

Are you a Post-Secondary Student with a Permanent Disability?

The following information will assist you in taking the necessary steps to receive funding if you are a student with a permanent disability. The key is to **APPLY EARLY!** We highly recommend that you start this process two months prior to starting studies. Take a look at the steps you need to take and the documents you will be required to submit. The earlier you start this process, the better your chances of receiving your funding before you start school.

In addition to the available types of post-secondary funding, as a student with a permanent disability, **you may be eligible to receive the following funding:**

- ***Canada Access Grant for Students with Permanent Disabilities**
Up to \$2,000 per year (for education and living costs) **and/or**
- ***Canada Study Grant for the Accommodation of Students with Permanent Disabilities**
(For disability related equipment and services) - up to \$8,000 per year **and/or**
- **Alberta Grants for Disabled Students (GFD)**
Up to \$3,000 per year for students not eligible for federal funding

*** These two grants are available to full-time and part-time post-secondary students.**

To be considered for the above grant funding, you must meet the **definition of a 'permanent disability'** as follows:

A functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or the labour force and is expected to remain with the person for the person's expected natural life.



What you need to do to apply for funding...

- ▶ Fill out a full-time or part-time post-secondary paper application, which can be obtained from your Educational Institution or at a local Alberta Service Centre or Canada Alberta Service Centre. For locations, visit www.alis.gov.ab.ca and choose the Alberta Career Services location nearest you.
- ▶ Apply on-line at www.alis.gov.ab.ca. Choose *Students Finance* and follow the link to the electronic application.
 1. If you've indicated on your full / part-time application that you have a permanent disability, then you'll need to complete the Schedule 4 included with your funding application. (Note: your school can assist you with filling in your assistive services or technologies if required.)

Important information continued on next page...



How to apply continued...

- ▶ After you complete your Schedule 4, take it to:
 1. A local Alberta Service Centre or Canada Alberta Service Centre nearest you. (www.alis.gov.ab.ca Choose Alberta Career Services)
 2. Your school (Note: your school can not authorize the schedule 4, but they may assist you in completing it.)
- ▶ Out-of-province students must mail their application/Schedule 4 to **Edmonton - City Centre (Central)** Main Floor, 10242 - 105th Street, Edmonton, Alberta T5J 3L5 Phone: (780) 415-4900

You must submit all applicable documentation along with the Schedule 4, including:

- **Proof of your permanent disability** (i.e., copies of a medical certificate, a learning disability assessment or a document proving that you are in receipt of federal and/or provincial disability assistance). The documentation describing the type of permanent disability is usually only required for submission once.
- **Proof of payment** of your Learning Assessment Fee, if required.
- **Two separate estimates** if equipment is required during your study period. Estimates are required **each time** you request equipment or assistive services. Students Finance will not use estimates from a previous application.

- ▶ If the costs on your Schedule 4 exceed \$8,000, speak to an Alberta Employment, Immigration & Industry consultant to ensure you have the resources to cover the balance, and to see if you may be eligible for Disability Related Employment Supports (DRES).
- ▶ If you receive funding from Students Finance for the Canada Study Grant for the Accommodation of Students with Permanent Disabilities or the Alberta Grant for Disabled Students, you will receive a cheque in the mail. Once the assistive services or equipment are paid for, you must submit receipts (quote your Social Insurance Number on the receipts) and mail them to:

Students Finance
PO Box 28000, Stn Main
Edmonton AB - T5J 4R4



- ▶ If receipts are not received by the end of the school year, you must return the funding to Students Finance. If unused funds are not returned, you could be in an overpayment situation and referred to collections.
- ▶ If you did not spend all of the money you received to pay for your assistive services or equipment, you must return the remaining balance to Students Finance, or you will be in an overpayment situation and may be referred to collections. We do not require receipts for the Canada Access Grant for Students with Permanent Disabilities.
- ▶ Once the Alberta Employment, Immigration & Industry consultant approves your Schedule 4, they can forward your entire funding application (or Schedule 4 only) for funding to Students Finance for processing, or you can mail it in yourself.
- ▶ During peak application periods (August to September) expect your application to be processed in 4 to 6 weeks. That is why we encourage you to apply early.