

# Funding for Students With Disabilities Guide



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# Funding for Students with Disabilities Guide 2021-2022

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The purpose of this guide is to provide authorized school officials with information regarding many tasks you will need to complete for students issued funding by Alberta Student Aid, such as:

- Eligibility
- Types of funding
- Definition of a permanent disability
- Services and equipment
- Role of the Disability Advisor
- Repayment

This guide provides representatives of post-secondary schools with information on the funding process for students with permanent disabilities. For the more detailed topics and processes (such as types of funding and the schedule 4), you will be directed to the appropriate resources on the Alberta Student Aid website to assist you in finding the information you need.

The information in this guide applies to the 2021-22 loan year for session start dates between August 1, 2021, and July 31, 2022.

Program changes applicable to students with permanent disabilities for the 2021-22 academic year are included in this guide. You can also browse [What's New](#) on [studentaid.alberta.ca](http://studentaid.alberta.ca) for further program updates.

For the 2020-2021 loan year for students who began studies prior to August 1, 2021, please refer to the procedures in the [Alberta Student Aid Operational Policy and Procedure Manual: 2020-2021](#), or contact the Client Resolution Unit:

- Email: [cru@gov.ab.ca](mailto:cru@gov.ab.ca)
- Phone: 1-855-606-2096, select option 4, 1 (post-secondary school representatives only)  
**During COVID-19, this phone option is not available. Please use email.**

## Alberta Student Aid Operational Policy and Procedure Manual

### Chapter 4: Permanent Disability

The [Policy and Procedure manual](#) contains a Chapter regarding students with Permanent Disabilities. Ensure you are familiar with this information when assisting students.



## **Definition of a Permanent Disability**

To be considered for disability-related funding a student must meet the Canada Student Financial Assistance Program (CSFAP) definition of permanent disability as defined in the [Canada Student Financial Assistance Regulations](#)

**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.**

The definition can effectively be broken down into 3 components:

- 'a functional limitation caused by a physical or mental impairment'
- 'that restricts the ability of the person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force'
  - NOTE: The functional limitation must have a significant impact on the student's ability to participate in education
- 'and is expected to remain with the person for the person's expected natural life'
  - NOTE: Where a student has been symptom free for 3 or more years, it may be presumed that the disability is not permanent and would not be expected to affect the individual's ability to participate in post-secondary studies. Therefore, there would be no need for disability supports and no permanent disability eligibility.

For example:

*A prospective student may have cerebral palsy and be a wheelchair user. The functional limitation is the cerebral palsy, the restriction is mobility due to the limitation, and as cerebral palsy never changes, the condition is considered to remain for the person's natural life. This applicant meets the definition of a permanent disability for the purpose of student funding.*

An applicant must meet all three of these criteria to be eligible for disability-related funding. Additional documentation may be requested when eligibility is not readily apparent. The disability funding may be delayed or denied if the documentation sent to Alberta Student Aid does not specifically demonstrate all three points of the definition. If the medical documentation does not provide sufficient detail to confirm that the student has a permanent disability as defined, the student needs to provide additional information.

# Eligibility Criteria

There are three basic criteria that determine eligibility for Alberta Student Aid.

## Program Eligibility

- School and program must be designated. Schools and programs can be designated for federal and/or provincial funding.

## Student Eligibility

- Must be a Canadian citizen, permanent resident, or a convention refugee with protected person status.
- To qualify for provincial funding, students must also be an Alberta resident. This means that they have lived in Alberta for at least 1 year, or that Alberta is the most recent province they have lived in for 12 consecutive months without being in full-time studies.
- If applying for full-time studies, students must be registered in at least a 60% course load. However, for students with a permanent disability, this means taking at least 40% of a full-time course load.

## Financial Eligibility

- For full-time funding, a student must demonstrate financial need. This means they have higher costs than the total of all their resources. The formula is: Allowable Costs minus Resources = Award, up to the loan maximum.

# Types of Funding

Students can receive the following [types of funds](#):

- Canada Student Financial Assistance Loans
- Alberta Student Loans
- Grants

Students could potentially receive any one of these fund types, or any combination of loans or grants, or all types of funding.

Alberta student loans are lent by, and repaid to the Alberta Student Aid Service Centre through [MyLoan](#). Canada Student Financial Assistance Loans are lent by, and repaid to the [National Student Loan Service Centre](#). Grants issued by the service providers will be direct deposited to the student's bank account (or sent by cheque if the student has not provided valid Canadian banking information).

There are a number of federal and provincial grants for students and each type of grant has its own specific eligibility requirements. There are also grants that only students with permanent disabilities can qualify for.

## Full-Time Grants

### Federal Grants

#### Canada Student Grant for Full-Time Studies

The [Canada Student Grant for Full-Time Studies](#) is based on a student's total family income (line 15000, or an estimate of annual income for this year if they anticipate lower earnings) and family size.

Depending on a student's situation, they could receive:

- Between \$100-\$750 per month of studies based on the reported income.

#### Skills Boost Top-Up Grant

The [Skills Boost Top-Up Grant](#) is available to students who receive the Canada Student Grant for Full-Time Studies, AND who have been out of high school for at least 10 years.

- \$200 per month of studies.
- It is a flat rate that does not vary by income or family size.

#### Canada Student Grant for Students with Dependents

Students from low-income families and who have dependents may qualify for the [Canada Student Grant for Students with Dependents](#).

- Up to \$200 per month of full time studies, per eligible dependant – based on income and family size.
- Students may receive up to \$400 per month.

#### Canada Student Grant for Students with Permanent Disabilities (CSG-PD)

The [Canada Student Grant for Students with Permanent Disabilities](#) is intended to address the financial need for students with disabilities.

##### Description of funding:

- Students are issued a flat rate of \$4,000 per loan year regardless of calculated or requested need
- Available for students enrolled either in full-time or part-time studies
- Designed to offset a full-time or part-time student's exceptional education-related costs that are associated with their disability
- Provided on the basis of need to students who have a permanent disability
- Allocated before student loans



**Eligibility:**

- Must have at least \$1 of federal calculated need
- The educational institution and program must be designated for Canada Student Financial Assistance Program funding

Students must submit documentation with their Schedule 4 that describes the permanent nature of their disability that meets the definition of permanent disability as per CSFAP guidelines (see [Permanent Disability Definition](#))

Once the student receives this grant, the student will not need to provide documentation describing the type of permanent disability or submit a new Schedule 4 **on subsequent applications**. The student will only need to:

- meet all eligibility criteria for receiving federal funding, and
- have at least \$1 of federal calculated need

**Disbursements:**

- Students funded for one semester will receive 100% of their funding at the beginning of their study period
- For students funded for more than one semester:
  - 50% is disbursed at the beginning of their study period
  - 50% is disbursed at the midpoint of the study period
- disbursements of the CSG-PD cannot not be moved up to earlier in the study period

**Receipts:**

- Not required for this grant

**Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-PDSE)**

The [Canada Student Grant for Services and Equipment for Students with Permanent Disabilities](#) is provided to students who have a documented permanent disability that limits their ability to perform daily activities necessary to participate fully in post-secondary studies.

The grant is intended to support exceptional education-related costs associated with the student's permanent disability. The Standard Costs and Frequency of Entitlement for Approved Services and Equipment for equipment and service maximums guide will be distributed to schools yearly by Alberta Student Aid.

**Description of funding:**

- Minimum \$100
- Maximum \$20,000 per loan year. The maximum amounts for specific services and equipment as defined in the standard costs and frequency of entitlement still apply.
- For educational disability-related services and equipment
- Available for students enrolled in full-time and part-time studies
- It is designed to offset a full-time or part-time student's exceptional education-related service and equipment costs associated with their disability

**Eligibility:**

- Must have at least \$1 of federal calculated need
- The educational institution/program must be designated for CSL funding
- A student must submit a Schedule 4 signed by a disability advisor, and have a completed full-time or part-time Alberta Student Aid application for the same study period
- Must meet the CSLP definition of permanent disability as defined in the CSFAR (see [Permanent Disability Definition](#)) and have provided eligible documentation to verify the permanent disability.

**Disbursements:**

- As this grant is for the purchase of equipment and/or services, it is disbursed in full at the program start date

**Receipts:**

- The appropriate receipts and any unused grant funding must be provided by the end of the current study period for services/equipment recommended on that specific Schedule 4. Refer to [Grant Reconciliation and Receipt Submissions](#).

## Alberta Grants

Students who are not in multi-year programs, or who have no federal eligibility could qualify for Alberta grants.

### Alberta Student Grant for Full-Time Students

Students applying for the [Alberta Student Grant for Full-Time Students](#) are not eligible to receive both the Canada Student Grant for Full-Time Studies and Alberta Student Grant for Full-Time Studies during the same application period.

The amount and eligibility for the Alberta Student Grant for Full-Time Studies is based on a student's total family income (line 15000, or an estimate of annual income for this year if they anticipate lower earnings, whichever is lower) and family size.

- Between \$100-4500 per loan year with the amount of grant varying based on the reported income.
- Available for students in a one-year program, including Open Studies and University Transfer, an apprenticeship program, or a graduate level program.

### Alberta Grant for Disabled Students (GFD)

The [Alberta Grant for Students with Permanent Disabilities](#) is provided to students who have a documented permanent disability that limits their ability to perform daily activities necessary to participate fully in post-secondary studies.

The grant is intended to support exceptional education-related costs associated with the student's permanent disability. The Standard Costs and Frequency of Entitlement for Approved Services and Equipment for equipment and service maximums guide will be distributed to schools yearly by Alberta Student Aid.

**Description of funding:**

- Minimum \$50
- Maximum \$3,000 per loan year
- For educational disability-related services and equipment
- Available for students enrolled in full-time studies only
- Generally issued to students who do not have Canada Student Financial Assistance Loan Program eligibility (ex. program not designated for Canada Student Financial Assistance Loan Program funding or for periods of study less than 12 weeks in duration)
- Included in the maximum \$20,000 CSG-PDSE in an academic year
- \$3,000 may be issued in addition to the \$20,000 CSG-PDSE if the student applies for 10-12 months of study, or spring/summer courses

**Eligibility:**

- Must have at least \$1 of provincial calculated need
- A student must submit a Schedule 4 signed by a disability advisor, and have a completed full-time Alberta Student Aid application for the same study period. Students attending part-time studies are not eligible for GFD
- Must meet the Canada Student Financial Assistance Program definition of permanent disability as defined by the CSFAP (see [Permanent Disability Definition](#))

**Additional information and eligible services and equipment:**

- Students can also be considered for GFD only for parking if related to their permanent disability.
- GFD is included in the maximum \$20,000 CSG-PDSE in an academic year. The only exception is when the student uses their entire \$20,000 CSG-PDSE for the fall/winter session, they could be eligible for up to an additional \$3,000 GFD for the spring/summer session

**Disbursements:**

- As this grant is for the purchase of equipment and/or services, it is disbursed in full at the program start date

**Receipts:**

- The appropriate receipts and any unused grant funding must be provided by the end of the current study period for services and equipment recommended on that specific Schedule 4. Refer to [Grant Reconciliation and Receipt Submissions](#).

Grants generally do not need to be repaid, unless the student is deemed to be ineligible for grant funding that they have received (example, withdrawal or reassessments).

# Full-Time Application

## Apply Early

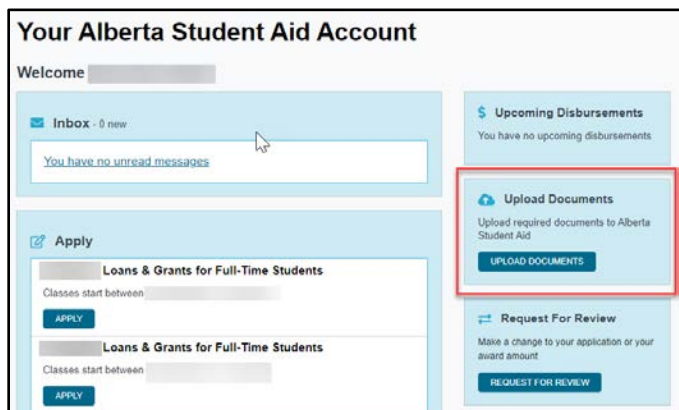
We recommend that students apply early. Once they have applied online, they will want to submit their schedule 4 as soon as possible. Schools must not complete an online application for students. There are tools for students who require assistance:

- Have students review the [Apply](#) section on the [Alberta Student Aid website](#)
- Advise them to view the videos [Create your Student Aid Account and Complete your Application](#)
- Use the [Student Aid Worksheet Full-Time](#)

All students must have their application and schedule 4 submitted at least 30 days prior to the last day of their study period, however if the student needs to have equipment costs covered, they will need to have their application and Schedule 4 submitted 90 days prior to the last date of study. If students are taking a spring/summer session or an apprenticeship program, and they have specialized equipment costs, the deadline is **no later than the** start of their study period.

In some cases, particularly where the student has applied previously, has full systems access, and has previously been assessed as a student with a disability, their application may go through and be automatically assessed. If this is the case and they require services and equipment, we will reassess their application once we receive the Schedule 4 and cost estimates.

Students can upload their Schedule 4 by logging into their Alberta Student Aid Account and clicking on the Upload Document tab as shown below.



If a first-time application comes in with a permanent disability indicated, but no Schedule 4, we will process the application without disability funding. When the schedule 4 is received, if the application has been processed, it will be set up as a [Request for Review](#). If the application is still pending, we will freeze the application in order to consider the Schedule 4 as part of the initial assessment.

In order to understand who meets the criteria, there is a question on the application that asks a student if they have a permanent disability. If they check yes, they are instructed to complete the Schedule 4.

The Schedule 4 is required:

- If a student is a first time applicant
- If a student with a permanent disability is requesting services and equipment cost for the school term for which they are applying
- The student is enrolling in a reduced course load (40-59% of a full time course load)

## Schedule 4

In order to be eligible for disability funding, the student must submit pertinent disability documentation along with a Schedule 4, and have a completed Alberta Student Aid application for the academic study period in which the Schedule 4 applies. Once approved, a Schedule 4 is not required in subsequent years if:

- The student does not require funding for services and/or equipment.
- The student is studying at least a 60% course load

The student will automatically be considered for the \$4,000 CSG-PD grant without a Schedule 4 (they only need to have a federal calculated need to receive this grant).

Educational institution staff can review Schedule 4s on previous applications on system Inquiry screens. If the student received funding for disability-related services and/or equipment, it will also be noted in the Student Award Letter which will appear in the list of student correspondence on the system. To inquire about receiving access to the Alberta Student Aid System, [click here](#).

For situations where the student has to wait for assessments or appointments to see medical staff, the student's Alberta Student Aid funding application can be processed without the Schedule 4, and the Schedule 4 may follow later.

## Deadlines for Schedule 4 Submissions

Grant	Length of Study	Days
CSG-PD and CSG-PDSE Services and/or GFD Services	Any length of study	30 days before current study period end date
CSG-PDSE Equipment and/or GFD Equipment	7-12 months	90 days before current study period end date
CSG-PDSE Equipment and/or GFD Equipment	4-6 months	30 days before current study period end date
CSG-PDSE Equipment and/or GFD Equipment	Less than 4 months	No later than the study period start date (ex: spring/summer/apprenticeship)

## Schedule 4 Cover Page

<b>Upload Schedule 4 and Receipts</b>
Send electronically: 1. Visit <a href="http://studentaid.alberta.ca">studentaid.alberta.ca</a> 2. Sign in to your account. 3. Submit securely using Upload Electronic Document(s)
<b>Return Unused Funds</b>
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
<b>Applicant Agreement</b>
If I receive a disability grant for services or equipment for post-secondary students with permanent disabilities, I hereby agree to provide, by the end of my current study period, receipts which will show that the student aid was spent for its intended purposes. Include your name and Social Insurance Number on all receipts and upload electronically.
_____ Telephone Number      Today's Date yyyy-mm-dd      Applicant's Signature

The cover page of the [Schedule 4](#) has the Applicant Agreement section at the bottom. This section ensures the student has read and understands the materials and information being submitted. This page includes the definition of a permanent disability, the types of funding available, information on reduced course loads (if applicable), tips for completing the schedule 4, and important information on keeping and submitting receipts.

There is also information on this page about submitting forms by uploading them directly to their student aid account. This is the fastest and most secure way for students to provide information to Alberta Student Aid.

You can use this page as part of the counselling process; however, the applicant agreement section is not mandatory.

## Schedule 4 – Page 2

<b>Information and Instructions - Continued</b>
<b>What is a reduced course load?</b> 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 permanent disability funding. A part-time application can be printed from <a href="http://studentaid.alberta.ca">studentaid.alberta.ca</a> .
<b>Tips for completing your Schedule 4</b> <ul style="list-style-type: none"><li>• All \$ amounts must be submitted in Canadian dollars.</li><li>• If you apply for student aid online, you must still submit a paper Schedule 4.</li><li>• Attach all required documentation to your Schedule 4.</li><li>• The Disability Advisor/Reviewer at your school is required to sign Section 4 of your Schedule 4.</li><li>• 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.</li></ul>

The second page of the package does not need to be returned, but provides a summary of additional information that should be submitted with the [Schedule 4](#) for first time applicants, and you can use page 2 of the Schedule 4: Summary of Disability Documentation Required, to assist you with ensuring the correct documentation is being provided.

The medical documentation is required only for first time permanent disability applicants. It has to show that the disability meets the CSLP definition of a permanent disability.

The medical assessment can include information such as the assessment date, diagnosis, doctor's information, and any recommended supports.



The medical documents are required for the Student Aid assessment, and it is used later if the student applies for Repayment Assistance Plan for Students with a Permanent Disability.

## Disability Documentation Required Summary

### Alberta Student Aid Operational Policy and Procedure Manual Chapter 4

Type of Disability	Documentation requirements	Notes about special issues/situations
Deaf, Hearing Impaired	<ul style="list-style-type: none"> <li>Audiologist report, or</li> <li>Letter from physician with an explanation of the degree of hearing loss</li> </ul>	
Blind, Visually Impaired	<ul style="list-style-type: none"> <li>Specialist's report, or</li> <li>Letter from physician with a description of the functional limitations</li> </ul>	A copy of a CNIB card is not sufficient, as this does not help us understand the degree of impairment and how the requested supports relate to the disability.
Learning Disability	<ul style="list-style-type: none"> <li>Psycho-educational report from a Psychologist, or</li> <li>Neuro-psychological report</li> </ul>	<p>Assessment should be no older than 5 years, if conducted before the age of 18. Exceptions may be made depending on situation and level of detail.</p> <p><i>**Current exception for 2020-2021 loan year to allow up to 7 years if extenuating circumstances prohibit a student from obtaining an updated assessment. Rationale will need to be included for review.</i></p> <p>A physician's diagnosis of a Learning Disability is not acceptable.</p>
Speech	<ul style="list-style-type: none"> <li>Speech language pathologist's report</li> </ul>	
Mobility Impairment	<ul style="list-style-type: none"> <li>Specialist's report, or</li> <li>Letter from physician with explanation of nature of disability as functional limitation</li> </ul>	A functional assessment is ideal, as this would describe the degree of functional limitation and appropriate supports, but this is often difficult to get.
ADD/ADHD	<ul style="list-style-type: none"> <li>Psychologist's report, or</li> <li>Neuropsychological report, or</li> <li>Letter from a psychiatrist, or</li> </ul>	Details from a physician to include a description of how the diagnosis was arrived at, demonstrating childhood history, differential diagnosis, etc.

	<ul style="list-style-type: none"> <li>Letter from a physician with details about the diagnosis</li> </ul>	
Psychiatric or Psychological	<ul style="list-style-type: none"> <li>Psychologist's report with DSM diagnosis, or</li> <li>Letter from a psychiatrist with DSM diagnosis, or</li> <li>Letter from a physician with details about diagnosis including DSM</li> </ul>	A physician's letter needs to include a detailed description of the diagnosis, how the diagnosis was arrived at, functional limitations, and detailed information about history
Autism, Asperger, Rett	<ul style="list-style-type: none"> <li>Psychologist's report or</li> <li>Letter from a psychiatrist</li> </ul>	
Brain Injury/Cognitive Impairment	<ul style="list-style-type: none"> <li>Neuro-psychological report, or</li> <li>Brain Injury/cognitive impairment report/assessment</li> </ul>	
Examples of other Permanent Disabilities	<ul style="list-style-type: none"> <li>Chronic Fatigue/Pain: detailed letter from physician</li> <li>Irlen Syndrome: assessment report from a Certified Irlen Screener</li> </ul>	

## Schedule 4 – Main Page

Alberta Student Aid Canada		Federal/Provincial Grant for Post-Secondary Students with Permanent Disabilities Schedule 4 2021-22	
Protected A (when completed)		<b>S4</b>	
<small>Advanced Education is collecting this personal information under the authority of section 33(1) of the <i>Freedom of Information and Protection of Privacy Act</i> (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 <i>Student Financial Assistance Act</i> (Alberta), the <i>Canada Student Loans Act</i> and the <i>Canada Student Financial Assistance Act</i>, each as may be amended from time to time. The use and disclosure of your personal information is managed in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> (Alberta).</small>			
<small>For more information about:</small> <ul style="list-style-type: none"><li>• Alberta Student Aid: call the Alberta Student Aid Service Centre at 1-855-606-2096.</li><li>• <i>Freedom of Information and Protection of Privacy Act</i> (Alberta): email the Privacy Officer at <a href="mailto:ae.abstudentaidfoip@gov.ab.ca">ae.abstudentaidfoip@gov.ab.ca</a>.</li></ul>			
Applicant's Last Name	Applicant's First Name	Middle Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>This schedule is complete only if all required documentation is submitted. Before you start, read the information on the Information and Instructions pages.</b>		Social Insurance Number	
<input type="text"/>		<input type="text"/>	
Application ID	Enter your current study period start and end dates for the 2021/2022 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 (enter 75% of the cost up to a maximum of \$1,700)		(You must attach your receipt.)	
<input type="text"/>		<input type="text"/>	

The first mandatory page of the [Schedule 4](#) contains all the student's information: their name, SIN, and program dates.

When reviewing the Schedule 4, you will want to pay close attention to the program dates – particularly when it comes to documenting services and equipment. These dates must be the actual dates of their program and need to match the dates on the application. Requests for service and equipment must match the study period for which the student is applying.

There is also a place for the student to indicate their learning assessment fee.

Further down on the first page of the application there is a space to request *Assistive Services costs*. *Page 2 of the application includes a similar section to request Equipment and Assistive Technology costs*. When completing these sections, please enter the amounts to the nearest dollar. If the digit immediately following the decimal point is 5 or more, round up the monetary amount. If the digit after the decimal is 4 or less, keep the monetary amount the same. (Example: the item is \$175.42, please enter \$175).

### Information and Instructions page of the Schedule 4

Students should sign the Applicant Agreement on Page 1 of the [Schedule 4](#) form. This page includes information and instructions that students should be familiar with before submitting a Schedule 4 with their disability advisor.

Information has been included to direct students to use Alberta Student Aid's Electronic Documents Upload for submission of receipts and Schedule 4's. Unused funding must continue to be mailed to our office in the form of a cheque, bank draft or money order.

You may request that this area be signed and dated by the student. This section was added at the request of disability advisors in order to verify that the student has read and understands the disability related funding material provided prior to the counselling process. However, the provision of a student signature is not mandatory for the purpose of processing the Schedule 4 at Alberta Student Aid.

Upload Schedule 4 and Receipts	
<b>Send electronically:</b>	1. Visit <a href="http://studentaid.alberta.ca">studentaid.alberta.ca</a> . 2. Sign in to your account. 3. Submit securely using Upload Electronic Document(s)
Return Unused Funds	
<b>Online Banking:</b> Payee "Alberta Student Aid - Grants" and account number Alberta Student Number.	
<b>Cheque or money order payable to the Government of Alberta:</b> 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 permanent disabilities, I hereby agree to provide, by the end of my current study period, receipts which will show that the student aid was spent for its intended purposes.	
Include your name and Social Insurance Number on all receipts and upload electronically.	

Review the Summary of Disability Documentation Required to ensure the appropriate medical documentation is being submitted.

### Disability Documentation Required Summary

Type of Disability	Documentation requirements
Deaf, Hearing Impaired	<ul style="list-style-type: none"> <li>Audiologist report, or</li> <li>Letter from physician with an explanation of the degree of hearing loss</li> </ul>
Blind, Visually Impaired	<ul style="list-style-type: none"> <li>Specialist's report, or</li> <li>Letter from physician with a description of the functional limitations</li> </ul>
Learning Disability	<ul style="list-style-type: none"> <li>Psycho-educational report from a Psychologist, or</li> <li>Neuro-psychological report</li> </ul>
Speech	<ul style="list-style-type: none"> <li>Speech language pathologist's report</li> </ul>
Mobility Impairment	<ul style="list-style-type: none"> <li>Specialist's report, or</li> <li>Letter from physician with explanation of nature of disability as functional limitation</li> </ul>
ADD/ADHD	<ul style="list-style-type: none"> <li>Psychologist's report, or</li> <li>Neuropsychological report, or</li> <li>Letter from a psychiatrist, or</li> <li>Letter from a physician with details about the diagnosis</li> </ul>
Psychiatric or Psychological	<ul style="list-style-type: none"> <li>Psychologist's report with DSM diagnosis, or</li> <li>Letter from a psychiatrist with DSM diagnosis, or</li> <li>Letter from a physician with details about diagnosis including DSM</li> </ul>
Autism, Asperger, Rett	<ul style="list-style-type: none"> <li>Psychologist's report or</li> <li>Letter from a psychiatrist</li> </ul>
Brain Injury/Cognitive Impairment	<ul style="list-style-type: none"> <li>Neuro-psychological report, or</li> <li>Brain Injury/cognitive impairment report/assessment</li> </ul>
Examples of other Permanent Disabilities	<ul style="list-style-type: none"> <li>Chronic Fatigue/Pain: detailed letter from physician</li> <li>Irlen Syndrome: assessment report from a Certified Irlen Screener</li> </ul>

## Dates:

- Match the exact dates of the student's application period using a DD-MMM-YYYY format.
- Advisors should inquire with students regarding the application dates submitted by the student or confirm the student's dates through the Alberta Student Aid System Educational Institution Inquiry screen.

## Disability Grant for Services and Equipment Reconciliation Worksheet

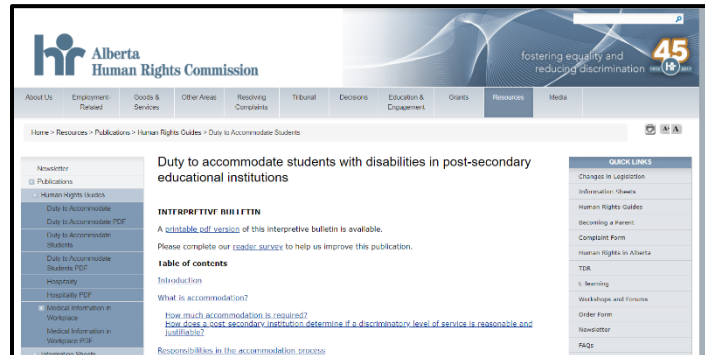
The Disability Reconciliation Worksheet is available in the [Applications and Forms](#) section.

The Reconciliation Worksheet can be used to help students track the money they have received for services and equipment, the amount used, and the amount that needs to be returned to Student Aid. When students submit this form, they should attach their receipts.

## What Services and Fees are Covered

### Duty to Accommodate

Alberta Student Aid does not cover the costs associated with anything that falls under the [Duty to Accommodate](#).



You are required by Alberta Human Rights legislation to accommodate a person's needs regardless of disability, mobility issues, etc. For example, ensuring your building is wheelchair accessible would fall under the Duty to Accommodate; Alberta Student Aid does not reimburse, or otherwise cover these costs.

Anything you put on the Schedule 4 is considered a requirement for the student to attend school. If we cannot fund it (for instance, because the costs exceed \$20,000), it is your obligation to provide it under the Duty to Accommodate. For more information as to what is considered a disability and accommodation requirements, you can go to the [AlbertaHumanRights.ab.ca](http://AlbertaHumanRights.ab.ca)

## Learning Assessment Fee

The [Learning Assessment fee](#) is only for an assessment of the student's learning disability. Costs for other types of assessments are not eligible (e.g., living assessments, assistive technology assessments). CSG-PDSE/GFD will only cover the fee if the learning assessment confirms that the student has a learning disability (e.g. Learning disability in mathematics).

**If a student is submitting a request for the Learning Assessment fee reimbursement, you must include the full, complete assessment signed by the psychologist and an assessment receipt.**

The assessment must be dated no earlier than six months prior to the student's current start date of studies, and the assessment results in a diagnosis of a learning disability.

100% of the cost up to a maximum of \$3,500 is included in the maximum entitlement of \$20,000 per loan year.

Learning Assessment Fee (up to a maximum of \$3,500)	<input type="text"/>	(You must attach your receipt.)
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CSG-PDSE will cover 100% of the cost to a maximum of \$3,500 per loan year, the student will be responsible for the remaining costs. For example:

- If the student's learning assessment fee is \$4,000, the CSG-PDSE will cover 100% or up to the maximum of \$3,500 of that cost and the student will be responsible for the remaining \$500

*Students not eligible for CSG-PDSE may be eligible for reimbursement under the Alberta Grant for Disabled Students to a maximum of \$3,000.*

*Proof of payment for a learning assessment must be provided for the cost to be considered, as well as a full copy of the signed report confirming the learning disability diagnosis. If the learning assessment fee is covered by insurance, the cost cannot be considered by Alberta Student Aid. If the learning assessment fee has been partially reimbursed by insurance, the amount reimbursed by insurance cannot be considered by Alberta Student Aid but must be noted in the request.*

*Costs for other types of assessments are not allowed.*

## Assistive Services

When submitting [assistive services](#) requests, please ensure a rationale is given for each service requested that relates to the student's permanent disability, and is recommended in the student's medical documentation. Estimates and resumes with credentials must be provided for tutor and academic strategy services(see highlighted portions).

**Please enter amounts requested to the nearest dollar. Round the monetary amount up when the number to the right immediately following the decimal point is five or more. Keep the monetary amount the same if the number after the decimal point is four or less. For example: *if the item is \$175.42 it rounds down to \$175.***



Exam accommodation costs are ineligible.

## Equipment and Assistive Technology

When submitting [equipment/assistive technology](#) requests, please ensure a rationale is given for each item requested that relates to the student's permanent disability, or is recommended in the student's medical documentation.

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

\*For tutor rates over \$25 per hour, resume/credentials must be provided.  
\*A resume/credentials must be provided for all Academic Strategy requests.

Comments for Requested Assistive Services:

An estimate/vendor quote (this can include screen shots of review carts for online purchases) is required for each piece of equipment. This documentation is required each time a student requests equipment; Alberta Student Aid will not use estimates from a previous application.

Provide estimates from the educational institution outlining the costs of alternate formats, if required. If the educational institution does NOT provide alternate formats, and the student requires a private sector provider, the student will need to submit an estimate. Alternate format for examinations is ineligible.

Please follow the same rounding rules for equipment as indicated in the assistive services section above.

The Approved Equipment Costs and Frequency of Entitlement will provide you with more information on eligible Equipment/Assistive Technology. This information will be sent to you by Alberta Student Aid.

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

The educational institution is only required to complete this section and provide the 'School Official' information if the student is enrolling in 40% to 59% of a full course load.

If the student is enrolled in less than 40% of a full course load, the full-time application will be rejected and the student will be advised to submit a part-time application.

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 or Registrar <b>ONLY</b> if you are enrolling in between 40% to 59% of a full course load and want to be considered for full-time student aid)	
What is the student's percentage of a full course load? <input type="text"/> %	
Signature of School Official <i>X SIGN HERE</i>	Printed Name of School Official
Today's Date Day Month Year	Telephone Number (format: 999-999-9999)

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

Check the Nature of the Permanent Disability section.

Enter the TOTAL cost of the student's assistive services/equipment, including the Learning Assessment reimbursement (if applicable). Any costs over \$20,000 will be the responsibility of the educational institution if the student is attending a public post-secondary institution. For private career colleges, Alberta Student Aid will forward the documentation to Alberta Community and Social Services for their review for possible additional services/equipment funding.

Add any further comments on the student's situation that you feel is relevant to their funding, please include in the equipment or service comment areas. Examples:

- You know the student does not meet the definition for the permanent disability status but you were under pressure from the parents or student to submit it
- Service cost estimates
- Instructions on what Alberta Student Aid should fund if the request is over \$20,000

Sign, print your name and email address clearly in case Alberta Student Aid needs to contact you, provide your direct phone number and date the Schedule 4.

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

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

<input type="checkbox"/> Deaf, Hearing Impaired	<input type="checkbox"/> ADD/ADHD
<input type="checkbox"/> Blind, Visually Impaired	<input type="checkbox"/> Psychiatric or Psychological
<input type="checkbox"/> Learning Disability (list below)	<input type="checkbox"/> Autism, Asperger, Rett
• _____	<input type="checkbox"/> Brain Injury/Cognitive Impairment
• _____	<input type="checkbox"/> Other Permanent Disability (see Information and Instructions for definition of permanent disability)
<input type="checkbox"/> Speech	
<input type="checkbox"/> Mobility/Agility Impairment	

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

Email Address of Disability Advisor/Reviewer \_\_\_\_\_

Signature of Disability Advisor/Reviewer \_\_\_\_\_ Name (please print) \_\_\_\_\_

*✱ SIGN HERE*

Today's Date \_\_\_\_\_ Direct Telephone Number of Disability Advisor/Reviewer (format: 999-999-9999) \_\_\_\_\_ Extension \_\_\_\_\_

## For Internal Use Only – Do Not Write in the Area

This area is for use by Alberta Student Aid only. If the assistive services and equipment comments section does not provide the space you need to complete the student's Schedule 4 request, please attach a letter along with the Schedule 4.

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

CSG-PDSE: \$ \_\_\_\_\_ GFD: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

☐ CSG-PD only  
☐ Additional Funding  
☐ Reduced Course Load

Internal Comments:

Reviewer: \_\_\_\_\_ Date \_\_\_\_\_

## Schedule 4 Checklist

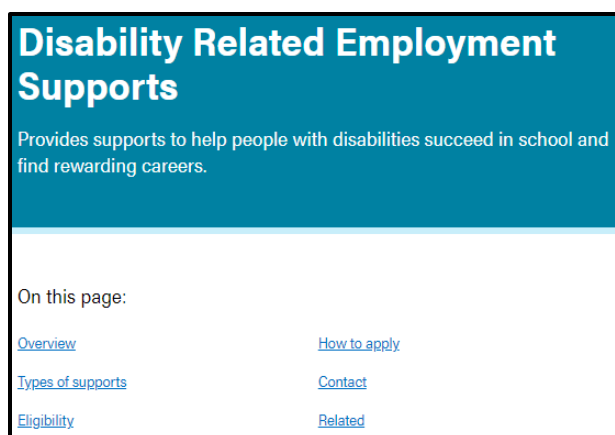
- Review the documentation to ensure the stated disability meets all three aspects of the definition of a permanent disability: ***A functional limitation that is caused by a physical or mental impairment, that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary school level or the labour force and that is expected to remain with the person for the person's expected natural life.***
- The documentation must contain a clear diagnosis, be recent, and be provided by the appropriate medical professional.

- Has the student applied for student aid? This can be verified by going on the Alberta Student Aid System. If the student's funding has already been processed for the academic period, this will be treated as a Request for Reconsideration (RFR).
- Is the Schedule 4 complete?
  - Tick the box that corresponds to the nature of the disability
  - Enter the amounts of all the assistive services and equipment/assistive technology you are recommending and applicable estimates/quotes as required (remember the rounding rules from the [Assistive Services](#) and [Equipment/Assistive Technology](#) sections)
  - In the 'Total recommended services/equipment' box, enter the total amount you are recommending. If this exceeds \$20,000, include a breakdown of how you would like the CSG-PDSE allocated
  - Add any relevant comments and cost breakdowns to the comment boxes in the applicable services and equipment sections
  - Review the services and equipment request. Verify relevance (based on the documentation) to the barriers created by the student's disability. For example if the technology is needed by all students in the course, such as accounting software, it would not be a disability-related need
  - For equipment requests, Alberta Student Aid requires one quote or estimate for each product
  - Submit all the disability documentation along with the student's Schedule 4 request if this is their first Schedule 4. If the student has previously been approved as a student with a permanent disability, please only include the relevant quotes, estimates, tutor/strategist resumes, learning assessment fee receipt as needed, based on the requested services and equipment
  - Sign, provide your direct phone number, email address and date the Schedule 4
  - If only recommending a Reduced Course Load and not recommending any services or equipment funding: Enter '0' in the 'Total Recommended Services/Equipment' box
- Advise the student:
  - What supports and services you've recommended (items and dollar amount)
  - That they will need to send receipts (as per the items and amounts you recommended) by the end of the study period, or send back any unused portion of the funds
  - That you will notify them if there is a change to the requested amount

- Alberta Student Aid sends the student their Student Award Letter through their online account. This letter will advise them of the outcome of their application/request. They should review this letter in detail as it states the approved amounts of the services and equipment. If they have issues seeing this letter through their online Alberta Student Aid account, please direct them to call the Alberta Student Aid Service Centre at 1-855-606-2096 (option #2 provides them with help log in to their online account).

## Disability Related Employment Supports

If students at private career colleges or attending out-of-province or out-of-country schools exceed the maximum amount of either the \$20,000 federal grant, or the \$3000 Alberta grant on the schedule 4, Alberta Student Aid will forward their disability documentation to Alberta Community and Social Services for review. This office will contact the student directly with the outcome.



For more information, see [Disability Related Employment Supports](#) on alberta.ca.

## Assessing Principles

In addition to grants, there are some other exceptions we make when doing the assessment for students with permanent disabilities.

Students with a permanent disability are eligible to receive Canada Student Financial Assistance Loan Program funding for 520 weeks, as opposed to the standard 340 weeks; this means students may have Canada Student Financial Assistance Loan Program eligibility after reaching the provincial lifetime limit.

## Reduced Course Load

A student with a permanent disability could also be eligible to study at [a reduced course load](#). If a student enrolls in 40-59% of a full course load, the disability adviser will need to fill out the Reduced Course Load section of the schedule 4. You will need to let us know what percentage of a course load the student will take as their study.

A student could also drop to between 40 to 59% of a course load during their study period. When this happens, a new Schedule 4 with the reduced course load section completed is required. We would also accept a letter from the school's disability advisor.

Alternatively, these students could submit an application for part-time funding.

Things to consider:

- Will this student want the increased debt that will likely come with receiving full-time funding?
- Will this student require the living allowance associated with full-time funding?

## Schools Completing Disability Advisor Section

Under the Disability advisor Section of the Schedule 4, you should:

- Indicate the nature of the permanent disability or disabilities
- List the full-recommended amount for services and equipment for this study period - even if the total exceeds \$20,000.

The Schedule 4 can be signed by the institution's disability office, school designee, or the student. The school representative will need to provide their contact information: email address, signature, and printed name with telephone number.

This information is being reviewed by our Permanent Disability Unit specifically for the purpose of evaluating and assessing the student's permanent disability status; for this reason we ask that you please provide us with a direct line to contact you personally should any additional information or clarification be required, or if any issues arise.

You are responsible for the information provided on the school portion of the form. If a third party service provider has made recommendations, we will need to consult with you if we have any questions about the Schedule 4. We prefer to work with the student and the school exclusively rather than with third-parties. Because all requests made on the Schedule 4 fall under your duty to accommodate, you will want to be sure you are aware of what the request is for. We also want the student to be aware of the request – it is their money and they have a right to know what they are receiving funding for.

## Disability Advisor Role

The disability advisor signing the Schedule 4 must:

- Verify that the disability meets our definition of a permanent disability and is backed by supporting documentation
- Confirm that supports requested relate directly to the disability and address any barriers created by the disability. Can you rationalize the request?
- Assist the student by completing page 2 of the Schedule 4

If a student has received disability funding in previous years, we ask that you review what they have received in the past (if possible) prior to submitting the request. For example, did a student receive services and equipment funding that went unused? If so, it may not be necessary to request it again.

Each student should be assessed as an individual.



## Communication with Students

To ensure the assessment is done as correctly and timely as possible, it may help to review the Schedule 4 and instructions with the student. You can also assist the student by communicating to them the definition of a permanent disability:

- It is caused by a physical or mental impairment,
- It restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level or in the labour force,
- And it is expected to remain with the person for their expected natural life.

If you know that the Schedule 4 or documentation does not meet the guidelines, but a student is requesting you submit it anyway – you can make a comment on the Schedule 4 so that when we ask what you are submitting, we have a better understanding of the circumstances.

## Repayment Assistance and Special Consideration

Several repayment options are specific to learners with a permanent disability.

### Repayment Assistance Plan for Borrowers with a Permanent Disability, or RAP-PD

- Is available on both federal and provincial loans. One application required to be considered for both federal and provincial RAP-PD status
- Students will need to reapply every 6 months
- Loans must be in good standing
- After 10 years, the balance is reduced to \$0

### Special Consideration – Alberta only

- [Special Consideration](#) removes Alberta Student Loans from active collection
- Submit a Special Consideration from Alberta Student Funding (Form L) and an Income Expense Statement (Form J), along with a medical questionnaire (Form K, or similar document)
- We will also accept a proof of approval by the Canada Student Financial Assistance Program for the Severe Permanent Disability Benefit

In order to be eligible for special consideration, students must:

- Have a functional limitation that limits their ability to earn a living, or
- Have a financial situation that does not allow them to make their Alberta Student Loan payments, or
- Not have any financial resources that would enable them to substantially reduce the balance of their loans (RRSP's, Bonds, etc.).

### Permanent Disability Benefit – Federal Only

- Based on Income

- Allows borrowers with a severe permanent disability to have all Canada Student Financial Assistance is forgiven. Contact [National Student Loans Service Centre](#) for more information.

## Eligibility Clarification for Services and Equipment

### Ineligible Services

Service	Rationale for Denial	Notes
<p>Learning Disability (LD) Assessments – ADD and ADHD:</p> <p>a) Cost of a LD Assessment to assess ADD/ADHD</p> <p>b) Cost of an LD Assessment when ADD/ADHD diagnosed but LD not diagnosed</p>	<p>Assessments are not included on the List of Eligible Exceptional Education- Related Services and Equipment published in the <i>Canada Gazette</i>.</p> <p>Assessment guidelines provide reimbursement funding of LD assessment (100% of maximum cost up to \$3,500 per loan year once a LD has been diagnosed).</p> <p>CSFAP only requires psycho-educational assessment for LD and not for other permanent disabilities.</p> <p>Medical documentation is needed for other PD eligibility assessments.</p>	<p>While a psycho-educational assessment is not required for Permanent Disability eligibility, these assessments are beneficial in providing supporting documentation for the recommended equipment and services to be funded under the grant. However, the assessment itself is not eligible under the grant.</p>
Cost of Occupational Therapist Assessment to determine what specialized ergonomic equipment might be required	Ergonomic equipment is not on the list of eligible equipment approved by ICCSFA.	
Cost of a Mental Health Assessment	Mental health assessments are the responsibility of the individual. Medical documentation is the responsibility of the student.	
Cost of Proctoring for Exams, Cost of Exam Accommodations	Considered as the responsibility of the Educational Institution under Duty to Accommodate.	

Service	Rationale for Denial	Notes
Cost of LD for Post-Graduate Exams	<p>This is regarding requests to have an LD assessment in order to procure extra time for taking the post-graduate exams.</p> <p>Students are not requesting the LD assessment to deal with the LD as an ongoing barrier to their current studies. The LD testing is requested to obtain special accommodations (longer exam time) allowed for students with LD when writing certain post-graduate entrance exams.</p>	This would be an exceptional situation. The student would have to first be eligible for CSL funding, which may not be approved when the post-graduate exams are written. If the exams are not part of the students regular tuition costs they are not considered for funding.

### Ineligible Equipment

Equipment	Rationale for Denial	Notes
<p>Aids to Daily Living:</p> <p>(Ex: Hearing Aids and Corrective Lenses)</p>	<p>Aids to Daily Living, including Hearing Aids and Corrective Lenses for example, are not included on the List of Eligible Exceptional Education Related Services and Equipment published in the Canada Gazette.</p> <p>Hearing Aids and Corrective Lenses are considered a daily living aid rather than specific to an educational setting.</p>	It would be difficult to distinguish between hearing aids or corrective lenses as a daily living aid and an exceptional educational cost.
Internet Costs	<p>Internet costs are considered a normal cost of attending post-secondary education and as such are not a disability-related expense.</p> <p>Internet costs are included in the needs assessment determination for CSL.</p>	
<p>Ergonomic Mouse/Keyboard</p> <p>Other ergonomic equipment</p>	<p>Student would have to provide the estimates for the least costly equipment available.</p> <p>Is not eligible under the Canada Student Grant for Services and Equipment for Students with a Permanent Disability or the Alberta Grant for Disabled Students.</p>	With the \$2,000 computer package, could get an ergonomic key board at this time.

## Examples of Medical Situations, Conditions, and Reasoning

Examples of Ineligible Situations	Reasoning
The student had an ileostomy (and wears an ostomy pouch) and has Crohn's, colitis and night blindness.	The student was unable to obtain further medical documentation as the physician does not consider this a permanent disability or that the student has barriers to their post-secondary education because of these conditions.
A student provides copies of their Disability Tax Credit.	This is not sufficient documentation. A person with a medical condition/disease has extra costs associated with the condition/disease so they would qualify for the Disability Tax Credit but they might not have restrictions regarding their activities and abilities with post-secondary education. An example would be a student with celiac disease.
The medical documentation indicates the student has stress with writing exams and suffers from anxiety.	Situational conditions are not considered 'permanent disabilities' for the purpose of funding as they are dependent on the situation.
The medical documentation is 2 years old and states anxiety and depression. With treatment the condition was 'unpredictable' regarding its permanency and the prognosis was 'cannot predict/uncertain' and notes indicated 'possible memory limitations'.	The medical documentation is not definitive. The fact that it states 'cannot predict', 'uncertain' and is 2 years old indicates that the situation is not diagnosed in its current state. We would require current documentation. To be considered a permanent condition the illness/pain needs to be consistent for 3 years or longer.
The diagnosis is ADD/ADHD and the documentation states 'patient symptoms seem to be under control yet will need to be taken into account if (the student) has difficulties'. In the boxes for permanent or chronic the physician left them blank but added 'possibly improving'.	Medical documentation must indicate that a permanent disability exists and clearly state the impact on the ability of the student to perform the daily activities necessary to participate in studies at a post-secondary level in accordance with the definition. With this documentation this student is not eligible for disability grants.

The diagnosis is Crohn's and the stated impact is stress with exams.	This student would not be eligible for disability grants as there is no impact indicated on daily activities. This is another example of a situational diagnosis.
The student is an insulin dependent diabetic.	Without further medical documentation this would not be eligible for disability grants. If there is an impact on daily activities necessary to participate in studies it could be reviewed further.
The documentation provided is a few months old from WCB and indicates a right knee injury impairment and a payout for a 4% impairment.	WCB documentation alone is not enough documentation. Medical documentation is required from a physician that indicates the current impact on the daily activities necessary to participate in studies at a post-secondary level and how long they are expected to remain.
The medical documentation indicates the student has rheumatoid arthritis and is not working.	Without further medical documentation this would not be eligible AT THIS TIME. Medical documentation indicating the severity and the impact on the 'daily activities necessary to participate in studies at a post-secondary level' is required.
The student has a seizure disorder but has not had a seizure in 4 years. The student is on medication that affects their memory and concentration.	This student is eligible for disability funding even though they have not had a seizure in 4 years because they are taking medication due to the seizure disorder that causes memory and concentration barriers.
The student is a hemiplegic (cerebral palsy affecting one side of the body-in this case the left side).	The student is eligible for disability funding. Even though the physical aspect is on the left side of the body a student would require full use of their hands to hold books, arrange papers on their desk, etc.

## Standard Costs and Frequency of Entitlement for Approved Services and Equipment

The standard costs and frequency of entitlements are applicable to the CSG-PDSE (maximum \$20,000) and GFD (maximum \$3,000) grants. This guide will be distributed to schools yearly by Alberta Student Aid.

## Tutoring Services Request Clarification

All tutoring service requests must include a breakdown. This breakdown should include the following:

- Hourly Rate x Hours per Week, or Course x Number of Courses x Weeks of Study

Requests for tutoring must be directly related to the student's disability. Tutoring is to support students who, because of their disability, are experiencing difficulty in their course work and need assistance in maintaining a passing grade.

Specialized tutors are required for all requests (e.g. tutors must have subject knowledge, education, or training that is specifically related to the course(s) in which they are tutoring the student). Rate determination is based on the tutor's resume and credentials.

We require advisors to review tutor funding awarded in the past and how much tutor funding was used so requests are in line with how much the students tends to use during their studies.

### Tutoring Service Requests for Condensed Programs

A maximum of 1/3 tutor hours per hour in class (e.g., if a student is in lectured classes for six hours per week, they may be eligible to receive two hours per week of tutoring).

### Tutoring Services Rates Determination

**Rates of \$25 and under per hour – accepted without resume**

**Rates over \$25 per hour – resume must be provided and a copy of credentials (degree, diploma, certificate)**

\$40 per hour – Master's Degree with teaching experience

\$35 - \$39 per hour – Master's Degree

\$30 - \$34 per hour – Bachelor's Degree with teaching experience

\$26 - \$29 per hour – Bachelor's Degree relative to the subject matter

\$20 - \$25 per hour – Peers at least two years ahead of the current student in the same subject matter

\$15 - \$19 per hour – Peer tutors

### Tutoring Services Rates Determination for Apprentices Programs

\$35 - \$40 per hour – Journeyperson with tutoring/teaching experience

\$26 - \$34 per hour – Apprentices who have completed the program with teaching/tutoring experience

\$20 - \$25 per hour – Peers at least two years ahead of the current student in the same subject matter

\$15 - \$19 per hour – Peer tutors

### Academic Strategy Request Clarification

All strategical service requests must include a breakdown. This breakdown should include the following:

- Hourly Rate x Number of Sessions (usually one hour duration)

A resume and copy of credentials must be provided. For strategy classes, the syllabus must be submitted with the Schedule 4 request.



## Academic Strategy Rates Determination

\$90/hour – Master's in Education Psychology; Bachelor in Psychology and Bachelor in Education, and strategy experience

\$75 - \$89 per hour – Master's Degree, Bachelor in Education and strategy experience

\$60 - \$74 per hour – Master's Degree, Bachelor in Special Education and strategy experience

\$45 - \$59 per hour – Bachelor in Special Education and strategy experience

\$35 - \$44 per hour – Bachelor in Education, teaching experience and strategy experience

\$20 - \$34 per hour – Academic Strategy experience

## Grant Reconciliation and Receipt Submissions

**The appropriate receipts or unused funding refund must be provided by the end of the student's current study period for services and equipment recommended on that specific Schedule 4.**

As most service and equipment grant funding is processed on the basis of estimates or quotes, not all recommended services and equipment may actually be used in the study period. In this case, Alberta Student Aid expects that the unused portion will be refunded. If an educational institution is administering and tracking the student's services and equipment grant usage, you must advise what services and equipment was used and what is being refunded.

We will in turn advise the student in writing either that:

- All receipts have been received, or
- The student needs to provide missing receipts and a breakdown of services and equipment usage.

If the appropriate receipts are not provided either by the student or the educational institution to justify the services and equipment:

- The CSG-PDSE/GFD grant will be treated as an overpayment
- The student will be sent a letter requesting repayment of the entire grant; or the unused portion; or the portion for which receipts were not provided (whichever is applicable)
- **Overpayments will be recovered by reducing future Services and Equipment grant eligibility for the CSG-PDSE. The GFD grant overpayment will be converted to loan.**

## Tutor and Academic Strategist Receipts

When tutor and academic strategy receipts are submitted the school and/or student is required to attach an attendance schedule/log for these sessions. Logs must include the hourly rate, duration of the session, and confirmation of payment. Receipts submitted without this information are not eligible.

Alberta Student Aid requires all receipts and unused funding to be submitted at the end of the student's academic period to reconcile their disability grant funding. Students are encouraged to submit their receipts by uploading them to their [albertastudentaid.ca](https://albertastudentaid.ca) account.

- Online via their bank, at their bank, or by telephone banking using payee 'Grant - Alberta Student Aid' and referencing their Alberta Student Number, or
- Mail their cheque or money order for any unused funds (payable to the Government of Alberta) to the following address, indicating their name and social insurance number.

Payments made through mail should not be sent by courier as they will not be delivered to Alberta Student Aid, and will eventually be returned to the student. Forms are available:

- ## Disability Grant for Services and Equipment Reconciliation Worksheet

Students should be encouraged to submit the [reconciliation worksheet](#) along with their receipts/unused funding.

## Resources and Contacts

This section highlights some of the most requested resources and contact information to help you with Alberta Student Aid related tasks and processes.

### Resources

Most of the resources discussed here are found on [studentaid.alberta.ca](https://studentaid.alberta.ca). We ask you to access information from the online source to ensure you are viewing the most up-to-date version. Links are provided for your convenience; however links can change as we make regular updates and improvements to the website. If you notice any broken links, email: [SA Web Services](mailto:SAWebServices@alberta.ca)

### Alberta Student Aid Website

The [Alberta Student Aid](https://studentaid.alberta.ca) website contains all the latest, updated information regarding Alberta Student Aid policies, programs and procedures. Browse the website regularly for new information and materials.

### Operational Policy and Procedure Manual

The [Student Aid Operational Policy & Procedure Manual](#) provides the most up-to-date policy and procedural guidance regarding the student aid program for both full and part-time students – from application to repayment. It is intended to be the primary reference point for all policy and procedural information for post-secondary schools, students and Alberta Student Aid staff.

### Scholarships and Awards

Alberta's government offers scholarships and awards to encourage and reward the excellence of Albertans in post-secondary study. Access a number of valuable resources such as:

- [Alberta Scholarships](#) and [ALIS](#) allows students, parents and school representatives the option of searching valuable online databases
- Other various scholarship resources and application information

### Resources for Schools

The Alberta Student Aid website contains a number of resources for post-secondary school representatives.

### Confirmation of Registration (COR) documents

- COR Tip Sheet includes acceptable parameters to use when confirming registration
- COR User Guide
- COR Part-time Guide
- Guidelines to Support Automated COR
- Manual COR Instructions
- COR Methods for Schools explains in detail the pros and cons of each COR method available to post-secondary schools
- Various other informational guides

Access these guides in the [Resources for Schools](#) section.

## Alberta Student Aid Emails

Schools can sign up to receive important information regarding systems and program information via email.

- [Subscribe Now](#)

## Contacts

### Learner Funding for Students with Disabilities – Schedule 4 Questions

Disability advisors who have questions related to the appropriate completion of Schedule 4s, medical documentation, or general questions related to disability funding, can email:

- [ae.lf-schedule4@gov.ab.ca](mailto:ae.lf-schedule4@gov.ab.ca)

### Client Resolution Unit

Post-secondary school representatives have direct access to the Client Resolution Unit at Alberta Student Aid. Student Aid's skilled program and policy experts can assist you with a range of inquiries including student-specific situations, procedural help and policy clarification.

If a school representative has questions or concerns regarding the information in this guide, or the Alberta Student Aid program, contact the Client Resolution Unit:

- Hours: Monday to Friday, 8:15 am to 4:30 pm MST (holidays excluded)
- Phone: 1-855-606-2096, option 4, 1 (Connects to the Service Centre)  
Email: [cru@gov.ab.ca](mailto:cru@gov.ab.ca)
- Fax: 780-422-4516

### Alberta Student Aid Service Centre

Students can be directed to contact the Alberta Student Aid Service Centre. This team of front-line inquiry experts will be able to assist students with all their questions and concerns including application assistance, program information, and explaining Alberta Student Aid systems, policies and processes.

- Hours: Monday to Friday, 7:30 am to 8:30 pm MST
- Phone: 1-855-606-2096, option 1
- Toll Free outside North America: International access code + 800-2-529-9242
- TTY (for the hearing impaired): 1-855-306-2240

### National Student Loans Service Centre (NSLSC)

For questions regarding the Canada Student Financial Assistance Program including disbursements and repayment information, contact the National Student Loans Service Centre (NSLSC).

- Phone: 1-888-852-2194
- Outside North America: Country code + 800-2-225-2501
- TTY for the hearing impaired: 1-888-815-4556
- Fax: 1-888-815-4657
- Fax outside North America: 1-905-306-2414

## **Mail and Courier**

Please note we have two separate addresses for mail versus courier services. It is important to use the courier address when sending information via courier. Courier items sent to the PO Box address, may not be delivered, and if delivered, they will encounter significant delays.

Mail:            Alberta Student Aid  
                    PO Box 28000 STN Main  
                    Edmonton AB, T5J 4R4

Courier:        Alberta Student Aid  
                    Sterling Place Mailroom  
                    7<sup>th</sup> Floor, 9940 106 St  
                    Edmonton AB, T5K 2V1

The courier address does not accommodate in-person inquiries or deliveries.