

Student Information Guide

Grants for Services and Equipment (CSG-DSE)

Grants for Services and Equipment are administered by Post Secondary Accessibility Services on behalf of the Canada Student Financial Assistance Program.

Updated September 2024

Table of Contents

Introduction	page 3
Eligibility for CSG-DSE Grant	page 3
Declaration and Consent	page 4
Steps to Apply for CSG-DSE grants	page 5
Verification of Disability	page 6
Requesting Services and Equipment Funding	page 8
Service Requests	page 10
Equipment Requests	page 11
Approved Requests	page 11
Refused Requests	page 12
Receipts	page 12
Returning Unused Funds	page 13
Contact Information	page 14

Introduction

Post-Secondary Accessibility Services (PSAS) administers the Canada Student Grant for Services and Equipment – Students with Disabilities (CSG-DSE). This grant provides funding for educational supports to remove barriers for post-secondary students. *The CSG-DSE* provides financial assistance for disability-related services and equipment necessary for participation in postsecondary educational programs.

What does this mean?

Grant funding is provided by the federal government to the Province of Nova Scotia. This funding is administered by PSAS.

PSAS must follow funding rules provided by the federal government including but not limited to eligibility criteria, eligible expenses for services and equipment, accountability measures, and recovery policies.

PSAS reports services and equipment statistics and costs annually to the federal government.

Grant applications are assessed against functional limitations related to a student's verified disability.

For example, a student with a hearing impairment will not be approved for services and equipment grants intended to remove functional limitations related to a physical impairment. They would however be considered for services and equipment grants intended to remove barriers created by hearing loss.

Functional limitations in the postsecondary educational setting include:

- Standing
- Sitting
- Walking
- Lifting/carrying/holding/reaching
- Handwriting
- Typing
- Taking notes in class
- Self-regulation
- Speaking/communicating
- Hearing
- Completing tasks on time
- Attending classes
- Staying on task
- Remembering information
- Vision
- Reading

Who can access CSG-DSE grant funding?

Funding is available to all Nova Scotia resident students enrolled in post-secondary education who have an active application with Student Assistance, a verified disability, and assessed financial need.

The Canada Student Financial Assistance Program (CSFAP) policy outlines eligibility for the Canada Student Grant for Services and Equipment-Students with Disabilities (CSG-DSE):

For any Canada Student Grant, students must meet the following criteria:

- Citizenship
- Residency
- Designated post-secondary institutions
- Satisfactory scholastic standard
- Restrictions.

To be eligible, students must have at least \$1 of federal assessed need.

Note: If the initial need assessment did not have at least \$1 of demonstrated financial need, then the estimated costs for the recommended equipment and/or services can be included in the need assessment. If the financial need is then calculated at \$1 or more, the student is eligible for CSG-DSE funding.

If a student is assessed as having no financial need through their application for Student Assistance, they should contact their Accessibility Advisor to discuss their situation.

For more information on Student Assistance, please see <https://novascotia.ca/studentassistance/>

IMPORTANT:

Declaration and Consent

Students applying for Student Assistance and who are requesting CSG-DSE are required to sign a Declaration and Consent in MyPATH. It is important that students read and understand the Declaration and Consent before signing.

The Declaration and Consent sets out the student's obligations when in receipt of student assistance and the CSG-DSE. Examples of these obligations include only using the funding for its intended purposes, providing documentation to verify how the funding was used (e.g. receipts), and returning any leftover funding at the end of the student's study period. Students that don't comply with their obligations can become ineligible for future funding and, in certain circumstances, be required to repay funding that has already been disbursed.

Steps to Apply for CSG-DSE Grants

Contact your Institution's Accessibility Office

You must consult with your school's accessibility office before applying for the grant. For contact information, please visit our website

<https://novascotia.ca/post-secondary-accessibility-services/supports-and-services.asp>

If you are attending a private career college or an out of province school and there is no accessibility office, contact Post-Secondary Accessibility services at PSAS@novascotia.ca

Your accessibility office is an excellent resource to:

- Help identify the functional barriers in your chosen area of study.
- Obtain information on services and equipment.
- Provide training on how certain services and equipment work.
- Provide support to assist in the grant application process.

Apply for Student Assistance

The following instructions will help you with your Student Assistance application. Please contact Student Assistance or your accessibility office advisor directly for additional support.

NOTE: PSAS does not provide assistance with your application for Student Assistance.

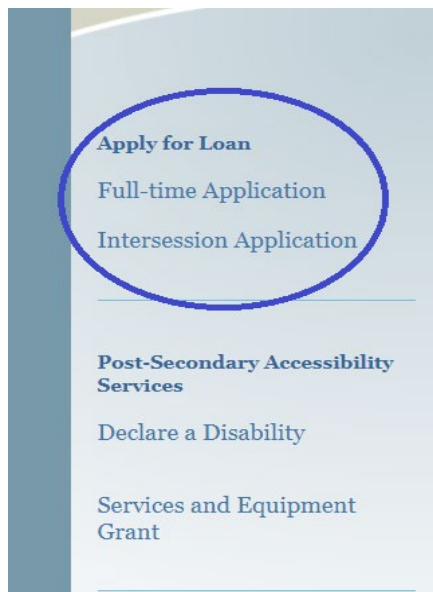
For information on applying for Student Assistance, please click the following link to their website: <https://novascotia.ca/studentassistance/>.

If you are a **full-time or intersession (summer) student**, create a MyPATH account

Click on this link: [MyPATH](#), and it will take you through the steps to create an account.

Click on either *Full-time Application* or *Intersession Application* to answer a series of questions to complete your student assistance application.

Once you have completed the series of questions, you will receive a student assistance file number. Please make sure to keep this number for your record. It is a good practice to screenshot the number or take a picture of it for future reference.



Welcome to My PATH

My Student Assistance Applications

Submitted	
20241 - Sep/2024 - May/2025	Check Status

Unsubmitted	
(0) No unsubmitted records	

Previous Years	
(0) No records from previous years	

Part-time students cannot complete an application through MyPATH and must instead complete an application via mail or fax. Completed applications can also be dropped off to the Student Assistance Office. Please see the last page of this guide for contact information. A student with a disability is considered part-time if they are taking less than 40% of a full course load.

For more information on part-time studies and the part-time application, please visit this website: <https://novascotia.ca/studentassistance/Apply/New/PartTimeStudies.asp>

Verification of Disability

To be eligible for CSG-DSE grants, students require a verified disability registered with PSAS. Medical documentation supporting the existence of a permanent, persistent, or prolonged disability must be reviewed and approved by PSAS.

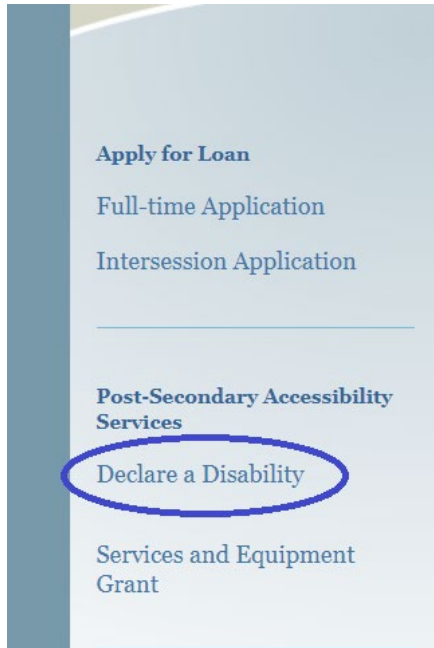
A **permanent disability** is defined as:

“any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and that is expected to remain with the person for the person’s expected life.”

A **persistent or prolonged disability** is defined as:

“any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment — or a functional limitation — that restricts the ability of a person to perform the daily activities necessary to pursue studies at a post-secondary school level or to participate in the labour force and has lasted, or is expected to last, for a period of at least 12 months but is not expected to remain with the person for the person’s expected life.”

In your MyPath Account, click on *Declare a Disability* and follow the instructions. You will be instructed to download the *Verification of Disability form for Students with Disabilities*.



Welcome to My PATH

My Student Assistance Applications

Submitted	
20241 - Sep/2024 - May/2025	Check Status

Unsubmitted	
(0) No unsubmitted records	

Previous Years	
(0) No records from previous years	

For instructions on how to download the form and upload the completed form to your MyPATH account, please see the following screenshot.

Your assessment results will be finalized in approximately 2-4 weeks. Please continue to monitor your MyPATH account for updates and/or required action items.

Application Status: Active [Modify/Cancel Application](#) For details click "+/-"

Application Action Items		
The following information is required before your application can be processed.		
Action Item	Date Completed	Status
Tax Consent		Not Complete

Pre-Study Action Items		
If you submit a pre-study report, the following information is required to finalize loan awards and grants and/or review your pre-study contribution.		
Action Item	Date Completed	Status
Disability Forms		Not Complete
Download and complete the Disability Verification Form then upload for review		
Download form		Upload

Notices	
No notices found	

Appeal assessment, change information or send additional documents	
Upload	
File Name	Date Uploaded

Disability Application

Application Action Items		
No action items found		
Action Item	Date Completed	Status

Notices	
No notices found	

Once complete, The Verification of Disability form MUST be uploaded through your MyPATH account. PSAS will NOT accept the form through email.

If your disability verification is not accepted, you will receive a notification that will appear under *Notices*. You may choose to submit further documentation by clicking *Upload* and choosing *Other* from the dropdown menu.

Requesting Services and Equipment Funding

After your disability has been verified by PSAS, schedule a meeting with your institution's accessibility office to discuss accommodations for your courses on campus and identify any services or equipment that you may need to eliminate barriers you experience in the postsecondary setting related to your disability.

Important Considerations when Making a Request for Services and Equipment Funding:

- All requests for equipment and services funding must be related to the functional limitations that the student experiences because of their specific disability. Requests made for services and equipment that do not fit with a student's disability related needs may not be approved.
- All requests **MUST** first be input by the student into MyPATH. The Accessibility Advisor at your institution then reviews and approves or denies these requests. The final approval/denial decision is made by PSAS staff.
- All service and equipment requests must be input by the student and approved by the Advisor and PSAS before any funding can be issued.
- Requests that are **NOT** in MyPATH cannot be processed and will **NOT** receive funding.
- Receipts must be uploaded by the student to their MyPATH account before their study end date which is usually the last day of their course or semester. Receipts received after the study end date will not be processed and no funding will be issued.

Part-time students

Part-time students (less than 40% of a full course load) applying cannot complete requests for services and equipment online and must make requests for services and equipment grant funding by completing the request via paper form.

Requests on the paper form must be completed with the assistance of your school's accessibility advisor as they will have to give written approval for your requests. Your advisor will email the completed form to our office.

To access the form for services and equipment requests for part-time students, please email PSAS@novascotia.ca or speak with your accessibility advisor.

Full-Time Students

Full-time students can make a services or equipment request online. However, they must first meet with their institution's Accessibility office staff to complete their requests. Accessibility office staff, often called "Advisors," will meet with the student and assist in determining which services and supports would be helpful to address the functional limitations that the student experiences in the postsecondary setting due to their disability. Advisors hold decision-making responsibilities to approve or deny any services and equipment funding requests.

Students attending postsecondary out-of-province students or at a local private career college must make service and equipment requests via email. They must email PSAS@novascotia.ca with their request. PSAS staff will then decide to approve or deny the request.

To make a request for services or equipment funding in MyPATH as a full-time student:

Click on the **Services and Equipment Grant**.

The screenshot shows the MyPATH interface. On the left sidebar, under 'Post-Secondary Accessibility Services', the 'Services and Equipment Grant' option is circled in blue. The main content area displays 'Welcome to My PATH' and 'My Student Assistance Applications'. It features three summary cards: 'Submitted' (20241 - Sep/2024 - Apr/2025) with a 'Check Status' link, 'Unsubmitted' (0) with '(0) No unsubmitted records', and 'Previous Years' (0) with '(0) No records from previous years'.

Select the application year for which you are requesting service and equipment funding, then click **Save & Continue**.

The screenshot shows the 'Application Year' selection screen. At the top, there are navigation links: 'Online Tools > MyPATH Home > Logout'. The page title is 'Application Year' and the sub-title is 'Services and Equipment Grant'. A radio button is selected for the application year '20231 - Jan/2024 - Aug/2024'. At the bottom, there are two buttons: 'Back' and 'Save & Continue'.

In MyPATH, you will be asked ***Have you already paid for any of the requested equipment?*** Please ensure that you only select **Yes** if you have your receipt ready to upload.

Request for Services and Equipment

Do you have services or equipment to request?
 Yes No

Request For:

Select an Equipment Category:

Select a Tool:

Amount: .00

Reason for Request:

Have you already paid for any of the requested equipment?
 Yes No

Service Requests

For service requests (ex: tutoring and note taking), you must first have a documented discussion with your school’s accessibility advisor to determine eligibility based on your disability related needs and functional impairments.

Under *Reason for Request*, please provide sufficient rationale as to why you require the service and how this will reduce or remove disability-related barriers in your studies. Grant funding will NOT be approved without appropriate substantiation linking the request to the verified disability on file and how the request will address functional limitations related to the specific disability.

Daily living services are NOT considered eligible expenses under the CSG-DSE grant.

Once you have completed your request, please read the *Declaration and Consent*, click the appropriate areas, and select the *Submit* button.

Declaration and Consent

Students applying for Student Assistance and who are requesting CSG-DSE are required to sign a Declaration and Consent in MyPATH. It is important that students read and understand the Declaration and Consent before signing.

The Declaration and Consent sets out the student’s obligations when in receipt of student assistance and the CSG-DSE. Examples of these obligations include only using the funding for its intended purposes, providing documentation to verify how the funding was used (e.g. receipts), and returning any leftover funding at the end of the student’s study period. Students that don’t comply with their obligations can become ineligible for future funding and, in certain circumstances, be required to repay funding that has already been disbursed.

Equipment Requests

All equipment requests must reflect the **total cost** including sales tax and/or a warranty. Under **Reason for Request**, please provide sufficient rationale as to why you require the service and how this will reduce or remove disability-related barriers in your studies.

Grant funding will NOT be approved without appropriate substantiation linking the request to the verified disability on file and how the request will address functional limitations related to the specific disability.

Daily living equipment is NOT considered as an eligible expense under the CSG-DSE grant.

Approved Requests

Requests first must be approved by your school's accessibility advisor. Please ensure that you meet with your advisor (if you have not already) regarding approval for your requests.

Once approved by your advisor, depending on the time of year, requests can take several weeks for review by PSAS. Requests for services and equipment made in the summer, for Fall term, may not be reviewed until August or September.

Once your request has been reviewed by PSAS, you will receive a notification in MyPATH.

To view your approved requests in your MyPATH account, select *Check Status* for the application year.

Under *Service and Equipment Grant – Funding Details*, you will see what was approved, the amount issued, *DRF Confirmed Date* (date your advisor approved funding), and *Funding Approved Date*.

Please Note: The *Funding Approved Date* is the day the request was approved by PSAS. The funding will be reflected in your bank account within 3 to 5 business days from that date.

This Estimated Assessment is provided for your informational purposes only. Although the Province uses reasonable efforts to ensure the accuracy of the Estimated Assessment, it makes no warranties or representations as to its accuracy and the Estimated Assessment is provided on an "as is" and "where is" basis. The Province, its employees, agents or contractors assume no liability or responsibility for any errors or representations in its use or content. In no event shall the Province, its employees, agents or contractors be liable for any special, incidental, indirect, punitive or consequential damages whatsoever arising out of the use of or inability to use the Estimated Assessment or its content, even if the Province has been advised of the possibility of such damages.

By clicking on OK, I hereby acknowledge that I have read the above disclaimer and agree to and understand the terms.

OK

Service and Equipment Grant

Funding Details

Type of Funding	Amount Issued	DRF Confirmed Date	Funding Approved Date
Laptop (including warranty, carry case, printer)	\$2,000.00	Apr 22, 2024	Apr 23, 2024
Headphones (noise cancelling)	\$500.00	Apr 22, 2024	Apr 23, 2024

Application Status: Active

For details click "+/-"

Application Action Items	[-]
Pre-Study Action Items	[-]
No pre-study action items found	
Notices	[-]
No notices found	
Appeal assessment, change information or send additional documents Upload	[-]
File Name	Date Uploaded

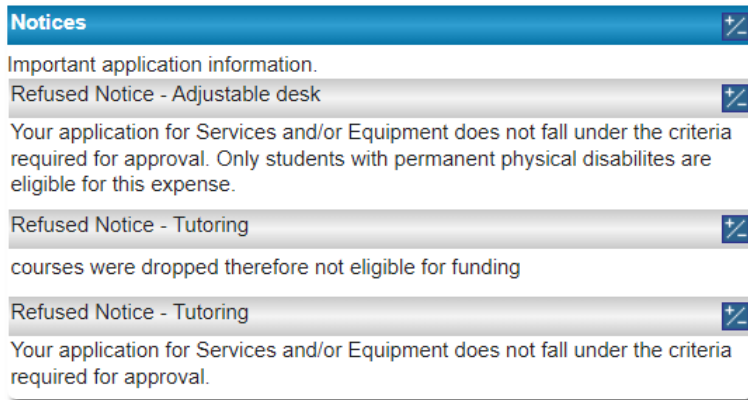
Disability Application

Application Action Items	[-]	
The following information is required before your application can be processed.		
Action Item	Date Completed	Status
Equipment Receipt - Headphones (noise cancelling)		Upload Received [-]
Equipment Receipt - Laptop (including warranty, carry case, printer)		Upload Received [-]

If you have questions about the status of your request, please first ensure that your Advisor has approved the request. Then you can contact PSAS with your inquiry via email at psas@novascotia.ca

Refused Requests

If the request has been refused, it will show up on your MyPATH account under **Notices**.



Personal Banking Information and Direct Deposit

PSAS will deposit your funds directly into your bank account. At the end of your application, you will enter your banking information (transit number, bank ID, and account number). You only need to provide this banking information once per student loan year.

You will know that funds have been deposited into your account when the following things take place:

- You receive notification in MyPATH that your request has been approved.
- You receive an email from RBC notifying you that a deposit will be made directly to your bank account. Once you receive this email notification, you can usually expect to see the funds in your account by the end of the same business day.

Receipt Submissions

Once your request(s) has been approved and funding has been issued, you are required to submit receipts.

You do not need to upload an equipment receipt if you have already paid for the equipment out of pocket and have uploaded the receipt in [Part 4](#).

If you are a **part-time student** and didn't provide receipts with your paper application, please email copies of your receipts to PSAS@novascotia.ca.

Receipts must be provided by your study end date. This is most often the last day of the semester. If you are not in a semester program, this date is the last day of your program. You will not be eligible for any further funding until you return receipts.

How to submit a receipt via MyPATH:

- You will be able to download the form under **Application Action Items**.
- Under **Disability Application**, click the +/- button to expand and display the **Application Action Items**. You will see what Equipment/Services require an uploaded receipt.
- If the **Status** says **Not Complete**: This means that you must upload your receipt. Select **Upload Form**.
- If the **Status** says **Processing**: This means that your receipt has been received and is under review.
- If the **Status** says **Complete**: This means that your receipt has been received and has been reviewed. No further action is necessary unless you have unused funds to return.

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By clicking on OK, I hereby acknowledge that I have read the above disclaimer and agree to and understand the terms.

OK

Service and Equipment Grant			
Funding Details			
Type of Funding	Amount Issued	DRF Confirmed Date	Funding Approved Date
Laptop (including warranty, carry case, printer)	\$2,000.00	Apr 29, 2024	Apr 30, 2024

Application Status: Active [Modify/Cancel Application](#)
For details click "+/-"

Application Action Items	
Pre-Study Action Items	
Notices	
Appeal assessment, change information or send additional documents	
Upload	
File Name	Date Uploaded

Disability Application

Action Item	Date Completed	Status
Equipment Receipt - Laptop (including warranty, carry case, printer)		Not Complete

Please upload a copy of the receipt for Laptop (including warranty, carry case, printer) you have requested showing that it has been paid for so we can complete the review of your application.

[Upload form](#)

Equipment Receipt Requirements

Equipment Receipts must have the total amount spent, including sales tax.

If purchased online, the receipt must have the online order number or confirmation number and purchase date.

If purchased in-store, please ensure that the picture of the receipt is clear and shows the purchase date.

Please note: Screenshots from an online cart check-out are not considered receipts.

Service Receipt Requirements

Please ensure the form is accurate and fully completed and includes the service provider and contact information, semester, the service type, date of service received, course name, number of hours, hourly rate, and amount paid.

Returning Unused Funds

Students are responsible for the funds issued to them and are taxed on any received. **It is the student's responsibility to ensure any unused funds are returned.** PSAS reserves the right to recover any outstanding unused funds. If you have outstanding unused funds, you will not be eligible for any further funding. Returning unused service or equipment funding will adjust your T4A to reflect the amount used, potentially saving you on income tax.

Returned funds must be sent via mail and cannot be sent via e-transfer.

To return unused funds, please send a personal cheque or money order made out to the **Minister of Finance.**

Should you choose to return the funds by money order, please deduct the money order fee from the amount of unused funds.

The cheque or money order must be sent via mail to the following address:

Nova Scotia Department of Advanced Education
Post-Secondary Accessibility Services
Thompson Building 5th floor
1256 Barrington Street
Halifax, NS B3J 1Y6

Please include a note indicating which funds you are returning along with your student file number. Example: Returning unused service funds for tutoring - File #00000000

When your funds are received by PSAS and processed to your account, you'll notice in MyPATH that the receipt action item has been cleared.

Contact Information

Post-Secondary Accessibility Services (PSAS)

For inquiries relating to the Services and Equipment Grant, email: PSAS@novascotia.ca

Mailing Address:

Nova Scotia Department of Advanced Education
Post-Secondary Accessibility Services
Thompson Building 5th floor
1256 Barrington Street
Halifax, NS B3J 1Y6

Student Assistance

For inquiries related to your student assistance application:

For online assistance, visit the **Ask us questions** section on your MyPATH account.

Toll-free within Canada: 1-800-565-8420

Phone (metro): 902-424-8420

Mailing Address:

Student Assistance Office
PO BOX 2290, Halifax Central,
Halifax Nova Scotia
B3J 3C8

Student Assistance Website: <https://novascotia.ca/studentassistance/>

MyPATH: <https://lae.novascotia.ca/sans/studentportal/Login.aspx>

Post-Secondary Accessibility Services (PSAS) Website:

<https://novascotia.ca/post-secondary-accessibility-services/>