

The Allowance for Special Needs Program – Youth is designed for students who attend private preschool, elementary or secondary schools not authorized for subsidy purposes, in Québec, and whose special needs limit their learning activities at home.

Before filing an application for a special needs allowance, please contact the administration of the school your child attends to find out whether the school is authorized for subsidy purposes. If your child attends an institution in the public sector or a private school authorized for subsidy purposes, you must not apply to Aide financière aux études regarding his or her special needs, but directly contact the school he or she attends.

This form is intended for any student who has acquired equipment under the Allowance for Special Needs Program and must have it repaired or replaced.

General Information

The coverage provided by the manufacturer's guarantee takes precedence over any authorization for repair or replacement issued by Aide financière aux études (AFE). Consequently, before filling out this application, you must be sure that the equipment repair or replacement is not covered by the manufacturer's guarantee or that the guarantee has expired.

Costs related to the repair or replacement of equipment (computer or assistive communication device) are paid only if the equipment was acquired under the Allowance for Special Needs Program. However, AFE must have given prior authorization for the repair or replacement.

Note that costs incurred to obtain an estimate are not reimbursed by AFE.

If the equipment cannot be repaired or if the estimated repair cost exceeds 60% of the initial purchase cost or the current replacement cost, an estimate for the replacement of that equipment must be provided.

Within 60 days of receiving the requested amount, you must send AFE the invoice confirming payment of the repair or purchase.

The student may request repair or replacement of a device. The cost of the repair or replacement is reimbursed only once in a lifetime.

Computer

The cost estimate for repairing a computer must be provided by the dealer that sold the computer, in accordance with the guarantee attached to that item. If the guarantee is not applicable, the estimate may be provided by another dealer.

Once authorized by AFE, the repair must be performed by the dealer that provided the estimate.

Please note that repair or replacement does not apply to additional computer peripherals such as the monitor, mouse or printer.

Assistive communication device

The cost estimate for repairing an assistive communication device must be provided by the technical assistance service of the rehabilitation centre.

Once authorized by AFE, the repair must be performed by the same technical assistance service.

Procedure

1. Fill out sections 1 and 3 of the form.
2. Have section 2 of the form filled out by a person authorized by the administration of the educational institution and have section 4 filled out by the dealer that sold you the equipment, in the case of a computer, or by the technical assistance service of the rehabilitation centre, in the case of an assistive communication device.
3. If the equipment cannot be repaired or if the cost of repairs exceeds 60% of the initial purchase cost or the current replacement cost, fill out section 5 of the form.
4. Fax the completed form to 418-528-0318 or mail it to the following address:
 Allowance for Special Needs Program – Youth
 Aide financière aux études
 Ministère de l'Enseignement supérieur
 1035, rue De La Chevrotière
 Québec (Québec) G1R 5A5

The Allowance for Special Needs Program – Youth is designed for students who attend private preschool, elementary or secondary schools not authorized for subsidy purposes, in Québec, and whose special needs limit their learning activities at home.

Before filing a request for a special needs allowance, please contact the administration of the school your child attends to find out whether the school is authorized for subsidy purposes. If your child attends an institution in the public sector or a private school authorized for subsidy purposes, you must not apply to Aide financière aux études regarding his or her special needs, but directly contact the school he or she attends.

This form is intended for any student who has acquired equipment under the Allowance for Special Needs Program and must have it repaired or replaced.

Section 1 – Identification of student

Last name Permanent code assigned by the Ministère

First name Date of birth

Number Street Direction (North, South, East, West)

Apartment Municipality

Municipality (cont.) Province Postal code Telephone number Extension

Section 2 – Confirmation of school attendance

This section must be filled out by a person authorized by the administration of your educational institution.

Specify the student's educational level and period of attendance:

Preschool Elementary Secondary (Youth sector) From Y M D to Y M D

Name of school attended

No. Street Direction (North, South, East, West)

Municipality

Province Postal code Country

Telephone number Code assigned by Ministère

Last name of authorized person

First name of authorized person

Signature **X** Date

Stamp compulsory

Electronic signatures are not accepted.

Last name

First name

Permanent code assigned by the Ministère

Section 3 – Request for authorization to repair an appliance

I am requesting authorization to have the following equipment repaired:

- Desktop Laptop Assistive communication device

Cost at purchase (tax incl.)

Date of purchase

X _____ \$ _____ . _____

Y M D

**Signature of student or person with parental authority.
 Electronic signatures are not accepted.**

Section 4 – Cost estimate of repair

This section must be filled out by the dealer in the case of computer repairs or by an authorized person with the technical assistance service in the case of assistive communication device repairs.

Cost estimate of repair

Can the equipment be repaired? Yes No

Description	Quantity billed	Unit price	Amount
_____	_____	\$ _____ . _____	\$ _____ . _____
_____	_____	\$ _____ . _____	\$ _____ . _____
_____	_____	\$ _____ . _____	\$ _____ . _____
_____	_____	\$ _____ . _____	\$ _____ . _____
_____	_____	\$ _____ . _____	\$ _____ . _____
_____	_____	\$ _____ . _____	\$ _____ . _____
		GST	\$ _____ . _____
		QST	\$ _____ . _____
		Total cost	\$ _____ . _____

Dealer or technical assistance service

Name of establishment or business

Number

Street

Direction

(North, South, East, West)

Apartment

Municipality

Municipality (cont.)

Province

Postal code

Telephone number

Area code

Extension

Last name of person who filled out this section

Fax number

Area code

First name of person who filled out this section

X

**Signature of dealer or authorized person with the technical assistance service.
 Electronic signatures are not accepted.**

Last name

First name

Permanent code assigned by the Ministère

Section 5 – Application for the authorization of equipment replacement

It is possible to apply for authorization to have equipment replaced if such equipment cannot be repaired or if the cost of the repairs exceeds 60% of the initial purchase cost or the current replacement cost.

I am requesting authorization to have the equipment replaced.

(Please enclose an official document from the supplier confirming the estimated purchase cost.)

Sale price \$ _____ . _____

GST \$ _____ . _____

QST \$ _____ . _____

X

Signature of student or person with parental authority. Electronic signatures are not accepted.

Total cost \$ _____ . _____