

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 a disability, other than a major functional 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 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)	Covered	Covered	Covered
College (public - preuniversity or technical education)	Not covered	Covered	Not covered
College (subsidized private - preuniversity or technical education)	Not covered	Covered	Not covered
College (non-subsidized private - preuniversity or technical education)	Covered	Covered	Covered
University in Québec (undergraduate, graduate or postgraduate level)	Not covered	Covered	Not covered
University outside Québec (undergraduate, graduate or postgraduate level)	Covered	Covered	Covered
Québec government school	Not covered	Covered	Not covered

Recognized functional disabilities are permanent and significantly and result in significant and persistent impairment which causes to encounter major obstacles in pursuing full-time studies or eventually entering the labour market.

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 disability

- *Medical Certificate – Permanent disability resulting in significant and persistent impairment* (1088) 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 Quebec.ca/student-financial-assistance).

Specialized services

- a duly completed *Specialized Services Attestation* (1089) form for each service required. If more than one resource person provides the same service, a different *Specialized Services Attestation* (1089) form must be completed for each resource person form available at Quebec.ca/student-financial-assistance).

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).

Transportation by 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 kilometers 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 online application.
- All amounts that are awarded will be deposited directly into the student's bank account. Thus, he must send us the *Application for Direct Deposit* (1115) form available on our website.

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 related to student needs must be filled out then submitted at one time. Upon receipt of a recommendation, Aide financière aux études will assume that all needs of the student have been considered. However, if an academic change occurs during a period of studies (for example, dropping one or more courses or course cancellation), Aide financière aux études must be informed by a modified *Recommendation on Types of Assistance Required – Allowance for Special Needs Program* (1088) form and, if applicable (for an initial payment) the cheque must be sent back to Aide financière aux études. If the initial payment was made by direct deposit, any needed adjustments will be made to subsequent payments or, if required, a customer account will be created.

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 Quebec.ca/student-financial-assistance. Simply click on *Access My Student Financial File*.
- However, the amounts allowed may be reviewed once the receipts and invoices have been received.
- If the purchase of a desktop or a laptop computer is recommended, it is preferable to check the *Financial Assistance Statement* before making the purchase. Reimbursable items include the computer, screen, keyboard, mouse and printer and, if applicable, system software and office suite software such as word processing, spreadsheet and presentation. These expenses can only be reimbursed once in a lifetime. Expenses incurred to purchase a carrying bag or speakers are only reimbursed if the recommendation specifies how that material offsets the effects of a disability. Antivirus software, extended warranty expenses and installation fees 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 carrier or the resource person delivering the service, and by yourself. You can find that form in the *Forms* section of 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 (the word "Paid" must appear on it) 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, *Specialized Services Attestation form*, price quotes, recommendations).
- Aide financière aux études reserves the right to obtain the opinion of a physician or organization that specializes in services for people with major functional or disability, other than a major functional disability.

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*. Electronic signatures are not accepted.

Section 1 - Identification of student

Last name	Permanent code assigned by the Ministère
<input type="text"/>	<input type="text"/>
First name	Date of birth
<input type="text"/>	<input type="text"/> Y <input type="text"/> M <input type="text"/> D

Section 2 - Educational institution and studies

Select from one of the lists below the level of education corresponding to the studies pursued.

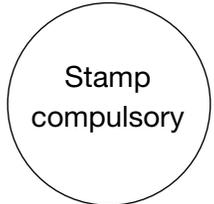
Regular path

- College – Pre-university studies
- College – Technical training (DCS)
- University – Bachelor’s degree
- University – Certificate (undergraduate)
- University – Advanced graduate diploma (undergraduate level)
- University – Master’s degree
- University – Advanced graduate diploma (graduate level)
- University – Doctorate degree

Continuous path

- Secondary level – Adult education
- Secondary level – Vocational training (DVS)
- Secondary level – Vocational training (AVS or STC)
- College – Pre-university studies (accelerated DCS)
- College – Attestation of college studies (ACS)

Name of educational institution	Code assigned by Ministère (if known)
<input type="text"/>	<input type="text"/>
Name of program of study	Program code (if known)
<input type="text"/>	<input type="text"/>



The stamp or seal of the institution attests to the fact that the educational information provided is that which is contained in the institution’s file for the 2025-2026 academic year.

Section 3 - Identification and signature of the person responsible for integrating disabled students

Last name	Telephone	Ext.
<input type="text"/>	<input type="text"/> Area code	<input type="text"/>
First name	Fax	
<input type="text"/>	<input type="text"/> Area code	
E-mail address	<input type="text"/>	
Duty	<input type="text"/>	
Signature	Date	
<input type="text"/>	<input type="text"/> Y <input type="text"/> M <input type="text"/> D	

Last name

First name

Permanent code assigned by the Ministère

Section 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 2025-2026 academic year.

Type of studies

	Fall	Winter	Summer
College – Pre-university studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College – Technical training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University – Undergraduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University – Graduate (master's with thesis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University – Graduate (master's without thesis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University – Postgraduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Academic

	Fall	Winter	Summer
Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesis writing (Master's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesis deposit (Master's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation writing (Doctoral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation deposit (Doctoral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status recognized by educational institution

	Fall	Winter	Summer
Full-time student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of hours (college studies)	_____	_____	_____
Number of credits (university studies)	_____.____	_____.____	_____.____

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 the Ministère

Section 5 - Specialized services

Details

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

The maximum number of hours of specialized services that can be reimbursed equals the number of course hours.

However, hours may be added if proven required as a result of the student's disability and if they are justified by the person in charge of integrating disabled students. Resource persons that provide more than one specialized service simultaneously to the same beneficiary cannot invoice two different services for any given course.

Each of the services must be specified in a services attestation 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 *Specialized Services Attestation* (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 <small>(hygiene, travel and school support) If tutoring, please so stipulate in the Justification section.</small>	_____	_____ _____ _____

Signature of the person responsible for integrating disabled students

Date

Last name

First name

Permanent code assigned by the Ministère

Section 7 - Material resources

Expenses for material resources are reimbursed exclusively to students enrolled in a vocational training or adult education program, or who are pursuing studies at a non-subsidized private college or a university outside Québec. Students may receive reimbursement for adaptive material and for selected devices that compensate for a disability and which are required at home for study purposes. Excluded are items of furniture (chairs, tables, adapted beds, etc.), touch screen portable digital audio players (MP3, smartphones, etc.) or electronic tablets.

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 to offset a severe visual impairment through access to books in electronic form (e.g. XDI) are reimbursed.

Consumables

The cost of perishable material (e.g. NCR paper and photocopies) 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 (Indicate the name of the materials)

Specialized software

\$ _____.

Consumables

\$ _____.

Computer access device

\$ _____.

Braille course material

\$ _____.

- Paper
 Electronic

Signature of the person responsible for integrating disabled students

Date

Last name

First name

Permanent code assigned by the Ministère

Section 8 - Protection of personal information

By completing this form, you consent to Aide financière aux études collecting your personal information to process your application. Without this information, your application cannot be analyzed and you will not be able to obtain the financial assistance to which you are entitled. You can change your personal information directly in your file or by contacting us using the information listed on this form.