

SUPPORT GUIDE

ALLOWANCE FOR SPECIAL
NEEDS PROGRAM
ADULT

FALL
2022
WINTER / SUMMER
2023



Want to learn more?

To learn more about the Allowance for Special Needs Program, please consult our website : [Quebec.ca/student-financial-assistance](https://quebec.ca/student-financial-assistance).

You can also visit the student aid office located at the educational institution you attend.

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Before making an application »

Program

The Allowance for Special Needs Program is intended to help students who have a major functional disability or other recognized disability to pursue their studies. It provides them with an allowance to reimburse various types of assistance to compensate for the effects of their disability (for more information, see the *Eligibility requirements* section) that are not covered by any other program or organization.

The recognized types of assistance are described below.

Specialized services

You may be reimbursed for expenses related to specialized services to compensate for the effects of your disability that are necessary for your studies at an educational institution. These services must be offered by a specialized resource person.

Expenses for the following services may be reimbursed by the Program:

- Reader: audio recording of the content of course notes and required books related to the studies for a person with a severe visual impairment
- Note-taker: taking of course notes
- Transcriber: taking of notes word for word
- Interpreter: translation of course content into Québec sign language or signed language, which includes gestures and a mouthing part for a person with a hearing impairment
- Attendant: academic support for different situations (exams, library research, tutoring, hygiene or mobility)

Specialized services fees

Type of assistance	Fee
• Reader	Current minimum wage in Québec
• Note-taker	Current minimum wage in Québec
• Transcriber	\$16.37/hour
• Interpreter – For vocational training and adult education students	\$43.64/hour
• Interpreter – For students in non-subsidized private colleges or colleges outside Québec	\$43.64/hour
• Interpreter – For university students outside Québec	\$49.10/hour
• Attendant	\$26.92/hour

Paratransit service

Paratransit services (public, private, taxi or private passenger vehicle) may be reimbursed if you have difficulty travelling because of your disability.

If you are a recipient of the Loans and Bursaries Program, you are entitled to an amount equivalent to the average cost of a public transit pass for transportation.

In the event that your expenses for paratransit services are not fully covered by the Loans and Bursaries Program and you require private paratransit services, you may receive an additional amount from the Allowance for Special Needs Program.

No additional amount is awarded if you live with your parents and can use public paratransit services.

If adequate public paratransit services are not available, you can take a taxi or travel with a private person. However, this expense must be justified by the person responsible for integrating persons with disabilities at your educational institution.

Housing allowance

If you are required to live near your educational institution due to your disability, you may be awarded some amounts to cover a portion of your housing expenses. When you receive a housing allowance, only public paratransit services may be reimbursed.

Paratransit services and housing allowance fees

Type of assistance	Fee
• Public paratransit services	\$73/month
• Transportation with a private passenger (vehicle or carpooling)	\$0.43/kilometre one round trip per day
• Transportation by taxi	Actual cost of one round trip per day
• Private paratransit	Actual cost of one round trip per day
• Housing allowance	\$105/month

Before making an application (cont.) »

Material resources

You may be reimbursed for the expenses incurred for the purchase of adaptive equipment or devices to compensate for the effects of your disability. The equipment and devices must be required to pursue your studies at home.

The following adaptive equipment may be reimbursed:

- Specialized software: Software that helps to compensate for severe visual impairment and that allows to access to e-books.
- Consumables: Office supplies used for note-taking and transcription services.
- Computer access devices: Alternatives to a standard keyboard, mouse and computer screen.
- Braille course material: Reproduction of course material into Braille. However, some reference materials such as grammar books and dictionaries are subject to an agreement between the authorized service providers and the government.

The following devices may be reimbursed:

- Desktop or laptop computer: A once-in-a-lifetime amount is awarded for the purchase of a computer. It is limited to \$2000, including taxes. It covers the expenses for the computer, monitor, keyboard, mouse, printer, operating system (e.g. Windows or macOS) and an office suite (e.g. Microsoft Office).

- Additional peripherals related to the computer: These peripherals must be purchased at the same time as the computer. However, they must not already be covered by the purchase price of the computer.
- Assistive communication device: This device is designed to help persons living with verbal or written communication disorders to express themselves using symbols or pictograms. It is reimbursed only once in a lifetime.

The device purchased under the Program may need to be repaired or replaced. If you are still studying at an educational institution where material resources are covered, you may be reimbursed for a portion of the expenses.

Note

You must receive authorization before having the device repaired or replaced. For more information, please consult the Documents to be provided based on the situation section, p. 5.

Types of assistance coverage based on level of education

Level of education	Specialized services	Paratransit services and housing allowance	Material resources
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
College outside Québec	Covered	Covered	Covered
University in Québec (undergraduate, master's or doctoral)	Not covered	Covered	Not covered
University outside Québec (undergraduate, master's or doctoral)	Covered	Covered	Covered
Québec government schools	Not covered	Covered	Not covered

Before making an application (cont.) »

Eligibility requirements

To be eligible for the Allowance for Special Needs Program, you must meet the following criteria:

- Be a Canadian citizen, permanent resident or have refugee or protected person status within the meaning of the *Immigration and Refugee Protection Act*.
 - Reside in Québec or be deemed to reside in Québec at the time you submit your application. To be deemed to reside in Québec, you must be in one of the following situations:
 1. You were born in Québec.
 2. One of your parents or your sponsor resides in Québec.
 3. You hold a Certificat de sélection du Québec.
 4. Both of your parents (or your sponsor) are deceased and one of them was residing in Québec at the time of their death.
 5. You still reside in Québec even though your parents or your sponsor now live elsewhere.
 6. Québec is the last place where you resided for 12 consecutive months without pursuing postsecondary studies or Québec is the last place where you resided for 24 consecutive months without pursuing full-time studies.
 7. You were adopted by a person who was residing in Québec at the time of your adoption.
 8. You have resided in Québec for at least 3 months without having resided in another province for more than 3 months.
 9. You have been in one of the following situations for 3 consecutive years in the last 5 years: 2, 5, 6 or 8.
 10. Your spouse is in one of the above situations, except: 2, 4, and 5
- Be admitted to a recognized educational institution and study at the secondary school (vocational training or adult education), college or university level.
 - Be enrolled in a minimum of 6 credits or 76 course hours per study period or term, or a minimum of 20 course hours per month. If one of these thresholds is not met, only specialized services and transcription services into Braille are reimbursed.
 - Have a major functional disability or other recognized disability. A major functional disability is recognized if it is permanent and significantly limits academic activities. It can be:
 - a severe visual impairment
 - a severe hearing impairment
 - a motor impairment
 - an organic impairment

The other recognized disabilities are:

- language or speech impairment
- paralysis of a single limb
- paresis of one or more limbs
- hearing capability corresponding to a hearing threshold of 25 decibels

Make an application »

Procedure to follow

Meet with the person responsible for integrating persons with disabilities

Before making an application, you must meet with the person responsible for integrating persons with disabilities at your educational institution. They will evaluate your situation and determine the types of assistance that are necessary for pursuing your studies. In some cases, the educational institution already offers services. If not, the person responsible will verify if you are eligible for the Allowance for Special Needs Program.

This person will complete the *Recommendation on Types of Assistance Required* (1088) form, which you will need to send us. They will also give you a list of forms to complete and documents to provide based on your situation.

Complete the application form online

You must make an application for an allowance for special needs in your Student Financial Assistance File (quebec.ca/student-financial-assistance).

You will need the following information:

- your permanent code
- your social insurance number
- the codes for your educational institution and your program of study

Note

You have up to 60 days following your last month of study in the current school year (September 1 to August 31) to submit your application.

You can ask someone close to you to help you with the application process. In order for this person to obtain information on your behalf, please complete the consent form (consult the Documents to be provided based on the situation section, p. 5).

Instalments

You will receive your allowance instalments directly in your bank account. You must therefore complete the *Application for Direct Deposit* form (1115) and send it to us as soon as possible. If we do not have your banking information, only the first instalment can be given in the form of a cheque to the person responsible for integrating persons with disabilities at your educational institution. You will be required to provide the *Application for Direct Deposit* form (1115) to receive the second instalment.

If your allowance is intended to pay for specialized services or paratransit services, you will receive a first instalment during your study period or term and a second instalment usually one month later.

If your allowance is intended to purchase material resources, the allowance will be paid to you in a single instalment for the study period or term.

Request for changes to the file

To make changes to your file concerning the types of assistance required or your student status, you must meet with the person responsible for integrating persons with disabilities at your educational institution. They will provide you with a modified recommendation that you can submit in your Student Financial Assistance File (quebec.ca/student-financial-assistance).

Make an application (cont.) »

Documents to provide based on the situation

FORMS

The forms are available on our website (Quebec.ca/student-financial-assistance)

Form	Mandataries	Schedule and situation
Medical Certificate – Student - Major Functional Disabilities and Other Recognized Disabilities (1015)*	Physician	At the beginning of the application process, to ensure that the student is eligible for the Program
Recommendation on Types of Assistance Required (1088)	Person responsible for integrating persons with disabilities	At the beginning of each study period or term, to identify or modify needs
Specialized Services Attestation (1089)	Student and specialized resource person	At the beginning of each study period or term, to identify the specialized resource person and the service(s) to be provided
Receipt for Required Assistance Services (1090)	Student and specialized resource person and/or paratransit service company	Up to 30 days after each study period or term, to confirm the specialized services received and/or private paratransit services used
Application for the Authorization of Equipment Repair or Replacement – Adults (1091)	Student, person responsible for integrating persons with disabilities and dealer or authorized person with the technical assistance service	If needed, when a device purchased under the Program needs to be repaired or replaced
Application for Direct Deposit (1115)	Student and authorized person from the financial institution	At the beginning of the application process, to ensure that the student receives the allowance directly in their bank account, or later, to report a change in the banking information
Consent to Release Personal Information or Withdrawal of Consent (1077)	Student or their representative	If needed, to authorize us to give personal information to a designated person

* For a severe visual impairment, the medical certificate may be replaced by one of the following documents:

- An attestation issued by a low-vision centre
- A card from the Canadian National Institute for the Blind (CNIB)
- A document attesting that the person is blind

For a hearing impairment (severe hearing impairment or a minimum hearing threshold of 25 decibels), an audiogram may be requested.

Make an application (cont.) »

Other documents

Document	Mandataries	Schedule and situation
Letter from the public paratransit service	Paratransit service company	At the beginning of each award year (September 1 to August 31), to ensure that the student has access to private paratransit services
Estimate of the paratransit service company	Paratransit service company	At the beginning of each study period or term, to provide the approximate amount of costs
Lease	Owner	At the beginning of each study period or term, to confirm housing rental near the educational institution
Price quote	Dealer	At the beginning of each study period or term, for the purchase of material resources
Invoice for the purchase of material resources	Dealer	Up to 60 days after the end of each study period or term, to confirm the purchase of material resources
Invoice for the repair or replacement of a device	Dealer	Up to 60 days after the instalment, to confirm the repair or replacement of the device
Supporting letter	Person responsible for integrating persons with disabilities	At the beginning of each study period or term, to recommend material resources that are not listed on Form 1088
Documents to prove citizenship	Student	At the beginning of the application process (see the <i>Eligibility requirements</i> section for more information)
Documents to prove residency in Québec	Student	At the beginning of the application process (see the <i>Eligibility requirements</i> section for more information)

Note

If you submit your application for an allowance after your study period or term, you must send us the recommendation for that period or term along with the receipts. If this is the case, the receipts and invoices can be submitted after the deadlines mentioned above (30 and 60 days).

Example of a yearly schedule »

1. Meet with the person responsible for integrating persons with disabilities at the educational institution.
2. Complete the application for an allowance online.
3. Provide the required documents, including the *Recommendation on Types of Assistance Required* form (1088).
4. Provide receipts and invoices at the end of each study period or term during which an instalment of the allowance for special needs was paid.

You can make an application before the start of the school year, which runs from September 1 to August 31. You have up to 60 days following your last month of study in the current school year to submit an application.

Your application is not renewed automatically. To be eligible for the Allowance for Special Needs Program the following year, you will need to reapply using the same steps.

September

You will receive the first instalment of your fall allowance. To receive it directly into your bank account, you must complete the *Application for Direct Deposit* form (1115) and send it to us.

October

You will receive the second instalment of your fall allowance.

November

We ask that you submit the *Recommendation on Types of Assistance Required* form (1088) for the winter period. We also remind you to send us your fall receipts and invoices once this study period or term is over.

January

You will receive the first instalment of your winter allowance.

February

This is the deadline for submitting your fall receipts and invoices. You will receive the second instalment of your winter allowance only if you have provided these receipts and invoices on time.

March

We ask that you submit the *Recommendation on Types of Assistance Required* form (1088) for the summer period. We also remind you to send us your winter receipts and invoices once this study period or term is over.

May

You will receive the first instalment of your summer allowance.

June

This is the deadline for submitting your winter receipts and invoices. You will receive the second instalment of your summer allowance only if you have provided these receipts and invoices on time.

July

We ask that you send us your summer receipts and invoices once this study period or term is over.

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