

**Ontario Bursary for Students with Disabilities (BSWD)  
Canada Student Grant for Services and Equipment –  
Students with Disabilities (CSG-DSE)**

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**Purpose**

You may be eligible for funding to help pay for eligible disability-related educational services and/or equipment needed to participate in postsecondary studies. The costs of a psycho-educational assessment or other disability assessment may also be considered.

Use this application to be considered for the following funding during the 2022-23 academic year:

- up to \$2,000 from the Ontario Bursary for Students with Disabilities (BSWD); and
- up to \$20,000 from the Canada Student Grant for Services and Equipment – Students with Disabilities (CSG-DSE).

**Who is eligible**

Your eligibility for funding consideration is based on your disability status. For the BSWD and/or CSG-DSE, you must have a permanent disability or a persistent or prolonged disability, as defined below.

**Permanent disability**

For OSAP purposes, the federal government defines a permanent disability as any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts your ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force, and
- is expected to remain with the student for their expected life.

**Persistent or prolonged disability status**

For OSAP purposes, the federal government defines a persistent or prolonged disability as any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—that:

- restricts your ability to perform the daily activities necessary to pursue studies at a postsecondary school level or to participate in the labour force,
- has lasted, or is expected to last, for a period of at least 12 months, and
- is not a permanent disability.

In addition, you must have applied for and be eligible for funding from one of the following sources for your 2022-23 study period:

- Ontario Student Assistance Program (OSAP) for Full-Time Students
- OSAP for Part-Time Students
- An Institution-Funded Special Bursary (students at public universities and colleges in Ontario only)

Note: students in micro-credential studies are not eligible for BSWD or CSG-DSE

**How your disability-related educational costs are considered**

Each eligible service or equipment request is considered based on your specific disability-related functional limitations. Information provided from your health care provider (physician or other regulated health care professional) and/or from your school's Office for Students with Disabilities (if applicable) is used to determine what eligible costs may be funded. You must also meet all the eligibility requirements for this program.

You may be provided funding for all or a portion of the costs of the eligible services and/or equipment requested. Approved amounts for eligible items are subject to maximum limits so not all your costs may be covered.

Note:

- Services and/or equipment may not be considered for BSWD and/or CSG-DSE funding if they are provided by your school or eligible for funding through another agency or any third party, such as insurance.
- The cost of tutoring services provided by family members will not be considered for BSWD and/or CSG-DSE funding.
- The cost of tutoring services provided by individuals with a close personal relationship with the student may not be considered for BSWD and/or CSG-DSE funding.
- A request for a computer (desktop, laptop or tablet) to support your specific disability-related functional limitations will only be considered for funding once every four years.
- Approved equipment should be purchased promptly after receiving BSWD and/or CSG-DSE funding to maximize equipment usage during the study period.
- All approved items must be purchased before the end of your 2022-23 study period. Otherwise, you will have to repay all or a portion of the funds given to you to make these purchases.
- Any services and/or equipment purchased before your application is approved are done at your own risk as they may not be approved for BSWD and/or CSG-DSE funding.
- The costs for services and/or equipment (excluding psycho-educational assessments) purchased more than 60 days before the start of your study period will not be considered. Psycho-educational assessment costs will not be considered if the assessment was performed more than 6 months before the start of your study period.

## **Documentation you will have to provide**

### **When you are submitting your application**

Documentation is required to confirm that, due to your disability, the services and/or equipment selected on your application are needed so you can go to school. See Section D for details.

### **After you've been approved for funding**

You will have to provide receipts (electronic or original) showing that you purchased the items for which you were issued BSWD and/or CSG-DSE funding. Further instructions will be provided once your funding is released.

## **Where to send your application**

### **If you're going to a public school in Ontario:**

Send your completed application and all required documents to your school's financial aid office.

### **If you're going to a private school in Ontario or a school outside of Ontario:**

Send your completed application with all required documents to:

Student Financial Assistance Branch  
Ministry of Colleges and Universities  
PO Box 4500, 189 Red River Road, 4th Floor  
Thunder Bay, Ontario  
P7B 6G9

## **Deadlines**

### **Application and supporting documents**

Your completed application must be received by your financial aid office or the ministry no later than 60 days before the end of your study period.

All supporting documentation must be received no later than 40 days before the end of your study period.

### **Proof of purchase for approved services and/or equipment**

Your receipts (electronic or original) for each approved item are due to your financial aid office or the ministry by the end of your study period. If you received funds for services (e.g., tutors, note-takers), you must also provide a Time Log and Receipt for Services that lists when each of the approved services was used.

#### **Note:**

If you don't provide acceptable proof and/or the purchase price was less than the approved funding amount for an item, you will have to return all or a portion of the funds issued. Contact your financial aid office for details.

## **Help with your application**

### **If you're going to a school in Ontario:**

Your school's Office for Students with Disabilities or financial aid office can help you with questions about this application. The disability advisors there can also provide information about disability-related services, supports and equipment available at your school.

If your school does not have an Office for Students with Disabilities, you can discuss your disability-related educational needs with your health care provider (physician or other regulated health care professional).

### **If you're going to a school outside of Ontario:**

Contact the ministry at:

Student Financial Assistance Branch  
Ministry of Colleges and Universities  
PO Box 4500  
189 Red River Road, 4th Floor  
Thunder Bay, Ontario  
P7B 6G9

General inquiry telephone service is available Monday to Friday, 8:30 AM - 4:30 PM (Eastern Time)

- Telephone: 807-343-7260.
- Toll-free in North America: 1-877-OSAP- 411 (1-877-672-7411)
- TTY: 1-800-465-3958



## Section C: Request for services and/or equipment

Select the items required to accommodate your disability-related needs while you're in postsecondary studies. If additional space is needed to outline the type of services and/or equipment required, provide the information in a separate letter and attach it to your application.

A cost estimate must be provided for each item requested. Include taxes and shipping (if applicable) in the amount provided. Enter amounts in dollars only. Do not enter cents or use periods or commas.

Each category or item may be subject to a funding cap. This means that not all your costs may be covered even if your application is approved.

### Note to students attending a public university or college in Ontario

You must work with an advisor at your school's Disability Services Office when completing Section C.

### Note to students attending a private school in Ontario or any school located outside of Ontario

Work with a disability advisor at your school or your health care provider (physician or other regulated health care professional) when completing Section C.

## Assessments

Psycho-educational assessment \$

Other disability assessment (eligible for BSWD funding only)

Specify:  \$

## Services

A written estimate for service requested is required. See Section D for details.

Tutor \$

Note-taker/computerized note-taking \$

Academic strategist/coach \$

ADD/ADHD coach (eligible for BSWD funding only) \$

Educational attendant care (while at school for school activities) \$

Educational assistant (while at school) \$

Specialized transportation (for students with mobility issues only) \$

Counselling/therapy (eligible for BSWD funding only) \$

Other - Specify:  \$

## Computer equipment

Computer (including warranty, if applicable)

\$

Indicate format required (select one only)

Desktop

Laptop

Tablet

## Computer software and accessories

All-in-one printer (printer/scanner/copier)

\$

External monitor

\$

External keyboard

\$

Carrying case (for laptop or tablet)

\$

Other - Specify:

\$

## Assistive software

Text to speech software

\$

Voice recognition software

\$

Screen reading software

\$

Assistive writing software

\$

Organizational/mapping software

\$

Other - Specify:

\$

## Assistive equipment

- |   |    |               |
|---|----|---------------|
| <input type="checkbox"/> Reading pens/accessories   | \$ | _ _ _ _ _ _ _ |
| <input type="checkbox"/> Noise cancelling headphones                                      | \$ | _ _ _ _ _ _ _ |
| <input type="checkbox"/> Digital voice recorder   | \$ | _ _ _ _ _ _ _ |
| <input type="checkbox"/> Equipment repair/replacement                                     | \$ | _ _ _ _ _ _ _ |
| <input type="checkbox"/> Ergonomic equipment aids   | \$ | _ _ _ _ _ _ _ |
| <input type="checkbox"/> Other (e.g., electronic magnification systems, braille products) |    |               |
| Specify: _____  | \$ | _ _ _ _ _ _ _ |

**Total amount requested:** \$ |\_|\_|\_|\_|\_|\_|\_|

## Section D: Required documentation

You must provide the following documents (as applicable) to support your application:

- A completed OSAP Disability Verification Form (if you have not already done so).
- A written recommendation from a disability advisor at your school and/or your health care provider (physician or other regulated health care professional) for the services and/or equipment requested if it was not provided on your OSAP Disability Verification Form.
- Estimates for the costs of any requested service(s), such as tutors or note-takers. Each estimate must include the following:
  - hourly cost of each service;
  - total hours per week of each service (cannot exceed weekly in-class time);
  - total number of weeks you will be using each service;
  - which of the courses you are taking require the service; and,
  - the name and contact information for the person or agency providing each service.
- Receipts (electronic or original) for any services and/or equipment requested if they have already been purchased.

## **Section E: Student consents, declarations and signature**

### **Notice of collection and use of personal information**

Your personal information, including your Social Insurance Number (SIN), provided in connection with your student profile, this application and any previous applications and awards of financial assistance will be used by the Ministry of Colleges and Universities (“ministry”) to administer and finance the Bursary for Students with Disabilities (BSWD) program and by Employment and Social Development Canada (ESDC) to administer and finance the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities (CSG-DSE) program. Your SIN will be used as a general identifier in administering the BSWD/CSG-DSE. The ministry and ESDC may use other parties for any of these activities. Under agreement with the ministry, your postsecondary school and, where authorized by the ministry, its agents who administer OSAP and its auditors use your personal information to administer the BSWD/CSG-DSE.

Administration includes: determining your eligibility for a BSWD/CSG-DSE award; verifying your application and supporting documentation, including verifying financial assistance provided under any other ministry program; paying your award; verifying your award; auditing your file; assessing and collecting overpayments; enforcing the legislation set out below and your agreements with the ministry and ESDC; and monitoring and auditing your postsecondary school or its authorized agents to ensure that they are administering the programs appropriately. In addition, administration by the ministry includes public reporting on postsecondary education and training, including the administration and financing of student assistance programs; planning, delivering, evaluating and monitoring student assistance programs for quality and improvements in both content and delivery; conducting risk management, error management, audit and quality assessment activities; conducting inspections or investigations; and conducting research related to postsecondary education and training, including all aspects of the BSWD/CSG-DSE. You may be contacted to participate in surveys related to postsecondary education and training. Financing includes: planning, arranging or providing funding of the BSWD/CSG-DSE.

The ministry administers the BSWD under the authority of ss.5, 15 and 16 of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c.M.19, as amended and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c.F.12, as amended, and the CSG-DSE under the authority of the *Canada Student Financial Assistance Act*, S.C. 1994, c.28, as amended, and the Canada Student Financial Assistance Regulations, SOR 95-329, as amended and s. 266.3(4) of the *Education Act*, R.S.O. 1990, c. E.2. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, Ontario, P7B 6G9, 807-343-7260.

### **Student's consent to the indirect collection, use and disclosure of personal information (REQUIRED)**

- I agree that until I provide receipts for and/or repay BSWD/CSG-DSE funds provided to me, and until any BSWD/CSG-DSE overpayments are assessed and repaid, the ministry can, without limitation, collect and exchange personal information about me that is relevant to the administration and financing of BSWD/CSG-DSE with ESDC, my postsecondary school and its authorized financial administrators and auditors; the ministry’s contractors, auditors or other authorized third party administrators; collection agencies operated or retained by the federal or provincial government, and consumer reporting agencies.
- I understand that I can withdraw any consent I have given in this section by writing to the Director, Student Financial Assistance Branch at the address above at any time before I accept a BSWD/CSG-DSE award. I understand that if I withdraw my consent it will affect my eligibility for and the amount of BSWD/CSG-DSE assistance.



## Student's declaration

- I require BSWD/CSG-DSE funding for the cost of the disability-related services and/or equipment identified on this application, and I will not receive financial assistance from any other source to cover these costs.
- I understand that I must use the BSWD/CSG-DSE funding I receive for the services and/or equipment identified on this application and that I cannot substitute for any other services and/or equipment not identified on this application.
- I agree that I will provide receipts for services and/or equipment no later than the end of my OSAP study period. I will submit these receipts to my postsecondary school's Financial Aid Office or to the ministry, as instructed on this application form, and will show that BSWD/CSG-DSE funds were spent for their approved purposes.
- I agree that if I do not submit receipts, I will repay, by money order or certified cheque to my school's Financial Aid Office or to the Minister of Finance, any BSWD/CSG-DSE funds that I have not used for the OSAP study period identified on this application. I understand that failure to do so may result in being restricted from receiving OSAP, including BSWD/CSG-DSE funding.
- I understand that I may be required to repay all or part of the BSWD/CSG-DSE funds if the information and any supporting documentation I provide in connection with this application is found to be inaccurate or if any information I provide changes, including my OSAP study period and/or my course load.
- I understand that information I provide in connection with this application will be verified and audited and any change resulting from verification and audit may affect my eligibility for and the amount of BSWD/CSG-DSE funds provided to me, and that I may be required to repay all or a part of the BSWD/CSG-DSE funds.
- I have given complete and true information on this application form and I understand that if I fail to provide complete and true information and/or fail to promptly notify my Financial Aid Office or the ministry through my account on the OSAP website or in writing of changes to any information I have provided, including my disability and the services and/or equipment I need, my address and/or financial, academic, family, and/or OSAP study period status; or fail to fulfil any obligations respecting the repayment of any overpayments, the ministry may restrict me from receiving OSAP, including BSWD/CSG-DSE funding, and may take legal action and may require me to repay any assistance that I received.

**I have read and understood this section, including the notice of collection, use and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information.**

Note: if you are completing this form electronically, use the "Fill & Sign" feature or "Digital ID" in Adobe Reader or your PDF program to add your signature.

**Signature of applicant:**

**Date:**

Day    Month    Year

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## Section F: Declaration by the Office for Students with Disabilities (at public universities and colleges in Ontario only)

I declare that based on the information provided on this application:

- The student requires the services and/or equipment selected to accommodate their disability-related needs to participate in postsecondary studies; or
- The student is applying for funding to complete a psycho-educational assessment to verify their disability status for OSAP purposes; and
- The costs indicated (estimated or actual) for each of the selected items are accurate.

**Name of disability advisor:**

Note: if you are completing this form electronically, use the "Fill & Sign" feature or "Digital ID" in Adobe Reader or your PDF program to add your signature.

**Signature:**

**Date:**

Day Month Year

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## Section G: Enrolment confirmation and declarations by Financial Aid Administrator (at public universities and colleges in Ontario only)

I declare that:

- The student's OSAP profile shows that their disability status has been verified.
- The student's disability status on their OSAP profile has been verified as the option I have indicated:

**Permanent**     **Persistent or prolonged**

- The student has applied for and is eligible for funding under one of the following programs for their current study period:

OSAP for Full-Time Students (has at least \$1.00 of financial need)

OSAP for Part-Time Students

Institution-funded Special Bursary

- The student has provided all required documentation for this application.
- The student is defined as being enrolled in full- or part-time studies.

**Name of financial aid administrator:**

Note: if you are completing this form electronically, use the "Fill & Sign" feature or "Digital ID" in Adobe Reader or your PDF program to add your signature.

**Signature:**

**Date:**

Day Month Year

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