

ASSISTANCE PROGRAM FOR STUDENTS WITH PERMANENT DISABILITIES (APSD)

POLICY AND PROCEDURES



Ministry of Advanced Education
Student Services Branch

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INTRODUCTION

The Assistance Program for Students with Permanent Disabilities (APSD) was established in 1988/89.

It is a provincial, needs based program, to help break down barriers for students with permanent disabilities that prevent them from participating in public post-secondary studies.

The APSD program year commences April 1 of each year and ends March 31 of the following year.

This grant program is available to part-time or full time students attending British Columbia public post-secondary institutions taking either post-secondary level or upgrading courses.

The policies governing this program are described in this manual. The authority for administration of this program in the provincial institutions is established in the Statement of Agreement between the Ministry of Advanced Education and the institutions.

CHAPTER 1 Application

SECTION 1 Administration

Policy

Disability Coordinators will be responsible for administering the funds for the APSD program.

Purpose

The identification of the area of responsibility for administration of APSD funds ensures that students in financial need may be advised of the availability of this funding source.

Procedure

Institutions must design internal guidelines for administration of this program, in compliance with the policy and procedures outlined in this manual.

CHAPTER 1 Application
SECTION 2 Application Forms

Policy

Eligibility for APSD assistance will be based on information supplied on the APSD application form.

Purpose

To ensure that eligible students who anticipate the need for assistance will have their need assessed in a fair and consistent manner.

Procedure

APSD application forms can be requested online at www.aved.gov.bc.ca/studentervices or by completing a “Request for Supplies” form and sending it directly to the Mail Room, Student Services Branch, P.O. Box 9173 Stn Prov Govt, Victoria, BC, V8W 9H7, or fax the request to (250) 356-9455 or 1-888-262-2112 (toll-free) “Attention – Mail Room”.

A completed application form must be submitted for every period of study for each student.

The completed application will be approved/rejected by the institution participating in the administration of the program.

The original applications must be held by the institution for three years. These applications are subject to audit.

CHAPTER 2 Eligibility

SECTION 1 Citizenship

Policy

The Canada Student Financial Assistance Act specifies that, to be eligible, an applicant must be a Canadian citizen within the meaning of the Citizenship Act or a permanent resident, or a protected person within the meaning of the Immigration and Refugee Protection Act.

Purpose

To ensure that students applying for assistance meet federal criteria as outlined in the provisions of the Canada Student Financial Assistance Act.

Procedure

There are three classifications of students who are eligible for APSD.

- 1) Canadian citizens – these students will have a SIN starting with 1, 2,4,5,6 or 7.
- 2) Permanent residents – these students will also have a SIN starting with 1, 2,4,5,6, or 7, but must also provide a copy of their permanent resident card (replaced the IMM1000).
- 3) Convention refugees or permanent residents – these students may receive funding while they have a SIN starting with a 9. They must provide a copy of their SIN card showing an expiry date after their study end date, as well as an IMM 5292 or a copy of their Convention refugee hearing decision. Copies of these documents may be kept with their application, or your office may want to get a verification of review stamp to be signed on the application.

CHAPTER 2 Eligibility
SECTION 1 Citizenship

PROCEDURE Cont.

The IMM 5292 is a Protected Person Status Document, and must be specially requested from Canada Customs and Immigration. The following URL is the link to the application package and procedures

<http://www.cic.gc.ca/english/applications/ppstatus.html>

Any other foreign students applying to study in Canada may not receive APSD funding unless they meet one of the above categories. Foreign students may apply for ABESAP funding but any potential funding will be held pending a favorable decision on their application for Canadian citizenship, permanent residency or designation as a Convention refugee/protected person.

Students living in Canada on a temporary visa are not eligible for assistance, nor are students on study permits. A condition of receiving a study permit is that you have enough resources to pay for your expenses, while attending school.

CHAPTER 2 Eligibility

SECTION 2 Financial Need

Policy

Eligible students must demonstrate financial need.

Purpose

APSD funding assistance is based on financial need.

Procedure

Students must demonstrate financial need by completing an APSD application form indicating income, assets and expenses. The application form must be fully completed, in ink, signed and dated. Each section of the form must be completed in full or identified as considered (e.g. N/A).

The application form will be assessed by the institutions Disability Coordinator to determine the level of funding assistance awarded or declined.

CHAPTER 2 Eligibility

SECTION 3 Academic Standing for Continued Assistance

Policy

Students who have previously received APSD funds and are applying for more assistance must have successfully completed their previous courses. Students who withdrew from a course(s) should not receive APSD funding again unless they can supply medical documentation stating that they withdrew for medical reasons. Other extenuating circumstances may be accepted with the discretion of the disability coordinator.

Purpose

To limit funding assistance to those students who earnestly pursue their studies and progress satisfactorily.

Procedure

Students who apply for continued funding must demonstrate their successful completion of previous courses. In cases where extenuating circumstances have occurred, approval for continued assistance is at the discretion of the Disability Coordinator. An explanation and supporting documentation must be kept with the application for audit purposes.

CHAPTER 2 Eligibility

SECTION 4 Allowable Programs

Policy

APSD funding can be granted to students attending upgrading or post secondary level courses. This funding is not intended for short Continuing Education courses (148 – 168 hours) or hobby courses.

Purpose

The APSD budget has limited funds.

Procedure

Disability Coordinators should ensure that students are enrolled in either part-time or full-time studies.

CHAPTER 2 Eligibility

SECTION 5 Eligible Costs

Policy

APSD grant funding can be used for services or adaptive equipment required by a student to access the institution where they are studying.

This funding is not intended to replace base funding that the institution receives each program year. All educational institutions have a legal obligation to provide reasonable accommodation, up to the point of “undue hardship” in order to ensure equity for students with disabilities.

(Canada Study Grant Funding for the Accommodation of Students with Permanent Disabilities should be considered first where possible).

Purpose

To clarify the role of this program versus the legal role the institution has to provide disabled students educational equity.

Procedure

Review the following two funding sources prior to granting APSD funding:

- ❑ Institutional funding
- ❑ Canada Study Grant for the Accommodation of Students with Permanent Disabilities

CHAPTER 2 Eligibility

SECTION 6 Documentation of Disability

Policy

To access this program the Disability Coordinator must ensure that documentation from a medical specialist in the area of the student's permanent disability is received and placed on the students APSD file.

Purpose

To ensure that these limited resources are directed to students who have a documented permanent disability that prohibits them from participating fully in their studies without the aid of services or equipment.

Procedure

The student's disability documentation must be kept in the applicable APSD file.

CHAPTER 3 Funding Limits

SECTION 1 Maximum Funding

Policy

A student may receive up to \$10,000 a fiscal year (April 1 – March 31) in APSD funding. Students with attendant care requirements may receive up to \$12,000 a fiscal year in APSD funding.

If required, and eligible, CSG funding for the Accommodation of Students with Permanent Disabilities may also be used (see policy).

Purpose

To ensure that APSD funding is maximized.

Procedure

Students must present two cost estimates for services or equipment that they are approved for. Funding must be disbursed to students based on the lower of the two estimates. (If two estimates cannot be obtained ensure an explanation is kept on file)

The student must provide, to the Disability Coordinator, receipts to evidence purchase of the equipment or services. Those receipts must be retained on the student file. They will be subject to audit.

If there is unused funding left over after the purchase of the equipment or services it must be redeposited to the APSD account.

CHAPTER 3 Funding Limits

SECTION 2 Funds Transfer Waiver

Policy

Grant cheques must always be made payable to the student receiving the benefit. A waiver to transfer the grant to the institution may be signed by the student if the institution is providing the service. (See wording that must be stated on the waiver in Appendix 1). This waiver is part of the APSD application form.

Purpose

To ensure that the grant funding is directed to the student requiring the service.

Procedure

Disability Coordinators may have the students sign the waiver if the Institution is providing the service that the student requires. The institution may then deposit the student's cheque.

CHAPTER 4 Administration

SECTION 1 Funding Allocations

Policy

Program funding will be determined based on prior years APSD expenditures, or anticipated requirements based on known students with permanent disabilities.

Purpose

To ensure that each institution has the funding it requires (based on budget availability).

Procedure

The Student Services Branch (SSB) will calculate the appropriate allocation for each institution (based on prior year's expenditures and the current program budget). A Statement of Agreement will be sent to each institution outlining the programs' guidelines and budget. No funding will be disbursed before this Statement of Agreement is signed and returned to the Student Services Branch. The agreements may automatically renew annually. In the case of renewing agreements, a budget letter will be sent to each institution at the beginning of the program year outlining the current allocation.

Additional funding, required during the program year, should be requested by fax to the Special Programs Unit (Fax: 250 356-5440). There is no guarantee that there will be additional funding.

Note: Program budgets will vary from year to year.

CHAPTER 4 Administration

SECTION 2 Funding Disbursements

Policy

Funding for the APSD is allocated to the institutions once a year.

Purpose

Funding is issued once per year to ensure institutions have funding to run the APSD program.

Procedure

The funding for the new program year is issued to the institution once the Statement of Agreement is completed and the Student Services Branch receives a signed copy of the Annual Report (Appendix 1) for the previous year.

CHAPTER 4 Administration

SECTION 3 Administration Allowance

Policy

An allowance of 8% of the institutions APSD program budget may be used to cover administrative costs associated with this program.

Purpose

To provide funds to the Disability Services Office to assist with the administrative costs of APSD.

Procedure

The institution is responsible for calculating the administrative allowance on APSD funds received during the program year (8% of funds allocated in current year less previous year's surplus).

The administrative allowance is to be included in the Final Report (as of April 30), and shown as an expenditure of funds.

CHAPTER 4 Administration

SECTION 4 Reporting

Policy

Institutions must report the use of APSD funds to the ministry once a year on or before May 31st.

Purpose

To account for these public funds.

Procedure

The Annual Report (Appendix 1) is for the period May 1st to April 30th. A supporting Client Detail Report (Appendix 2) must be included with the Annual Report. The client detail report is to list the clients' names, Social Insurance Number, the equipment or services required, the study period and the total amount of the grant. There is also a sample adjustment report (Appendix 3) if it is required.

CHAPTER 4 Administration

SECTION 5 T4A's

Policy

The institution is responsible for issuing T4A's to students in receipt of APSD funds for combined award amounts totaling more than \$499.

Purpose

To comply with Revenue Canada Taxation requirements.

Procedure

Institutions are responsible for issuing T4A's for the APSD program.

APPENDICES

APPENDICES

APSD Annual Report Appendix 1

APSD Client Detail Report Appendix 2

APSD Adjustment Report Appendix 3

Please photocopy appendices and use as required for reporting

APSD ANNUAL REPORT

This report is due by May 31st for the period of May 1st to April 30th

Institution _____

A) Allocation (per agreement) _____

B) Additional Allocation _____

C) Previous Years Surplus _____

D) Total Disbursement (A+B-C) _____

E) Expenditure during May 1 to April 30 _____

F) +/- Adjustments (refunds) _____

G) 8% Administration Fee (8% x D) _____

H) Total Expenditures (E+/-F+G) _____

Total Program Year Surplus or Deficit (A+B-H) _____

Retain surplus funds for the next year.

They will be deducted from your next allocation.

Number of Students that Applied: _____

Number of Students Funded: _____

Authorized Signature _____ **Date** _____

APSD CLIENT DETAIL REPORT

Institution: _____

NAME OF STUDENT RECEIVING GRANT	SOCIAL INSURANCE NUMBER	EQUIPMENT OR SERVICES REQUIRED	STUDY PERIOD	TOTAL GRANT AMOUNT
			Total	

