

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 to verify your disability with your first application.

### Permanent Disability (PD):

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 that is expected to remain with the person for their lifetime.

### Persistent or Prolonged Disability (PPD):

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.

### What funding could I be eligible for?

- **Canada Student Grant for Students with Disabilities (CSG-D):** \$2,800 per loan year for education and living costs.
- **Canada Student Grant for Services and Equipment - Students with Disabilities (CSG-DSE):** Up to \$20,000 per loan year to help you with exceptional education related costs such as assistive services and/or equipment. Grant must be reconciled through submitting receipts showing the purchase/use of grant funding. See **Disability Grant Reconciliation** section below.
- **Alberta Grant for Students with Disabilities (GFD):** Up to \$3,000 per loan year to help with exceptional education related costs such as assistive services and/or equipment. Grant must be reconciled through submitting receipts showing the purchase/use of grant funding. See **Disability Grant Reconciliation** section below.

### 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 (CSG-D):
  - At least 30 calendar days prior to your study period end date.
- For the Canada Student Grant for Services and Equipment - Students with Disabilities (CSG-DSE)/Alberta Grant for Students with Disabilities (GFD):
  - To request Assistive Services:
    - 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

### Schedule 4 Checklist - Complete the following steps:

- A loan application for financial assistance is required. To apply, visit [studentaid.alberta.ca](http://studentaid.alberta.ca).
- If this is your first time applying for a disability grant, you must complete a Schedule 4 and submit eligible medical documentation.
  - A Disability Verification Form or Psycho-Educational Assessment must be completed and signed by the appropriate authorized medical professional. Once approved by Student Aid:
    - ❖ Students with a Permanent Disability are required to submit a Disability Verification Form or Psycho-Educational Assessment only once on their first disability grant request. 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 your studies.
- If you are requesting services and equipment (CSG-DSE) and/or studying at a reduced course load (40-59%), you need to submit a Schedule 4 with each subsequent application.
- Include all appropriate documentation with your Schedule 4 and upload to your Alberta Student Aid account.

## Information and Instructions - Continued

**If you are only applying for the Canada Student Grant for Students with Disabilities (CSG-D), submit the following:**

- First application: Page 1 of the Schedule 4 and eligible medical documentation.
- Subsequent applications: A Schedule 4 and medical documentation is **NOT** required. If you have previously been approved for the grant and have disability status with Alberta Student Aid, you will automatically be assessed for this grant. If you have a persistent or prolonged disability, you may have to submit an updated Disability Verification Form, if there is a gap in your studies.

**If you are only applying for a Reduced Course Load, submit the following:**

- First application: Page 1 of the Schedule 4 and eligible medical documentation.
- Subsequent applications: Page 1 of the Schedule 4 only. If you have a persistent or prolonged disability, you may have to submit an updated Disability Verification Form, if there is a gap in your studies.

**If you are applying the Canada Student Grant for Services and Equipment - Students with Disabilities (CSG-DSE)/ Alberta Grant for Students with Disabilities (GFD), submit the following:**

- First application: All pages of the Schedule 4, eligible medical documentation, estimates/quotes for assistive services, equipment, and assistive technology.
- Subsequent applications: All pages of the Schedule 4, and estimates/quotes for assistive services, equipment, and assistive technology.
  - 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). Students who sought an assessment to confirm a Learning Disability, but whose assessment confirms a different Permanent Disability (PD) or Persistent or Prolonged (PPD) are also eligible for reimbursement. 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 along with the assessment. Invoices are not eligible.
  - 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 time you request services and equipment/assistive technology funding.

### Disability Grant Reconciliation:

If you receive student aid for assistive services and equipment/assistive technology, 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 Assistive Services Used:** Receipts must include the date(s) of service, length of each session, hourly rate paid, name of service provider, confirmation of amount paid and courses the service was provided for. Your receipts must indicate that you used the approved services during your study period. Invoices are not accepted.

**For Equipment/Technology Purchases:** Receipts must include the date of purchase, item(s) purchased and total amount paid. Your receipts must indicate that you purchased approved equipment during your pre-study or study period. Invoices are not accepted.

**If you do not use all of the approved services and equipment grant funding, you must return the unused funds to Alberta Student Aid. If you do not submit receipts or return the unused funds, you will be in an overpayment situation.**

## Upload Schedule 4 and Receipts

**Send electronically:** 1. Visit [studentaid.alberta.ca](http://studentaid.alberta.ca). 2. Login to your account. 3. Submit documents securely using Upload Electronic Document(s) 4. To submit a Schedule 4, choose "Submit Disability - Schedule 4 and Supporting Documents". Supporting documents may include the Disability Verification Form, assessments, and quotes/estimates. 5. To submit receipts to reconcile your disability grant, choose "Submit Disability - Receipts". **Do not mail in receipts.**

## Return Unused Funds

**Online Banking:** Payee "Alberta Student Aid - Grants" and use your Alberta Student Number as the Account 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 disability 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/assistive technology 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 overpayment and could affect my eligibility for future funding.

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

\_\_\_\_\_  
Name

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

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

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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, or mail to PO Box 28000 Stn Main, Edmonton, AB T5J 4R4, or call 1-855-606-2096.

Applicant's Last Name Applicant's First Name Middle Initial

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

Social Insurance Number

Application ID Enter your current study period start and end dates for the 2023/2024 school year. Start Date yyyy-mm-dd End Date yyyy-mm-dd

**Section 1 - Nature of Disability (Must be completed by Disability Advisor/School Official)**

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

Deaf, Hearing Impaired

Learning Disability (list below)

Blind, Visually Impaired

Speech

Mobility/Agility Impairment

ADD/ADHD

Other Permanent Disability or Persistent or Prolonged Disability (see Information and Instructions pages for disability definitions)

Psychiatric or Psychological

Autism, Asperger, Rett

Brain Injury/Cognitive Impairment

**Section 2 - For Educational Institution Use Only - Reduced Course Load**

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)

**Section 3 - For Educational Institution Use Only Signature by Disability Advisor/School Official**

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

**Instructions for Schedule 4 submissions:**

- **Canada Student Grant for Students with Disabilities and/or Reduced Course Load Requests** – Submit Page 1 with supporting medical documents.
- **Services and Equipment Requests** - Submit Pages 1, 2 and 3 of this form with supporting medical documents/quotes/cost breakdowns.

## Section 4 - Assistive Services

**Learning Assessment Fee** \$  (You must attach your receipt along with your assessment. Include all pages of your assessment and the assessment must be signed.)  
 (up to a maximum of \$3,500)

**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:**

Note Taker	\$
Tutor with specific course knowledge (resume required)*	\$
Academic Strategist (resumé required)**	\$
Interpreter (Oral, Sign, CART)	\$
Educational Attendant Care (while in school)	\$
Specialized Transportation (to and from school only)	\$
Alternate Formats	\$

### Breakdown Examples for Services (required for each service):

**Note Taker:** number of courses x cost per course

**Tutor:** number of courses x tutoring hours per week per course x number of weeks x hourly rate

**Academic Strategist:** number of sessions x length of session x hourly rate

**Interpreter:** Interpreter number of hours per week x number of weeks x hourly rate

**Educational Attendant Care:** hours in class per week x number of weeks x hourly rate

**Alternate Formats:** number of textbooks x Alternate Format conversion rate by service provider

Other Services (list services and price below)

\$  
\$  
\$

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

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

**Breakdowns and Comments/Disability related rationale for requested Assistive Services:**

## Section 5 - 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, Read & Write subscription)	Smartpen/Digital Recorder/C-Pen
\$	\$
\$	Computer/Laptop/Tablet
\$	\$
Assistive Software (e.g. Inspiration, Grammarly, Glean)	Noise Cancelling Headphones
\$	\$
\$	Printer/Scanner
\$	\$
\$	Laptop/Tablet Case
\$	\$
Assistive Devices for the Visually Impaired	Other Equipment (e.g. External Microphone)
\$	\$
\$	\$
Assistive Devices for the Hearing Impaired	\$
\$	\$

**Comments/Disability related rationale for requested Equipment/Assistive Technology:**

**TOTAL Recommended Services  
and Equipment/Assistive Technology: \$**

(Total provided must be in Canadian dollars only)

**Attach documentation (quotes, cost breakdowns, etc) itemizing the assistive services and/or equipment/assistive technology that covers the above recommended amount.**