

INFORMATION AND GUIDELINES Service and Equipment Grant for Post-Secondary Students with Permanent Disabilities

What is the Services and Equipment Grant?

The Services & Equipment Grant for Post-Secondary Students with Permanent Disabilities is to help students overcome disability-related barriers that they may encounter while participating in post-secondary training.

What is the amount I may receive?

This grant offers up to \$8000 to cover the costs of equipment and/or services that are directly related to overcoming educational barriers caused by the disability. This grant may cover services and equipment such as:

Services

- Tutors
- Note-takers
- Interpreters
- Readers
- Attendant care for studies
- Academic/Learning Strategists

Equipment / Support

- Assistive Technology (computer, software, dragon, jaws)
- Alternate format
- Reimbursement for learning disability assessments
- Specialized transportation (to and from school)

Note: *You need to talk to a Disability Coordinator or an official at your school to discuss your needs and what type of supports that may be required or are already in place at your University or College.*

The grant **cannot** be used to cover the cost of tuition, books, or items that are considered general requirements for the program.

Who can apply?

If you are a Nova Scotia resident attending a university, community college or private career college and meet both of the following criteria, you may apply:

- You have registered through Nova Scotia Student Loans.
- You have been approved as a student with a permanent disability.

How do I apply?

- Complete the Application for Services & Equipment Grant for Post-Secondary Students with Permanent Disabilities form, which must be signed off by your University or College's Disability Administrator or an Institution Official.
- Include one quote **or** copy of paid invoice for each item you are requesting.
- Include the Services Request Form if you are requesting tutoring, note taking, attendant care, interpreting services, alternate format, etc.
- Make sure to use a **separate** form for each type of service request.
- Incomplete or late applications will not be processed for approval.

Is there a deadline?

Yes. You should submit the Application for the Services & Equipment Grant **as soon as you have confirmation of your student loan assessment**. If application is submitted late into the start of your program, your funding might not necessarily be approved for that academic year.

Deadlines:

One-semester program - the deadline is within the **first 30 days** of your study period.

Two or three semester program - the deadline for applying is **90 days before the end** of your study period.

Note: Program start dates and end dates are shown on your Student Assistance Explanation of Assessment from Student Loans.

Do I have to include Medical Documentation?

No – if you have already registered as a student with a permanent disability through Nova Scotia Student Assistance.

Only students who have been approved as a student with a permanent disability through Nova Scotia Student Assistance /Post-Secondary Disability Services can apply for this grant.

How do I request for Equipment?

Complete and submit the Equipment Request form which is part of the Application.

One quote identifying the cost of the equipment is required for each item being requested. Taxes must be included in the overall cost of the quotes along with any shipping charges, if applicable. Quotes must be current (dated within 30 days of application).

The maximum cost for a computer system (either laptop or desktop) with a printer and MS Office software is **\$2,000 including** taxes, warranty and shipping. Computer equipment and accessories must be directly related to educational barriers. **Note:** *You are strongly advised to purchase the warranty as individuals are only eligible to receive funding for a computer system once every four student loans.*

How do I request Tutoring?

Complete and submit the Service Request form which is part of the Application.

Requests for tutoring must be directly related to your disability. **Tutoring is to support students who, because of their disability, are experiencing difficulty in their course work and need some assistance in maintaining a passing grade.**

The amount of tutoring approved per course is **two hours per week**. Up to a total of **ten hours per week** for **all courses** combined. Requests above these amounts will be assessed based on individual circumstances and need. Post-Secondary Disability Services may request marks for review.

Requests for tutoring must include the following:

- Name of each course that you will require tutoring.
- Hourly cost for tutoring.
*If tutor cost is **above \$20/hr.**, a copy of the resume and a copy of credentials (diplomas, certificates) of the individual providing the service must be provided.*
- Total hours per week for each course.
- Total number of weeks for which you will require tutoring.

Tutoring funds will be issued in installments on a term/semester basis.

*Approved tutoring funding must be carefully logged on the Receipt for Services Form and **must list each course, dates and hours of usage.** If these are not sent in, future funding will not be released.*

How do I request for other Services?

(Note taking, Academic Strategist, Attendant Care, Interpreting Services, Alternate Format, Specialized Transportation)

Requests for other services noted above must be directly related to your disability. The request for these services must include the following if applicable:

- Name of each course that you will require the service.
- Hourly cost of each service.
- Total hours per week for each course.
- Total number of weeks for which you will require the service.

Services funds will be issued in installments on a term/semester basis.

*Approved services funding must be carefully logged on the Receipt for Services Form and **must list each course, dates and hours of usage**. If these are not sent in, future funding will not be released.*

Reimbursement of Learning Disability Assessments (Psycho-educational assessment):

Only students who received the \$2000 CSG PD grant on their student loan are eligible to apply for the reimbursement of a Learning Disability Assessment. The amount of reimbursement is 75% of the cost of the assessment to a maximum of \$1,200. The psychological assessment must be dated no earlier than six months prior to the start of your program year.

The psychological assessment must be conducted and signed by a licensed psychologist who is a member of a professional body in accordance with provincial/territorial laws. In order to qualify for the reimbursement, **you must pay** for the assessment up-front and submit the receipt for payment. Psychological assessments for reimbursement must indicate a definitive diagnosis of a learning disability.

How will my funds be issued?

If you are approved for funding, cheques will be sent to your MyPATH mailing address. MyPATH is set up once you register through Nova Scotia Student Assistance.

Note: Any correspondence will go to the address on MyPATH. Therefore, it is very important to update your address on MyPATH.

Where do I send my application?

Send your completed application to: PSDSGrants@novascotia.ca

Do I have to send in Receipts?

Yes. Receipts for all equipment and services showing proof of payment must be sent in to our office by the end of each term/semester. If these are not provided, you will not be eligible for future funding.

Questions? Contact Us!

Department of Labour and Advanced Education
Post-Secondary Disability Services

Telephone: 1-800-285-1197 (within Nova Scotia)
902-424-6737 (local)

Email: PSDS-Communications@novascotia.ca

Address: 2021 Brunswick Street
PO Box 578
Halifax, NS B3J 2S9

Student Information			Application Year: _____	
NS Student Loan File #	First Name	Last Name	Birth Date	
Name of School & Campus		Program	Program Start Date	Program End Date
<p>Address: <i>If approved for funding, cheques will be sent to your MyPATH mailing address. Please update your mailing address and contact information in MyPATH if needed. www.novascotia.ca/studentassistance</i></p>				
Nature of Disability				
Deaf, Hard of Hearing	Blind, Low Vision	Physical	Learning Disability	
ADD / ADHD	Mental Health	Chronic Illness Please specify:		
Other (Head Injury, Cerebral Palsy, Cognitive, Autism Spectrum, etc.) Please specify:				
Education-Related Costs to be Covered				
Tutors	Note Takers	Academic Strategist	Interpreters	Attendant for Studies
Learning Disability Assessment		Computer/Assistive software/Assistive accessories		
Technical Aids/Equipment (CCTVs, FMs, etc.)		Specialized Transportation (to/from Institution only)		
Other:(Please specify):				
Institutional Disability Services Administrator's Approval (DRF, Student Services, Registrar)				
<p>I have verified the student's disability and reviewed the educational-related costs to be covered. I hereby confirm the student's need for the education-related accommodations and services at the costs indicated on the enclosed forms. Cost estimates have been provided. I also confirm that the above-named student is enrolled and registered at this institution for the current study period.</p>				
<p>Print Name: _____ Email: _____ Position: _____ <i>Disability Services Administrator</i></p>				
<p>Signature: _____ Phone#: _____ Date: _____ <i>Disability Services Administrator</i></p>				
Student's Declaration				
<p>I require this assistance to cover the cost of the educational accommodations and/or services related to my disability(ies) as noted above. I understand that I may be required to repay all or part of this assistance if the information is found to be inaccurate for any reason or if my study period and/or my course load changes. I hereby agree to provide, by the end of my study period, receipts showing that funds were spent for their intended purposes.</p>				
<p>I also understand that if I'm approved for funding, cheques will be sent to my MyPATH mailing address. Please update your mailing address and contact information in MyPATH if needed.</p>				
<p>Student's Signature: _____ Date: _____</p>				