

Canada Student Loans Program
Permanent Disability Assessment Guidelines

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Table of Contents

| | |
|---|---|
| Overview | 3 |
| CSLP Permanent Disability Supports and Benefits | 4 |
| Canada Student Grants | 4 |
| Repayment Assistance | 5 |
| Severe Permanent Disability Benefit | 5 |
| Enhanced Supports | 6 |
| CSG-PDSE: Eligible Exceptional Educational-Related Services and Equipment | 7 |
| Annex A: Forms | 8 |
| Annex B: Standard Costs and Frequency of Entitlement | 9 |

Permanent Disability Assessment Guidelines

Overview

These guidelines are intended to assist provincial assessment officers in determining students' eligibility for Canada Student Loans Program (CSLP) permanent disability supports and benefits. This document should be read in conjunction with the CSLP Policy Manual.

The CSLP, in collaboration with participating provinces and territories (P/Ts), offers supports and benefits for post-secondary students and borrowers in repayment with permanent disabilities. These include:

- The Canada Student Grant for Students with Permanent Disabilities (CSG-PD);
- The Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-PDSE);
- The Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD);
- The Severe Permanent Disability Benefit (SPDB); and
- Enhanced supports such as an increased lifetime limit on student loan assistance and the option of taking a reduced course load while maintaining full-time student status.

These supports are provided to those meeting the CSLP's definition of permanent disability as defined in the *Canada Student Financial Assistance Regulations (CSFAR)* to be:

“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 school level or in the labour force and is expected to remain with the person for the person's expected life.”

In addition, the CSFAR states that a qualifying student must provide proof of their permanent disability in the form of:

- A medical certificate;
- A psychoeducational assessment (for a learning disability); or
- Documentation proving receipt of federal or provincial disability assistance.

Documentation must 1) describe the disability (providing the specific diagnosis is optional); 2) confirm whether or not the applicant's functional limitation(s) are expected to be permanent; and 3) explain how the applicant's functional limitation(s) restricts their ability to perform the daily activities necessary to participate in studies at a post-secondary level or the labour force.

Note: To be eligible for the SPDB, a person must meet the CSFAR definition of severe permanent disability, as defined on page six of this document.

CSLP Permanent Disability Supports and Benefits

1. Canada Student Grants (CSGs)

Students may qualify for one or both CSGs targeted to borrowers with permanent disabilities. In addition to meeting the CSLP's legislative definition of "permanent disability", students must have at least \$1.00 in federal assessed need. If a student qualifies for one or more CSGs, including income-based supports such as the Canada Student Grant for Full-Time Studies (CSG-FT), the grant assistance is provided up-front and any remaining need is covered through Canada Student Loans (CSLs), up to the maximum loan amount of \$210 per week of study. The CSLP Policy Manual provides further detail on federal student grants and loans.

- **Canada Student Grant for Students with Permanent Disabilities (CSG-PD):**
 - Reduces the costs facing students with permanent disabilities when participating in a post-secondary education (PSE) program.
 - Fixed amount of \$2,000 per loan year for each year of study.

- **Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-PDSE):**
 - Helps to offset exceptional education-related costs associated with permanent disabilities (e.g., tutors, note-takers, and technical aids).
 - Up to \$8,000 per loan year for each year of study.

To be eligible for one or both CSGs for permanent disabilities, students must: 1) meet the criteria for students with permanent disabilities; and 2) meet the eligibility criteria for full- or part-time CSLs.

Students applying for the **CSG-PDSE** must submit a separate application form, as detailed in Annex A.

Provincial and territorial assessment officers have discretion, on a case-by-case basis, to establish maximum admissible costs for exceptional education-related services and equipment related to a student's permanent disability and circumstances. P/Ts are asked to monitor unusual requests and increases in costs for previous approved services and equipment, and to provide the CSLP with relevant information to be considered when updating the *CSG-PDSE Standard Costs and Frequency of Entitlement* document.

CSG-PDSE Purchase Deadlines

Students can purchase education-related equipment at any point during their pre-study period and their study period (as defined in the CSLP Policy Manual). For example, a returning PSE student studying from September to April would have from May to April to make their purchases; a student entering PSE for the first time would have from July to April to make their purchases. Students can purchase education-related services between their study period start and end dates. Purchases made outside of this period will not be reimbursed.

Students must submit receipts for the cost of educational-related equipment and services by their study period end date. The CSG-PDSE cannot be issued after this time. Students requesting reimbursement for previously purchased education-related equipment and services must submit purchase receipts along with their grant application.

Note: If a student's initial need assessment does not have at least \$1.00 of demonstrated financial need, then the estimated costs for the recommended equipment and/or services can be included in the need assessment. If financial need is then calculated to be at least \$1.00, the student is eligible for CSG-PDSE funding only.

2. Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD)

The RAP-PD is a version of the CSLP's Repayment Assistance Plan (RAP) that is targeted to assist borrowers with a permanent disability who are experiencing difficulty meeting their CSL repayment obligations. Borrowers in repayment may qualify for the RAP-PD if their monthly affordable payment is less than their required monthly payment.

- **Monthly affordable payment:**
 - Based on family income, family size, and disability-related expenses (DREs).
- **Required monthly payment:**
 - Based on a 10-year repayment term of a borrower's remaining loan balance.

To be eligible for the RAP-PD, students must also: 1) meet the criteria for students with permanent disabilities, as outlined in the CSFAR; 2) meet the income threshold set for the program; 3) have been out of school for at least six months; 4) not be in default on the CSL; and 5) not be restricted from receiving further assistance from the CSLP. A borrower does not have to have qualified for CSLP permanent disability supports while in-study to receive the RAP-PD. Additional details on the RAP-PD can be found in the CSLP Policy Manual.

If financial difficulties in repayment persist, borrowers may re-apply for the RAP-PD every six months to ensure that their affordable payment accurately reflects their current ability to pay. However, a borrower is only required to provide proof of a permanent disability upon their original application.

Though the RAP-PD has more generous repayment terms than the regular RAP, it also has greater restrictions. Some borrowers with a permanent disability may qualify for the RAP-PD but choose to utilize the regular RAP instead.

3. Severe Permanent Disability Benefit (SPDB)

The SPDB is a measure that cancels the CSL repayment obligations of borrowers with severe permanent disabilities. Borrowers must meet the CSLP definition of severe permanent disability to be eligible for this benefit, as defined in the CSFAR to be:

“A functional limitation caused by a physical or mental impairment that **prevents** a borrower from performing the daily activities necessary to participate in studies at a post-secondary school level **and** in the labour force and is expected to remain with the person for their expected life.”

Borrowers must submit an application to the SPDB regardless of whether they have previously been assessed for and received supports targeted to students with permanent disabilities.

The assessment of eligibility for the SPDB is completed by CSLP Medical Adjudicators. Eligibility decisions are based on information provided by the borrower and their physician or nurse practitioner and made in line with the CSLP’s SPDB Adjudication Framework. Recipients of the SPDB are not eligible to receive further financial assistance from the CSLP.

4. Enhanced Supports

In addition to CSGs, the RAP-PD, and the SPDB, the CSLP provides a number of enhanced supports to support students with permanent disabilities.

➤ **Increased lifetime limit on student loan assistance**

- Students with permanent disabilities may receive up to a maximum of 520 weeks (10 years) of assistance from the CSLP (instead of 340).
- Students with permanent disabilities are also exempt from the study periods+1 limit. However, these students are not exempt from having to maintain a satisfactory scholarly standard, as defined in the CSLP Policy Manual.

➤ **Reduced course loads**

- Students with permanent disabilities may be considered part-time when enrolled in 20-39% of a regular course load, and full-time when enrolled in a minimum of 40% of a regular course load. For example, if a PSE institution recognizes a full course load as five courses, students with permanent disabilities enrolled in two courses can elect to hold part- or full-time status.
- No additional justification for a reduced course load is required beyond proof of a permanent disability.

CSG-PDSE: Eligible Exceptional Educational-Related Services and Equipment

The left hand column of the following table lists eligible exceptional education-related services and equipment as published in the *Canada Gazette*, Part I, 1996. Contemporary alternatives that should be considered as equally eligible under the CSG-PDSE are identified in the right-hand column.

The complete CSG-PDSE *Standard Costs and Frequency of Entitlement* document is provided in Annex B.

| <u>Eligible Exceptional Education-Related Services and Equipment</u> | <u>Contemporary Alternatives</u> |
|--|---|
| <p>1. For qualifying students who are hard of hearing or deaf:</p> <ul style="list-style-type: none"> a. Sign language interpretation; b. Oral interpretation; c. Note takers; d. Computers and other technical aids. | <p>In addition to computers, tablets should also be accepted.</p> |
| <p>2. For qualifying students who are blind or visually impaired:</p> <ul style="list-style-type: none"> a. Alternative formats such as large print, Braille, audio cassette reading materials; b. Technical or recording equipment, including Braille, talking calculator and tape recorder; c. Tutors; d. Readers; e. Note-takers; f. Computers and other technical aids. | <p>As an alternative to audio cassette reading materials, CD and digital/MP3 reading materials should be accepted.</p> <p>As an alternative to tape recorders, digital/MP3 recording devices should be accepted. This does not include smartphones.</p> <p>In addition to computers, tablets should also be accepted.</p> |
| <p>3. For qualifying students who have a physical disability affecting mobility:</p> <ul style="list-style-type: none"> a. Attendant care required for studies; b. Specialized transportation to and from the educational institution; c. Tutors; d. Note-takers; e. Computers and other technical aids. | <p>In addition to computers, tablets should also be accepted.</p> |
| <p>4. For qualifying students who have a learning disability:</p> <ul style="list-style-type: none"> a. Tutors; b. Note-takers; c. Computers and other technical aids. | <p>In addition to computers, tablets should also be accepted.</p> |
| <p>5. For qualifying students who have other disabilities (including head injuries and mental illness):</p> <ul style="list-style-type: none"> a. Any service or equipment listed in any of items 1 to 4. | |

Annex A: Forms

P/Ts have discretion to develop their own application and assessment forms for CSLP permanent disability supports and benefits. However, as the information captured is used to determine eligibility for federal student financial assistance, this must include at minimum:

1. **A verification of permanent disability form for the CSG-PD;** and
2. **A separate application form for the CSG-PDSE.**

Verification of Permanent Disability Form (CSG-PD)

The verification of permanent disability form must adhere to the following guidelines:

- **Requested of the student:**
 - Name, PSE institution, program of study, program of study start date, and information on previous applications for CSLP permanent disability status.
- **Requested of the medical assessor:**
 - Name, contact information, and signature;
 - A description of the disability, including the type or nature of the disability (providing the specific diagnosis is optional);
 - Indicate primary and secondary if the student has more than one disability;
 - Details of functional limitations (barriers) that restrict the student's ability to perform the daily activities necessary to participate in studies at a post-secondary school level or in the labour force;
 - Confirmation that the student's disability is permanent and that they are eligible for CSLP permanent disability supports and benefits.

The form may be completed by a physician, nurse practitioner, audiologist, optometrist, ophthalmologist, psychologist or psychiatrist registered to practice in the P/T where the assessment is undertaken. While other medical practitioners, including physician assistants, are not permitted to complete the form, their assessment(s) may be included by the student as supporting documentation.

The form must include the CSLP's legislative definition of "permanent disability". It must also clearly request that the medical assessor 1) confirm the student's permanent disability and 2) thoroughly detail the functional limitations resulting from that disability that will restrict the student's ability to perform the daily activities necessary to participate in studies at a post-secondary school level or in the labour force. Students are responsible for any fees incurred to complete the form.

A letter or report from a qualified medical practitioner providing the same information as that listed above should also be accepted.

Exception for Students with Learning Disabilities

Students applying for CSLP permanent disability supports and benefits on the basis of a learning disability diagnosis are not required to complete the verification of permanent disability form. They must submit instead a psychoeducational assessment (or summary report) completed by a registered psychologist that is no more than five years old (or completed when the student was 18 or older).

Only students with a confirmed, permanent learning disability are eligible to be reimbursed for their psychoeducational assessment (75% of the assessment cost, up to a maximum of \$1,700).

Application Form (CSG-PDSE)

The application form for the CSG-PDSE must adhere to the following guidelines:

➤ **Requested of the student:**

- Name, PSE institution, program of study, program of study start date, and information on previous applications for the CSG-PDSE; and
- A signature acknowledging the assessor's recommended exceptional education-related services and equipment.

➤ **Requested of the assessor:**

- Confirmation that the student is in need of exceptional education-related equipment and/or services as a result of a permanent disability, in the form of a letter or equivalent;
- Indicate how the recommended exceptional education-related equipment and/or services will help the student to overcome their functional limitations in a post-secondary environment; and
- A detailed cost-estimate.

The form may be completed by a disability service officer, guidance counsellor, rehabilitation services case worker or any other assessment provider designated by the P/Ts as qualified to undertake an evaluation. The form must be completed in collaboration with the student.

Annex B: CSG-PDSE Standard Costs and Frequency of Entitlement

Standard Costs and Frequency of Entitlement for Approved Equipment

Note: Provincial assessment officers have discretion, on a case-by-case basis, to establish maximum admissible costs for education-related services and equipment related to a student's permanent disability and circumstances. The equipment costs indicated in the table below are to be used as guidelines only. Price estimates include a 15% tax rate.

Exceptional circumstances may be reviewed on an individual basis.

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|---------|--|--|
| 1. Computers and associated technologies | | | |
| Complete computer systems, including peripheral devices (keyboard, mouse, printer), MS Office 365 (Student Edition), and warranty (if not included). | \$1,500 | Once every 4 loan years (upgrade or replacement, whichever is less). | → Includes desktops and laptops. → If funding is provided for a desktop or laptop, additional funding should not be provided for a tablet or mini-tablet. → Computer system purchase price should include a warranty (strongly recommended). |
| Laptop/tablet carry case | \$70 | Once every 2 loan years (upgrade or replacement, whichever is less). | |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|---|-----------------------|--|---|
| All-in-one Printer (Printer/Scanner/Copier) | \$200 | One time. | → Printers should normally be included as part of a complete computer system; however, if a student (1) already has a computer and only needs a printer, or (2) was previously approved a computer purchase without a printer, then a printer purchase should be approved. |
| MS Office 365 (Student Edition) | \$100 | Once every 4 loan years. | → MS Office 365 should be included as part of a complete computer system; however, if a student (1) already has a computer and only needs MS Office 365, or (2) was previously approved a computer purchase without MS Office 365, then the software purchase should be approved. → This software includes automatic updates for four years. |
| Operating System | Provincial discretion | Once every 2 loan years. | → All computers should come with an operating system; however, if a student uses (or intends on using) disability assistive software that requires an updated or specialized |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|-----------------------|--|---|
| | | | operating system, then the upgrade should be approved. |
| Large Screen Monitor (over 19 inches) | Provincial discretion | One time. | → Large screen monitors should only be approved for students with low vision. |
| 2. Tablets | | | |
| Tablet or mini-tablet and warranty (if not included) | \$650 | Once every 4 loan years (upgrade or replacement, whichever is less). | <p>→ Tablets or mini-tablets that run computer software and other applications may be recommended to perform a number of functions, including note-taking, time management, digital recorder, electronic reader, and assistance with oral communication.</p> <p>→ Tablets or mini-tablets should only be approved if a student has documentation demonstrating that the device is needed to perform multiple functions not performed by any other device (or combination of devices) at a similar cost.</p> <p>→ Tablet or mini-tablet purchase price should include a warranty (strongly</p> |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|---|---|--|---|
| 5. Spell checkers | | | |
| Examples of spell checkers include: → Franklin Language Master | \$200 | | → For students who are blind or have low vision and LD students. |
| 6. Braille products | | | |
| Braille portable note taker | \$6,000 | Once every 5 loan years (upgrade or replacement, whichever is less). | |
| Refreshable braille display | \$6,000 (initial purchase) \$500 (restore/refurbish) | Once every 5 loan years (refurbishment or replacement, whichever is less). | → Rather than replace their refreshable braille display every 5 years, students should be encouraged to it restored/refurbished. Servicing typically costs the fraction of the cost of a new model. |
| Braille embosser (printer) | \$4,000 | Once every 5 loan years (upgrade or replacement, whichever is less). | |
| 7. Assistive listening devices | | | |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|--------------------------|--|--|
| FM systems - For use without hearing aids | \$800 | One time. | → For students who are hard of hearing or have auditory processing disorders. |
| FM systems - For use with hearing aids | \$4,000 | One time. | → For students who are hard of hearing. |
| Noise cancelling headphones | \$350 | One time. | |
| Amplified stethoscope | \$700 | One time. | → For students who are hard of hearing and enrolled in nursing, medicine or paramedicine programs. |
| 8. Assistive technology package | | | |
| A variety of assistive technology products (e.g., scan and read, talking dictionary, text to audio, e-text reader, screen magnification) included in a single package Example: → <u>Key to Access (Premier Literacy)</u> | \$500 | One time plus upgrades every 2 loan years. | |
| 9. Other software <i>* Software should include a maintenance (update) agreement, whenever possible.</i> | | | |
| <u>Voice recognition software</u> | \$500 (standard version) | One time plus upgrades every 2 | → Standard version: Speech to text software for individuals who can |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|--|--|--|
| <p>Examples include:</p> <p>→ Dragon Naturally Speaking</p> <p>→ iListen</p> | <p>\$1,100 (professional version)</p> <p>\$2,000 (medical version)</p> | <p>loan years.</p> | <p>access the keyboard and mouse.</p> <p>→ Professional version: Speech to text software for individuals who cannot access the keyboard and mouse. Rationale outlining requirement for professional version must be provided.</p> <p>→ Medical version: For students in medical programs only. Rationale outlining requiring for medical version must be provided.</p> |
| <p><u>Audio to text conversion software</u></p> <p>Digital recorder with Dragon Naturally Speaking bundle</p> | <p>\$500</p> | <p>One time.</p> | <p>→ Allows for transfer of voice recorded notes to computer for conversion to text.</p> |
| <p><u>Screen reading software</u></p> <p>Examples include:</p> <p>→ JAWs</p> <p>→ COBRA</p> <p>→ HAL</p> | <p>\$1,400</p> | <p>One time plus upgrades every 2 loan years.</p> | |
| <p><u>Screen magnification software</u></p> | <p>\$700</p> | <p>One time plus upgrades every 2</p> | |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|---------------|--|---|
| Examples include: → ZoomText → SuperNova → MAGic | | loan years. | |
| <u>Text to speech software</u> Examples include: → Kurzweil 1000 → OpenBook → Claroread → Kurzweil 3000/firefly → WYNN | \$Up to 2,000 | One time plus upgrades every 2 loan years. | |
| <u>Assistive writing software</u> Examples include: → TextHelp → WordQ / SpeakQ → Write: OutLoud → Co:Writer | \$1000 | One time plus upgrades every 2 loan years. | → Most include word prediction, dictionary spell check, and text-to speech. |
| <u>Organizational / mapping software</u> Examples include: → Inspiration | \$250 | One time plus upgrades every 2 loan years. | → Brainstorm mapping, outline building, writing process. |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|--|--|---|
| <ul style="list-style-type: none"> → <u>Draft Builder</u> → <u>Spark Learner</u> | | | |
| <p><u>Smartphone applications</u></p> <p>Examples include:</p> <ul style="list-style-type: none"> → DyslexiaKey → Ghotit Real Writer | <p>Costs vary depending upon service provider and smartphone used.</p> | <p>One time plus upgrades as necessary.</p> | <ul style="list-style-type: none"> → Must include a description of the application and how it relates to a student's permanent disability. → Some smartphone applications limit user access to one year, after which the subscription must be renewed (typically to upgraded software). Requests for renewal should be automatically approved; the student is not required to re-submit a description of the application and how it relates to their permanent disability. → Note: Funding is not provided to cover the costs of purchasing a smartphone or of data usage/contracts. |
| | | | |
| <p><u>Coloured overlay sheets</u></p> | <p>\$50</p> | <p>One time.</p> | <ul style="list-style-type: none"> → For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome. → For use with books and/or computer |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|------------------------------|------|--|---|
| | | | and smartphone screens. |
| <u>Coloured lens overlay</u> | \$50 | One time. | → For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome. |

Standard Costs and Frequency of Entitlement for Approved Services

Note: Provincial assessment officers have discretion, on a case-by-case basis, to establish maximum admissible costs for education-related services and equipment related to a student's permanent disability and circumstances. The service costs indicated in the table below are to be used as guidelines only. Price estimates assume no taxes on these services.

Exceptional circumstances may be reviewed on an individual basis.

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|-------------------|-----------------------------------|--|--|
| Specialized tutor | Up to a maximum of \$40 per hour. | <p>A base of 2 hours per week per course or as otherwise recommended by a student's assessor or disability coordinator at the school.</p> <p>The cost depends on the course subject, the level of specialized knowledge required to address cognitive barriers, type of disability, and the qualifications of the specialized tutor.</p> | <p>→ Specialized tutors should only be approved for courses in which a student has a demonstrated disability. For example, a student with a learning disability in math should not be approved funding for a specialized tutor for courses other than math.</p> <p>→ Students who require (1) an increase in specialized tutoring hours, or (2) a specialized tutor for courses that they do not have a demonstrated disability in, are required to provide additional medical or specialist (e.g., disability assessor or coordinator) documents noting the reasons for the changes and how the specialized tutor is helping with their disability.</p> |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--------------|--------------------------------------|--|--|
| | | | → A portion of the funding provided for specialized tutors can be allocated to administration fees <i>only if</i> those fees are specific to the provision of the service (e.g., hiring and training of tutors, matching of tutors to students, etc.). |
| Note taking | Up to a maximum of \$500 per course. | | <p>→ For service providers who take class notes for students with disabilities and who are not otherwise enrolled in the class.</p> <p>→ If an individual provides support as both a tutor and a note taker, they may charge two separate fees.</p> |
| Note sharing | Up to a maximum of \$200 per course. | | → For students who share legible notes with the applicant for classes in which they are both enrolled. |
| Reader | Up to a maximum of \$20 per hour. | | <p>→ If reading technology is not available, students with low vision or learning disabilities may be approved funding for reading services for educational material.</p> <p>→ If an individual provides support as both a tutor or note-taker and a</p> |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|---|------------------------------------|--|--|
| | | | reader, they may charge two separate fees. |
| Interpreter / captioning / oral sign language / deaf-blind intervenor | Up to a maximum of \$140 per hour. | | → For example, American Sign Language (ASL). |
| Educational attendant care (while at school) | Up to a maximum of \$60 per hour. | Number of hours will vary according to the recommendation of the assessor. | <p>→ Funding is intended to pay for attendant care while at school (for education-related activities) only.</p> <p>→ Attendant care providers primarily provide physical assistance to students (e.g., help navigating classrooms or using lab equipment).</p> <p>→ Attendant care providers must be fully certified according to their provincial/territorial regulatory body.</p> <p>→ If an individual provides support as both a tutor/reader/note-taker and an educational attendant, additional rates may be considered.</p> |
| Behavioural Interventionist | Up to a maximum of \$60 per hour. | Number of hours will vary according to the recommendation of the assessor. | → Funding is intended to pay for behaviour intervention while at school (for education-related |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|--|--|--|---|
| | | | <p>activities) only.</p> <ul style="list-style-type: none"> → Interventionists primarily work with students with Autism Spectrum Disorder to facilitate communication and positive behaviour. → Interventionists must be fully certified according to their provincial/regulatory body. → If an individual provides support as both a tutor/reader/note-taker and a behavioural interventionist, additional rates may be considered. |
| <p>Alternative formats:</p> <ul style="list-style-type: none"> → E-text → Large or Braille print → Taped lectures (if available through the school) | <p>Costs vary depending upon service provider and format used.</p> | <p>Once from initial print format.</p> | <ul style="list-style-type: none"> → Some schools cover the costs of alternative formats as part of their duty to accommodate. If, however, a student's school does not cover these costs, funding should be approved. → Textbooks are scanned into electronic format (e-text) for reading. The e-text can also be converted into digital audio files for listening. For reading difficulties, the most popular programs used are Kurzweil, Wynn, TextHelp, and Read: Out Loud. For |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|----------------------------|---|--|---|
| | | | <p>visual impairments, the most popular programs are JAWS, Window Eyes, Zoomtext, and Kurzweil.</p> <p>→ Institutions may charge to have textbooks scanned into the required file format for students to use on their computers and/or digital media players.</p> |
| Irlen's tinting | \$500 | One time. | <p>→ For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome.</p> <p>→ Maximum admissible cost includes shipping from the United States, where tinting process takes place.</p> |
| Specialized transportation | Prices vary depending on location, service provider's schedule, and availability. | Transport to the school address from the student's place of residence only. | → Additional stops, including for co-op work terms and internships, should not be considered. |
| Academic strategy sessions | \$25 to \$85 per hour, up to a maximum of \$1,350 per term. | A base of 10 hours per term or as otherwise recommended by a student's assessor or disability coordinator at the school. | <p>→ This service would be for students with learning disabilities, ADHD, and/or other mental health disabilities. ADHD coaching is a different service and is not eligible for funding.</p> <p>→ Funding should only be provided if</p> |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|---------|------|---|--|
| | | | <p>the student's school does not provide academic strategists.</p> <ul style="list-style-type: none"> → It is recommended that the service provider's credentials include a teaching degree in special education. → Students who require an increase in academic strategist hours are required to provide additional medical or specialist (e.g., disability assessor or coordinator) documents noting the reasons for this need and how the academic strategist is helping with their disability in the post-secondary environment. → Group strategy sessions may be approved if specific rationale is provided as to how the session will address the student's identified functional limitation (e.g., time management, exam preparation). → Academic strategists determine and implement appropriate academic accommodations and help students develop key study skills (organization and note-taking, memory, vocational direction, interpersonal dynamics, |

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
|------------------------------|---|--|---|
| | | | and time management) to promote academic success. |
| Psychoeducational assessment | 75% of the assessment cost, up to a maximum of \$1,700. | | <p>→ Only students with learning disabilities are required to provide a psychoeducational assessment as proof of their permanent disability.</p> <p>→ Students are required to pay for their psychoeducational assessment upfront, and are only eligible to be reimbursement once a permanent learning disability is confirmed.</p> |