

Disability Grant for Services and Equipment Reconciliation Worksheet for Alberta

NAME: _____ Social Insurance Number:

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DEADLINE: This worksheet and all receipts must be returned by the end of the current academic year.

Failure to reconcile assistive service and equipment places you in an overpayment situation. Your file will be forwarded to a collection agency. Future grant funding may be affected.

INSTRUCTIONS:

1. Gather all your receipts to submit **one-time only** to prevent inaccuracy of your file assessment.
2. **Submit only documentation that verifies the amounts as "Paid" or shows the method of payment (example: Visa).** Invoices alone will not be accepted.
3. Ensure you write your name and social insurance number on all your receipts.
4. Complete the worksheet as per the example below.
5. Attach your receipts and payment (if required) to this worksheet. Ensure your cheque or money order for unused funds is made payable to Minister of Finance.
6. Mail to: Students Finance / Attention: Disability Grants
 PO Box 28000 Stn Main
 Edmonton AB T5J 4R4

EXAMPLE:

Cost Type	\$\$ Awarded	\$\$ Spent	Receipt Attached	\$\$ To Be Returned
Zoomtext	\$700	\$700	yes	0
Tutor	\$1200	\$1000	yes	\$200

WORKSHEET:

Cost Type	\$\$ Awarded	\$\$ Spent	Receipt attached	\$\$ to be returned

Total Unused Funds = \$ _____