

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

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

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

- ***Canada Student Grant for Persons with Permanent Disabilities**
\$2,000 per loan year **and/or**
- ***Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities**
up to \$8,000 per loan year **and/or**
- **Alberta Grant for Students with Permanent Disabilities**
up to \$3,000 per loan year for students not eligible for federal funding

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

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

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

How to apply for funding...

- Apply online *or***
- Fill out a full-time or part-time post-secondary paper application, which can be obtained from your Educational Institution or an **Alberta Service Centre** or **Canada-Alberta Service Centre**

Note: for either option above, you will need to complete the Schedule 4 included with your funding application or print and complete a Schedule 4 from alis.alberta.ca/apply.

Important information continued on next page... ▶▶▶

How to apply continued...

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

- **Proof of your permanent disability** (i.e., copies of a medical certificate, a learning disability assessment or a document proving that you are in receipt of federal and/or provincial disability assistance such as AISH). The documentation must specifically identify your permanent disability and describe how it restricts your ability to participate in post-secondary studies. The documentation is usually required to be submitted only once when you first apply as a student with a permanent disability.
- **Proof of payment** of your Learning Assessment Fee, if required.
- **Two separate estimates** if equipment is required during your study period. Estimates are required **each time** you request equipment or assistive services. Students Finance will not use estimates from a previous application.

- After you complete your Schedule 4, take it to:
 - **an Alberta Service Centre or Canada-Alberta Service Centre**
(Note: your school cannot authorize the Schedule 4, but they may assist you in completing it.)
- If you are already out-of-province, you must mail your application/Schedule 4 to **Edmonton North Alberta Service Centre**, 1341 Fort Road NW, Edmonton, Alberta T5A 1C5 Phone: (780) 422-9440
- Disability related costs exceeding \$8,000 may be covered by the Disability Related Employment Supports program. For further information, contact a Consultant at an Alberta Service Centre or Canada-Alberta Service Centre (see Page B of the application for addresses or visit **employment.alberta.ca** and search for DRES).
- Once the Alberta Service Centre or Canada-Alberta Service Centre consultant recommends your Schedule 4, they can forward your entire funding application (or Schedule 4 only) to Students Finance for processing, or you can mail it in yourself.
- If you are receiving funding for assistive services/equipment, **receipts must be supplied by the end of your school year** to verify that the funding you received was used as intended. On each receipt write your Social Insurance Number (SIN) and your name.
- If you do not use all of the funding, you must return the remainder of the funds to Students Finance. If you do not provide receipts or return unused funds, you will be in an overpayment situation and your file will be forwarded to a collection agency. Mail your receipts* or unused funds** to:

Students Finance
Attention: Disability Grants
PO Box 28000 Stn Main
Edmonton AB T5J 4R4

* Ensure you write your name and SIN on all receipts.

** To return unused funds, make your cheque or money order payable to Minister of Finance.

- We do not require receipts for the Canada Student Grant for Persons with Permanent Disabilities.
- During peak application periods (August to September), expect your application to be processed in 4 to 6 weeks. That is why we encourage you to apply early.