

The Allowance for Special Needs Program – Youth is designed for students who attend private preschool, elementary or secondary schools not accredited for purposes of subsidies, 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.

## General Information

Under the Allowance for Special Needs Program, students with a permanent disability resulting in significant and persistent impairment can obtain financial assistance to purchase equipment or materials that compensate for the effects of their disability and that they require to pursue their studies at home (i.e. computer and peripherals, assistive communications device, adaptive equipment). Please note, however, that adaptive equipment or material resources do not include furniture (e.g. chair, table, bed).

A recognized functional disability is permanent and persistently and significantly limits a student's ability to perform his or her academic activities.

The Program is intended for full-time or part-time students at the preschool (aged 5 years on October 1), elementary or secondary levels in the private sector. Part-time studies are defined as follows: 20 course hours or more per month.

The following material resources are available:

- **Adaptive equipment**

**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.

**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.

- **Devices**

**Desktop or laptop computer**

The maximum reimbursement for the purchase of a computer is usually \$2 000, including taxes. These costs include the computer, monitor, keyboard, mouse, printer and, if applicable, operating system and office suite software such as word processing, spreadsheet or presentation programs. They are only reimbursed once in a lifetime. A carry bag and speakers are only reimbursed if recommended to compensate for the effects of a disability. The carrying bag and speakers are only reimbursed if the recommendation specifies how that material offsets the effects of the disability. Antivirus software, extended guarantee and installation costs are not reimbursed.

**Additional peripherals**

Only those additional peripherals that are connected 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 communications 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.

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 the reimbursement may be refused if they are not considered valid.

Information relating to the Allowance for Special Needs Program is available on our Web site at [Quebec.ca/student-financial-assistance](http://Quebec.ca/student-financial-assistance).

## Required documents

- If this is the first application for an allowance for special needs, you must attach a proof of the student's citizenship.

<input type="checkbox"/> Canadian citizen by birth	A copy of the birth certificate or a copy of the act of birth showing the first and last names of both the father and mother
<input type="checkbox"/> Naturalized Canadian citizen	A copy of both sides of the student's <i>Commemoration of Canadian Citizenship</i> certificate issued by Immigration, Refugees and Citizenship Canada
<input type="checkbox"/> Permanent resident	A copy of the record of landing issued by Citizenship and Immigration Canada (IMM 1000), copy of the <i>Confirmation of Permanent Resident</i> form (IMM 5688 or 5292) or copy of both sides of the permanent resident card issued by Immigration, Refugees and Citizenship Canada
<input type="checkbox"/> Refugee or protected person	Certificat de sélection du Québec (Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration  AND Notice of decision issued by the Immigration and Refugee Board or Pre-Removal Risk Assessment decision issued by Immigration, Refugees and Citizenship Canada  OR Protected Person Status Document issued by Immigration, Refugees and Citizenship Canada

- The *Studies and Confirmation* section (section 3) must be filled out in all cases.
- The *Recommendation* section (section 5), must be filled out for any application relating to a device or adaptive equipment.
- The *Medical certificate – Permanent disability resulting in significant and persistent impairment* section (section 6) must be filled out to justify any functional disability. It is not required in subsequent applications if there have been no changes in the student's circumstances.
- A bid is required for the purchase of material resources.

## Procedure

- Fill out the form in block letters.  
Important! **You must** have section 3 *Studies and academic information* filled out by the administration of the school attended by the student.
- Obtain authorization from Aide financière aux études before purchasing a device or adaptive equipment.
- Be sure that the cheque is issued in the student's name.
- The application must be faxed to us at 418 -528-0318 or mailed to:

Allowance for Special Needs Program - Youth  
Aide financière aux études  
Ministère de l'Enseignement supérieur  
1035, rue De La Chevrotière  
Québec (Québec) G1R 5A5

**Note:** The student or the person with parental authority must send the paid invoice (the word "Paid" must appear on the document), which confirms the purchase of a device or adaptive equipment, to Aide financière aux études within 60 days of receipt of the allowance (cheque). The student's name and permanent code must be written on the invoice.

Overpayments, if applicable, will be recovered.

After receiving your application for assistance we will issue a decision based on current rules.

- For more information, call us at 418-781-0030 or at 1-844-510-0030 (toll-free in Canada and the U.S.). If you are hearing impaired, call 711 (Relay Service) and ask for 418-781-0030.

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Youth

Reserved for Aide financière aux études

**Section 1 – Identification of student**

Last name Permanent code assigned by the Ministère

\_\_\_\_\_

\_\_\_\_\_

First name Date of birth

\_\_\_\_\_

Y M D

Language of correspondence:  French  English

**Citizenship status**

Canadian citizen by birth  Naturalized Canadian citizen

Permanent resident

Refugee

Effective date of permanent resident status  
or refugee status

Y M D

\_\_\_\_\_

**Section 2 – Identification of parent or sponsor**

Last name of parent or sponsor Social insurance number

\_\_\_\_\_

\_\_\_\_\_

First name Telephone number

\_\_\_\_\_

\_\_\_\_\_

Number Street

\_\_\_\_\_

\_\_\_\_\_

Apartment Municipality

\_\_\_\_\_

\_\_\_\_\_

Province Postal code Country

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Last name  
 \_\_\_\_\_

First name  
 \_\_\_\_\_

Permanent code assigned by the Ministère  
 \_\_\_\_\_

**Section 5 – Recommendation (cont.)**

**B. Identification and signature of the occupational therapist, speech therapist, audiologist, psychologist, neuropsychologist, psychoeducator or physiatrist.**

Please print using block letters.

Last name: \_\_\_\_\_

Professional licence number: \_\_\_\_\_  
Area code

First name: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Area code

Work address: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Profession: \_\_\_\_\_

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

Signature **X**

Electronic signatures are not accepted.

**Section 6 – Medical certificate – Permanent disability resulting in significant and persistent impairment**

**This section must be completed by a general practitioner or a medical specialist.**

The student for whom this form is completed is applying for financial assistance under the Allowance for Special Needs Program and who attends a private preschool, elementary or secondary school not accredited for purposes of subsidies.

The Allowance for Special Needs Program allows students with a permanent disability resulting in significant and persistent impairment to obtain, under certain conditions, financial assistance to purchase equipment or materials that compensate for the effects of their disability and that they must have at home in order to pursue their studies.

Since this medical certificate will have financial implications for the student concerned, all sections must be filled out and answers must be complete and accurate to enable AFE to make an informed and fair decision.

If the person has a severe visual impairment, this form may be replaced by his or her Canadian National Institute for the Blind (CNIB) card, an attestation issued by a low vision centre, or another equivalent document.

**Recognition of the disability to be offset by the required types of assistance**

**What disability is offset by the types of assistance required?** (Please check the appropriate box.)

- Severe visual impairment**
- Motor impairment:** loss, malformation or abnormality in the systems responsible for body motion.
- Severe hearing impairment**
- Organic impairment:** disorder or abnormality in the internal organs forming part of the cardiorespiratory, gastrointestinal or endocrine systems (this category includes disorders or abnormalities of the cardiovascular and respiratory systems, such as cystic fibrosis).
- Another disability:** language or speech impairment, paralysis of a single limb, paresis of one or more limbs etc.

