule 4 must be signed by an official at your school. The Disability Advisor/Reviewer at your school may also be authorized to sign this section. Check with the advisor/reviewer first for assistance and further instructions.
- Include all appropriate documentation with your Schedule 4 and upload to your Student Aid account. See upload instructions below.

### RECEIPTS:

If you receive student aid for assistive services and equipment, you must submit your receipts to Alberta Student Aid by the end of your current study period to show that the student aid you received was used as intended. Write your Alberta Student Number (ASN) and your name on each receipt.

For Equipment/Technology Purchases:

- receipts must include the date of purchase, item(s) purchased and total amount paid. Invoices are not eligible.

For Assistive Services Used:

- receipts must include the date(s) of service, length of each session, hourly rate paid, name of the service provider, confirmation of amount paid and courses the service was provided for. Invoices are not eligible.

If you do not use all of the student aid, you must return the unused funds to Alberta Student Aid. If you do not send receipts or return the unused funds, you will be in an over-award situation.

## Upload Schedule 4 and Receipts

**Send electronically:** 1. Visit [studentaid.alberta.ca](http://studentaid.alberta.ca). 2. Sign in to your account. 3. Submit securely using Upload Electronic Document(s)

## Return Unused Funds

**Online Banking:** Payee "Alberta Student Aid - Grants" and account number Alberta Student Number.

**Cheque or money order payable to the Government of Alberta:** Mail to Alberta Student Aid, Attention: Disability Grants, PO Box 28000 Stn Main, Edmonton AB T5J 4R4

## Applicant Agreement

If I receive a federal and/or provincial grant for services or equipment for post-secondary students with disabilities, I hereby agree to provide, by the end of my current study period, receipts which will show that the services and equipment grant funding as approved on the Schedule 4 application was used for its intended purposes and any unused funds will be returned to Alberta Student Aid. Failure to do so will result in an over-award and could affect my eligibility for future funding.

**Include your name and Alberta Student Number on all receipts and upload electronically.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Today's Date yyyy-mm-dd

\_\_\_\_\_  
Applicant's Signature

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Advanced Education is collecting this personal information under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) to determine and verify the Applicant's eligibility for financial assistance, to administer (including research, statistical analysis, and evaluations) and to enforce student financial assistance programs in accordance with the *Student Financial Assistance Act* (Alberta), the *Canada Student Loans Act* and the *Canada Student Financial Assistance Act*, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).

For more information about:   
 • Alberta Student Aid: call the Alberta Student Aid Service Centre at 1-855-606-2096.   
 • *Freedom of Information and Protection of Privacy Act* (Alberta): email the Privacy Officer at [ae.abstudentaidfoip@gov.ab.ca](mailto:ae.abstudentaidfoip@gov.ab.ca).

Applicant's Last Name	Applicant's First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>

This schedule is complete only if all required documentation is submitted.   
 Before you start, read the information on the Information and Instructions pages.

Social Insurance Number

Application ID	Enter your current study period start and end dates for the 2022/2023 school year.	Start Date yyyy-mm-dd	End Date yyyy-mm-dd
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Learning Assessment Fee (up to a maximum of \$3,500)  (You must attach your receipt.)

**Section 1 - Assistive Services**

When requesting Assistive Services, you must submit cost estimates and cost breakdowns. Depending on the requested service, this may include: number of hours per week, number of weeks, cost per hour, and number of courses.

Enter TOTAL amount for the current study period:

<input type="checkbox"/> Note Taker	<input type="text"/>	<input type="checkbox"/> Other Services	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tutor with specific course knowledge (resumé required)*	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Academic Strategist (resumé required)**	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Interpreter (Oral, Sign, CART)	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Educational Attendant Care (while in school)	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Specialized Transportation (to and from school only)	<input type="text"/>		<input type="text"/>	<input type="text"/>

\*For tutor rates over \$25 per hour, resumé/credentials must be provided.

\*\*A resumé/credentials must be provided for all Academic Strategy requests.

Comments/disability related rationale for Requested Assistive Services:

## Section 2 - Equipment/Assistive Technology

When requesting Equipment/Assistive Technology, you must submit a copy of an estimate/quote for each item.

Enter the description and amount for the current study period:

Electronic Reading/Writing Software (e.g. Kurzweil, Dragon)

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Assistive Software (e.g. Inspiration)

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Digital Recorder/Smartpen

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Assistive Devices for the Visually Impaired

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Assistive Devices for the Hearing Impaired

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Alternate Formats

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Computer/Laptop/Tablet

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Other Equipment

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Comments/disability related rationale for Requested Equipment/Assistive Technology:

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## Section 3 - For Educational Institution Use Only - Do Not Write in this Area

**Reduced Course Load to be completed by the Disability Advisor/Reviewer or Financial Aid Officer/Registrar.** Students with disabilities can be registered in 40% to 59% of a full course load, and continue to be eligible for full-time student aid.

What is the student's percentage of a full course load? % (enter between 40 to 59% only)

\_\_\_\_\_  
Name of School Official

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Today's Date yyyy-mm-dd

\_\_\_\_\_  
Signature of School Official

**Section 4 - For Use by Disability Advisor/Reviewer Only - Do Not Write in this Area**

**Nature of Disability** (Documentation regarding the nature of disability must be attached if not previously provided.) Please check appropriate box(es):

- |   |  |
|---|--|
| <input type="checkbox"/> Deaf, Hearing Impaired           | <input type="checkbox"/> Mobility/Agility Impairment   |
| <input type="checkbox"/> Blind, Visually Impaired         | <input type="checkbox"/> ADD/ADHD  |
| <input type="checkbox"/> Learning Disability (list below) | <input type="checkbox"/> Psychiatric or Psychological  |
| <input type="text"/>                                      | <input type="checkbox"/> Autism, Asperger, Rett  |
| <input type="text"/>                                      | <input type="checkbox"/> Brain Injury/Cognitive Impairment   |
| <input type="text"/>                                      | <input type="checkbox"/> Other Permanent Disability or Persistent or Prolonged Disability<br>(see Information and Instructions section for disability definitions) |
| <input type="checkbox"/> Speech                           | <input type="text"/>   |

TOTAL recommended services/equipment  Attach documentation itemizing the assistive services and/or equipment that covers the above.

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Name of Disability Advisor/Reviewer		Email Address of Disability Advisor/Reviewer	
Telephone Number of Disability Advisor/Reviewer	Extension	Today's Date yyyy-mm-dd	Signature of Disability Advisor/Reviewer

**For Internal Use Only - Do Not Write in this Area**

CSG-DSE	GFD	TOTAL	<input type="checkbox"/> CSG-D Only	<input type="checkbox"/> Additional Funding	<input type="checkbox"/> Reduced Course Load
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Permanent Disability	<input type="checkbox"/> Persistent or Prolonged Disability	

Internal Comments:

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Name of Reviewer	Date yyyy-mm-dd
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