

This form must be filled out by the person responsible for integrating disabled students at the educational institution. It is a required complement to the *Application for a Special Needs Allowance*.

## General information

The Allowance for Special Needs Program is intended for students with a major functional disability or another recognized disability. It provides students with financial support for the types of assistance needed to offset the effects of their disability and enable them to pursue their studies, provided those needs are not covered by another program or organization.

The eligible types of assistance are:

- specialized services related to course hours (section 5 of form);
- paratransit services and housing allowance (section 6 of form);
- material resources needed at home to pursue studies (section 7 of form).

The eligible types of assistance vary according to the studies pursued (the student must be registered as full time or part time):

	Specialized services Section 5	Paratransit and special needs housing Section 6	Material resources Section 7
Secondary school (vocational training or adult education)	X	X	X
College (public - preuniversity or technical education)		X	X
College (private - preuniversity or technical education)	X	X	X
University (undergraduate, graduate or postgraduate level)	X	X	X

Recognized functional disabilities are permanent and significantly and persistently limit a student's ability to perform his or her academic activities:

Severe hearing impairment  
Severe visual impairment  
Motor impairment  
Organic impairment

Language or speech impairment  
Paralysis of a single limb  
Paresis of one or more limbs  
Minimum hearing threshold of 25 decibels

## Procedure

You must meet the student concerned to determine the types of assistance required to offset the effects of the disability within the framework of his or her academic activities. The student must then provide you with the following documents:

### Recognition of functional disability

- *Medical Certificate – Major Functional Disabilities and Other Recognized Disabilities* form, duly completed by a physician, if it is the first time the student is filing an application for an allowance and Aide financière aux études has not yet recognized the disability (form available at [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)).

### Specialized services

- a duly completed service contract for each service required. If more than one resource person provides the same service, a different contract must be completed for each resource person (form available at [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)).

**Transportation by private paratransit, taxi or private passenger vehicle and a housing allowance** (once per award year if the student does not change address or educational institution)

#### Private paratransit or taxi

- a letter from the public paratransit carrier confirming that it cannot provide transportation services to the student and stating the reasons why (e.g. educational institution outside area served, waiting list, conflicting schedule, etc.);
- an estimate from a private paratransit company or taxi, including its Commission des transports du Québec (CTQ) permit number and the number of kilometres between the student's residence and educational institution.

#### Private passenger vehicle

- a letter from the public paratransit carrier confirming that it cannot provide transportation services to the student and specifying the reasons why (e.g. educational institution outside area served, waiting list, conflicting schedule).

#### Housing allowance

- a lease confirming that the student has rented a dwelling near the educational institution in order to reduce transportation expenses.

### Material resources

- a price quote for the purchase of each material resource. The amounts allowed may be reviewed once the receipts have been received.

## Procedure (cont.)

### If you are filling out this form for the first time for the award year concerned:

- **Once you have all the required documents in hand**, use your computer to fill out the form, following the instructions below for each section concerned:
  - Sections 1, 2 and 3: compulsory.
  - Section 4: subsection 4A or 4B, depending on the student's level of education and program **for the full award year**.
  - Sections 5, 6 and 7: according to the type of assistance recommended for the student, **for the first period of study only**, respecting the rules of the Allowance for Special Needs Program.
- Give the supporting documents back to the student, along with a copy of all the pages of the form and keep a copy for your files. The student must send us a copy of this form and include all the supporting documents required to analyze his or her file. All the documents must be attached to the transmittal slip, which the student obtains upon filing the on-line application.

### Before each subsequent period of study:

- Around 60 days before the beginning of the new period of study, you must fill out only the pages containing the following sections:
  - Sections 5, 6 and 7: according to the type of assistance recommended for the student, **for the period of study concerned only**, respecting the rules of the Allowance for Special Needs Program.
- Give a copy of these pages to the student and keep a copy for your files. The student must send us a copy of these pages.

**Important!** All sections concerned by the student's needs must be filled out and sent in a single transmittal. Upon receipt of a recommendation, Aide financière aux études will assume that all the student's needs have been considered. However, if a change occurs during a period of study, you must fill out the sections concerned of the form and send it to Aide financière aux études.

## Useful information for the student

- *The Financial Assistance Statement* issued by Aide financière aux études will inform you of the exact amount to be awarded to you. You will find that statement on our Web site at [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca). Simply click on *On-Line Access to Your File!*, fill out the *Identification* section, then click on the tabs *Your file* and *Special needs*.
- The amounts allowed may be reviewed, however, once the receipts and invoices have been received.
- If the purchase of a desktop or a laptop computer is recommended, it is preferable that you check the *Financial Assistance Statement* before you make the purchase. Expenses are reimbursed for the purchase of a computer, screen, keyboard, printer, mouse, and, if applicable, the system software (e.g. Windows) and office productivity suite (e.g. Office). The carrying bag and speakers are only reimbursed if the recommendation specifies how that material offsets the effects of the disability. Antivirus software and extended warranties are not reimbursed.
- At the end of each period of study, you must send all your receipts and invoices to Aide financière aux études. Regarding the purchase of material resources, you must send us a detailed invoice that has been issued by the retailer. For specialized and paratransit services, you can use the *Receipt for required assistance services – Allowance for Special Needs Program* (1090) form. That form must be filled out and signed by the resource person delivering the service, or the carrier and yourself. You can find that form in the *Print forms* section of the *Items of Interest* menu on our Web site. If you don't use that form, be sure that the receipt that you send includes all the information the form provides. Remember to write the expression *Special needs*, as well as your permanent code and the award year concerned on the receipt. It is preferable that you send all your invoices and receipts in a single transmittal.
- Receipts for paratransit services, specialized services and invoices for material resources must be sent within 30 days of the end of the period of study concerned. In the case of an allowance for the repair or replacement of a device, the receipt confirming the payment must be sent no later than 60 days after the assistance is paid out.
- If you have filed an application for an allowance for special needs after the period of study for which you required assistance, you must submit, at the same time, the recommendation covering that period of study as well as the receipts and invoices related to that assistance, so that the exact amount of the allowance to be paid can be determined. If this is the case, the receipts and invoices can be submitted after the 30 day period mentioned above.
- **Be sure to keep a copy of all your documents** (e.g. receipts, invoices, service contracts, price quotes, recommendations).



Last name

\_\_\_\_\_

First name

\_\_\_\_\_

Permanent code assigned by Ministère

\_\_\_\_\_

## 4 Information regarding studies

### A. Regular path

You must fill out this subsection if you specified in section 2 that the student is pursuing studies based on a regular path.

You must specify all the periods during which the student plans to be studying during the 2011-2012 academic year.

**Type of studies** \_\_\_\_\_

College – Pre-university studies

College – Technical training

University – Undergraduate

University – Graduate (master's with thesis)

University – Graduate (master's without thesis)

University – Postgraduate

FALL

WINTER

SUMMER

**Academic activity (university)** \_\_\_\_\_

Studies

Practicum

Writing of thesis (graduate)

Deposit of thesis (graduate)

Writing of dissertation (postgraduate)

Deposit of dissertation (postgraduate)

FALL

WINTER

SUMMER

**Status recognized by educational institution** \_\_\_\_\_

Full-time student

Part-time student

Number of hours (college studies)

Number of credits (university studies)

FALL

WINTER

SUMMER

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_.\_\_\_\_

\_\_\_\_.\_\_\_\_

\_\_\_\_.\_\_\_\_

If the courses followed during a period of study correspond to less than 6 credits or less than 76 course hours, you must specify below whether those courses equal a minimum of 20 hours of teaching per month.

Yes  No

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the person responsible for integrating disabled students

\_\_\_\_\_

Date

\_\_\_\_ Y \_\_\_\_ M \_\_\_\_ D

Last name

\_\_\_\_\_

First name

\_\_\_\_\_

Permanent code assigned by Ministère

\_\_\_\_\_

## 4 Information regarding studies (cont.)

### B. Continuous path

You must fill out this subsection if you specified in section 2 that the student is pursuing studies based on a continuous path.

#### Type of studies

Please select from the two lists below the type of studies pursued.

##### Secondary school

- Adult education
- Vocational training (DVS)
- Vocational training (AVS)

##### College

- Pre-university studies (accelerated DCS)
- Attestation of college studies (ACS)

#### Start and end dates of courses

You must specify below the start and end dates of the courses for the 2011-2012 award year. Those dates must be between July 1, 2011, and October 31, 2012. Otherwise, you must contact Aide financière aux études.

Start date of courses

Y M D

End date of courses

Y M D

#### Chronology of periods of study

Please provide the information requested for each period of study for the 2011-2012 award year.

If the courses followed correspond to less than 76 hours per period of study, you must specify whether those courses equal a minimum of 20 hours of teaching per month.

Period of study	Start date of period of study	End date of period of study	Number of course hours	Activity	Status	Minimum 20 hours per month
First	Y M D	Y M D		<input type="checkbox"/> Studies <input type="checkbox"/> Practicum	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Yes <input type="checkbox"/> No
Second	Y M D	Y M D		<input type="checkbox"/> Studies <input type="checkbox"/> Practicum	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Yes <input type="checkbox"/> No
Third	Y M D	Y M D		<input type="checkbox"/> Studies <input type="checkbox"/> Practicum	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fourth	Y M D	Y M D		<input type="checkbox"/> Studies <input type="checkbox"/> Practicum	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fifth	Y M D	Y M D		<input type="checkbox"/> Studies <input type="checkbox"/> Practicum	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the person responsible for integrating disabled students

\_\_\_\_\_

Date

Y M D

Last name

\_\_\_\_\_

First name

\_\_\_\_\_

Permanent code assigned by Ministère

\_\_\_\_\_

## 5 Specialized services

### Details

Specialized services are reimbursed exclusively for students in a vocational training or adult education program, or who are pursuing studies at a private college or a university.

Specialized services are reimbursed up to the maximum number of hours of the course. However, hours may be added if proven required as a result of the student's disability and if they are justified by the person responsible for integrating disabled students.

Each of the required services must be specified in a contract, which must be sent to Aide financière aux études to be kept in the student's file. Note that we may use it at a later date for verification purposes. It is recommended that the *Service contract* (1089) form be used for that purpose. It can be obtained from the Web site of Aide financière aux études.

### Recommendation

Please indicate the period of study concerned by this recommendation.  
(Check one box only.)

#### Regular path

- Fall
- Winter
- Summer

#### Continuous path

- First period of study
- Second period of study
- Third period of study
- Fourth period of study
- Fifth period of study

For each recommended service, please specify the number of hours the service is required for the period of study concerned.

Service	Hours required	Justification (if the number of hours required exceeds the number of course hours)
<input type="checkbox"/> Reader	_____	_____ _____ _____
<input type="checkbox"/> Note-taker	_____	_____ _____ _____
<input type="checkbox"/> Transcriber	_____	_____ _____ _____
<input type="checkbox"/> Interpreter	_____	_____ _____ _____
<input type="checkbox"/> Attendant (academic support, hygiene and mobility)	_____	_____ _____ _____

Signature of the person responsible for integrating disabled students

\_\_\_\_\_

Date

\_\_\_\_ Y \_\_\_\_ M \_\_\_\_ D

Last name

\_\_\_\_\_

First name

\_\_\_\_\_

Permanent code assigned by Ministère

\_\_\_\_\_

## 6 Paratransit services or housing allowance

### Details

In the absence of appropriate public transit services for a student with reduced mobility due to a disability, expenses for a parallel transit (paratransit) system may be reimbursed.

If a public paratransit service exists but is inadequate, the student have to send a letter to Aide financière aux études from that public carrier explaining why adequate services cannot be provided (e.g. educational institution outside area served, waiting list, conflicting schedule, etc.). That letter will only be required once per award year, provided the student's circumstances do not change (e.g. no change of address or educational institution).

Due to his or her disability, the student may choose to rent a dwelling near the educational institution, in which case a monthly allowance can be paid to cover a portion of the rent. The student may also apply for reimbursement of expenses for public transit paraservice if needed to travel between his or her residence and educational institution. There is no reimbursement for any other form of transportation.

### Recommendation

Please indicate the period of study concerned by this recommendation.  
(Check one box only.)

#### Regular path

- Fall
- Winter
- Summer

#### Continuous path

- First period of study
- Second period of study
- Third period of study
- Fourth period of study
- Fifth period of study

### A. Paratransit

- |  |                                  |   |
|--|----------------------------------|---|
| <input type="checkbox"/> Public paratransit  | Number of months<br>____         |   |
| <input type="checkbox"/> Private paratransit | Cost of return trip<br>\$ _____. | Number of return trips required per period of study<br>____ |
| <input type="checkbox"/> Taxi                | Cost of return trip<br>\$ _____. | Number of return trips required per period of study<br>____ |

If you recommend a public paratransit or taxi, an estimate by the carrier must be sent to Aide financière aux études to be deposited in the student's file.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Private passenger vehicle<br>(personal vehicle, car pooling, etc.) | Distance of a return trip (km)<br>(\$0.43 / km)<br>____ | Number of return trips required per period of study<br>(one return trip per day)<br>____ |
|---|---|--|

### B. Housing allowance

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Dwelling near educational institution | Number of months<br>____ |
|--|--------------------------|

Signature of the person responsible for integrating disabled students

\_\_\_\_\_

Date

\_\_\_\_ Y \_\_\_\_ M \_\_\_\_ D

Last name

\_\_\_\_\_

First name

\_\_\_\_\_

Permanent code assigned by Ministère

\_\_\_\_\_

## 7 Material resources

Aide financière aux études may reimburse expenses incurred for adaptive equipment and some devices intended to offset the effects of a student's disability and that the student requires at home to pursue his or her studies. Please note that material resources do not include furniture (e.g. chair, table, bed).

Note: If the material resources that you recommend are not part of the categories listed in this section, you must send us a letter explaining why the student requires that material to offset the effects of the disability and pursue his or her studies adequately. Aide financière aux études will evaluate those reasons and, if they are not considered valid, the reimbursement may be refused. Remember to write the expression *Special needs* and the student's permanent code in the upper right-hand corner of the letter.

### A. Adaptive equipment

#### Details

##### Specialized software

For example, software that enables students with a severe visual impairment to gain access to books in electronic form (e.g. *XDI*) are reimbursed.

##### Consumables

The cost of perishable material (e.g. audio cassettes, NCR paper, photocopies, diskettes) is reimbursed if that material is required for reading, note-taking and transcription services.

##### Computer access device

Only substitutes or alternatives to a standard keyboard (e.g. keyboard with large letters), a standard mouse (e.g. mouth pointing device), and a standard screen (e.g. software to enlarge cursor or pointer) are reimbursed.

##### Braille course material

Reproduction of course material on Braille paper or in electronic form is reimbursed.

#### Recommendation

Please indicate the period of study concerned by this recommendation.

(Check one box only.)

##### Regular path

- Fall
- Winter
- Summer

##### Continuous path

- First period of study
- Second period of study
- Third period of study
- Fourth period of study
- Fifth period of study

Material	Cost (tax included)	Items recommended
<input type="checkbox"/> Specialized software	\$ _____	_____
<input type="checkbox"/> Consumables	\$ _____	_____
<input type="checkbox"/> Computer access device	\$ _____	_____
<input type="checkbox"/> Braille course material	\$ _____	_____
<input type="checkbox"/> Paper		_____
<input type="checkbox"/> Electronic		_____

Signature of the person responsible for integrating disabled students

\_\_\_\_\_

Date

\_\_\_\_\_

## 7 Material resources (cont.)

Computer expenses may be reimbursed if the student has not already benefited under the former computer loan guarantee program or received similar assistance to purchase a computer under the Loans and Bursaries Program or the Allowance for Special Needs Program.

Expenses incurred to purchase a communication aid device may be reimbursed if that device is required to offset the effects of a student's disability and the student has not received such assistance under the Allowance for Special Needs Program.

### B. Devices

#### Details

##### Desktop or laptop computer

In general, the maximum reimbursement for the purchase of a computer is \$2 000, including taxes. If the purchase of a laptop is required as part of a program of study recognized by Aide financière aux études, the maximum reimbursement is \$3 000, including taxes.

Allowable expenses include the computer, screen, keyboard, printer, modem, mouse and, if applicable, the system software (e.g. Windows) and office automation software (e.g. Office). Expenses incurred to purchase a carrying bag or speakers are only reimbursed if the recommendation specifies how that material offsets the effects of the disability. Expenses to purchase an antivirus and extended warranty are not reimbursed.

A student can apply for the reimbursement of computer expenses **only once in his or her lifetime**.

##### Additional peripherals

Only those additional peripherals that are related to a computer acquired under the Allowance for Special Needs Program are reimbursed, in addition to the amounts provided for above, if they are required to offset the effects of the student's disability. They must have been purchased at the same time as the computer.

##### Communication aid device

In the case of a person with particular difficulty in making himself or herself understood, expenses for an augmentative communication device are reimbursed. The device must enable the user to construct messages with symbols or pictograms, which are subsequently translated into an auditory message or a text. Considering the cost and complexity of such devices, it is strongly suggested that you consult an augmentative communication expert before making a recommendation.

A student may apply for such a device only once in his or her lifetime.

#### Recommendation

Please indicate the period of study concerned by this recommendation.

(Check one box only.)

##### Regular path

- Fall  
 Winter  
 Summer

##### Continuous path

- First period of study  
 Second period of study  
 Third period of study  
 Fourth period of study  
 Fifth period of study

#### Device

#### Cost (tax included)

Desktop computer \$ \_\_\_\_\_ (Only indicate the amount relating to allowable expenses.)

Laptop computer

In the case of a laptop, is it required by the program?  Yes  No

Additional peripherals and adaptation required \$ \_\_\_\_\_

Peripherals and adaptation recommended:

Communication aid device \$ \_\_\_\_\_

Signature of the person responsible for integrating disabled students

Date

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
 Y M D