

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](https://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](https://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

First name

Date of birth

Y M 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)

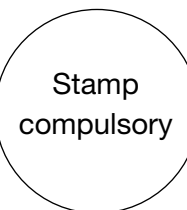
Name of educational institution

Code assigned by Ministère (if known)

Name of program of study

Program code (if known)

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 2024-2025 academic year.



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

Last name

Telephone

Area code

Ext.

First name

Fax

Area code

E-mail address

Duty

Signature

Date

Y M 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 2024-2025 academic year.

Type of studies	Fall	Winter	Summer
College – Pre-university studies	☐	☐	☐
College – Technical training	☐	☐	☐
University – Undergraduate	☐	☐	☐
University – Graduate (master's with thesis)	☐	☐	☐
University – Graduate (master's without thesis)	☐	☐	☐
University – Postgraduate	☐	☐	☐

Academic	Fall	Winter	Summer
Studies	☐	☐	☐
Practicum	☐	☐	☐
Thesis writing (Master's)	☐	☐	☐
Thesis deposit (Master's)	☐	☐	☐
Dissertation writing (Doctoral)	☐	☐	☐
Dissertation deposit (Doctoral)	☐	☐	☐

Status recognized by educational institution	Fall	Winter	Summer
Full-time student	☐	☐	☐
Part-time student	☐	☐	☐
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

Last name

First name

Permanent code assigned by the Ministère

Section 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 or STC)

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 2024-2025 award year. Those dates must be between July 1, 2024, and October 31, 2025. 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 2024-2025 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 _____	____	☐ Studies ☐ Practicum	☐ Full time ☐ Part time	☐ Yes ☐ No
Second	Y M D _____	Y M D _____	____	☐ Studies ☐ Practicum	☐ Full time ☐ Part time	☐ Yes ☐ No
Third	Y M D _____	Y M D _____	____	☐ Studies ☐ Practicum	☐ Full time ☐ Part time	☐ Yes ☐ No
Fourth	Y M D _____	Y M D _____	____	☐ Studies ☐ Practicum	☐ Full time ☐ Part time	☐ Yes ☐ No
Fifth	Y M D _____	Y M D _____	____	☐ Studies ☐ Practicum	☐ Full time ☐ Part time	☐ Yes ☐ No

Comments

Signature of the person responsible for integrating disabled students

Date

Y M D

Category	Y	M	D
1	2	1	1
2	1	2	1
3	2	1	1
4	1	2	1

Last name

First name

Permanent code assigned by the Ministère

Section 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 has 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 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**☐ Public paratransit

Number of months

☐ Private paratransit

Cost of round trip

\$

Number of round trips required per period of study

☐ Taxi

Cost of round trip

\$

Number of round trips required per period of study

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

☐ Private passenger vehicle
(personal vehicle, car pooling, etc.)Distance of a round trip (km)
(\$0.43 / km)Number of round trips required per period of study
(one return trip per day)**B. Housing allowance**☐ Dwelling near educational institution

Number of months

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 | Continuous path |
| ☐ Fall | ☐ First period of study |
| ☐ Winter | ☐ Second period of study |
| ☐ Summer | ☐ 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 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 an assistive communication 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.

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.

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.

Assistive communication device

In the case of a person with particular difficulty in making himself or herself understood, expenses for an assistive 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. The cost of electronic tablets and applications that replace assistive communications devices are not reimbursed without prior authorization from 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

Device

Cost (tax included)

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

☐ Laptop computer

☐ Additional peripherals and adaptation required \$ _____

Peripherals and adaptation recommended:

☐ Assistive communication device \$ _____

Signature of the person responsible for integrating disabled students

Date

Y M D

