

Annex B: CSG-DSE Standard Costs and Frequency of Entitlement

Standard Costs and Frequency of Entitlement for Approved Equipment

Notes:

- 1. Provincial assessment officers have discretion, on a case-by-case basis, to establish maximum admissible costs for education-related services and equipment-related to a student’s disability and circumstances. The equipment costs indicated in the table below are to be used as guidelines only. Price estimates include a 15% tax rate. Quotes must be in Canadian dollars.
- 2. Requests for higher-cost eligible services and equipment items (e.g., external monitors) needed in exceptional circumstances can be considered if a rationale is provided that includes: recommendations from a relevant disability organization or institution authority or from a medical professional. Information should explain how the equipment supports the individual’s specific disability-related functional limitations in a post-secondary context. Where appropriate, it may also include specific details such as the name of the supplier, cost, or frequency.
- 3. Annual and monthly subscription costs are eligible for reimbursement.
- 4. The minimum amount of a software subscription/renewal reimbursement is \$50 per application.

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| 1. Computers, Tablets, and associated technologies | | | |
| Complete computer systems, *, including peripheral devices (such as a keyboard, mouse, drawing styluses like Apple Pencil, drawing tablet or drawing monitor), MS Office 365 (Student Edition), and warranty (if not included). | \$2,000 | Once every 4 loan years (upgrade or replacement, whichever is less). | → Includes desktops, laptops, and tablets. → Rationales should be provided for related drawing devices such as a drawing tablet or drawing monitor demonstrating that the functions of the device cannot be performed by |

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| <p>*Build your own computers are not covered.</p> | | | <p>another device (i.e.: tablet) for which the student is receiving funding.</p> <p>→ It is strongly recommended that computer system purchase price include a warranty for a minimum of three years.</p> <p>→ If a computer's 3-year warranty expires before being eligible for replacement, a replacement computer may be provided in these instances (based on the most cost-effective option), pending clear rationale and proof of expired warranty.</p> <p>→ Tablets or mini tablets should only be approved if a student has documentation demonstrating that the device is needed to perform multiple functions not performed by any other device (or combination of devices) at a similar cost.</p> <p>→ Note: Only one computer package (i.e.: desktop, laptop, tablet or mini tablet) should be approved. However, students with exceptional needs may be allowed to purchase both if rationale is provided, however the four-year restriction on new</p> |

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| | | | <p>purchases would reset if purchased within the original cycle. This rationale must demonstrate that 1) the tablet is needed to perform multiple functions not performed by any other device or combination of devices at a similar cost and; 2) that a laptop or a tablet alone would not meet the student's disability-related education needs.</p> <p>→ Apple gift cards are not reimbursable.</p> |
| Laptop/tablet carry case | \$140 | Once every 4 loan years | |
| All-in-one Printer (Printer/Scanner/Copier) | \$250 \$500 (see note) | Once every 4 loan years | <p>→ Printers may be included as part of a complete computer system; however, if a student (1) already has a computer and only needs a printer, or (2) was approved a computer purchase without a printer, then a printer purchase should be approved. The \$250 cap remains the same regardless of whether it is an individual purchase, or as part of</p> |

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| | | | <p>the overall \$2,000 complete computer system cap.</p> <p>→ Students with disability-related functional limitations that necessitate an all-in-one printer may be exempted from the \$250 cap and purchase a printer up to \$500 if rationale is provided.</p> |
| <p>Office Software*</p> <p>*Assess if software is provided free by institution.</p> | \$100 | Annual cap | <p>→ It is recommended that office software should be included as part of a complete computer system, however, alternative software purchases may be approved.</p> <p>→ Virtualization software to be identified at provincial and territorial discretion.</p> <p>→ Where disability-related needs require the functionality of a professional version of desktop software, an upgrade may be approved.</p> <p>→ Subscriptions can be preferred when necessary for student's educational tasks and when cost-effective; costs may exceed the cap if rationale is provided.</p> |

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| External monitor | \$600 \$1,200 (see note) | One time | <p>→ Students with disability-related functional limitations that necessitate an external monitor are eligible, if rationale is provided.,</p> <p>→ Requests for monitors exceeding \$600 (e.g., E-ink) should be accompanied by a rationale justifying greater cost.</p> |
| 2. Assistive Vision Devices | | | |
| <p>Electronic Magnification Systems and Wearable Devices</p> <p>→ Electronic Magnification Systems are generally referred to as electronic video magnifiers or closed circuit television systems (the latter being what these Guidelines used to refer to).</p> | \$6,750 | One time | <p>→ Electronic Magnification Systems should only be approved for students with visual impairments or limited vision.</p> <p>→ Wearable devices allow individuals to access visual information (i.e., text, faces, products, colors, etc.) conveyed by audio. Allows for long-term reading, and device should primarily address functional limitations in a post-secondary setting.</p> |

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| 3. Digital voice recorders / Smartpens / Reader Pens | | | |
| Examples of companies that make digital voice recorders: → Sony → Olympus → Philips | \$250 (digital voice recorder) | Once every 4 loan years | → To be used for the purpose of recording of class lectures/discussions, or storage of audio text files (e.g., textbooks). |
| Smartpen | \$400 | Once every 4 loan years, plus replacement costs as needed | → Students are able to purchase either the single pen, or a bundle which includes case, ink refills, and smart notebooks. The stated cap applies for either single pen or bundle. |
| Specialized digital recorder | \$500 | Once every 4 loan years | |
| Reader Pen Examples include: Scan marker | \$600 | Once every 4 loan years, plus replacement costs as needed. | |
| 4. Braille products | | | |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| Braille portable note taker | \$6,000 | Once every 5 loan years (upgrade or replacement, whichever is less). | |
| Refreshable braille display | \$6,000 (initial purchase) \$500 (restore/refurbish) | Once every 5 loan years (refurbishment or replacement, whichever is less). | → Rather than replace their refreshable braille display every 5 years, students should be encouraged to have it restored/refurbished. Servicing typically costs a fraction of the cost of a new model. |
| Braille embosser (printer) | \$6000 | One time | |
| 5. Assistive listening devices | | | |
| FM systems - For use without hearing aids | \$1,500 | Once every 4 loan years. | → For students who are hard of hearing or have auditory processing disorders. → Students who have Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD) |
| FM systems - For use with hearing aids/cochlear implants | \$6,000 | Once every 4 loan years. | → For students who are hard of hearing. |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| Headphones – examples include: → Noise Canceling; → Bone Conduction; → Noise Isolating; → Headset with microphone | \$500 \$800 (see note) | Once every 4 years | → For students with hearing loss or attention issues. Headphones can be intended to reduce ambient noise, amplify sound or cancel others, and be used for voice recognition software. Rationale is required justifying the need for headphones and relation to applicant's disability. If a student requires multiple headphones for different uses then a rationale is required, and total cost should remain within the cap. → Higher amounts, up to \$800, for students requiring specialized headphones (such as for use with hearing aids or cochlear implants) should be accompanied by a rationale. |
| Digital stethoscope | \$700 | Once every 4 years | → For students who are hard of hearing and enrolled in nursing, medicine or paramedicine programs. |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| 6. Assistive technology software or applications <i>*Monthly or annual subscriptions are eligible expenses.</i> | | | |
| A variety of assistive technology products with attendant subscription costs (e.g., scan and read, talking dictionary, text to audio, e-text reader, screen magnification, smartphone applications) included in a single package Examples: → TextHelp | \$500 | One time plus upgrades or annual subscription costs as necessary. | |
| 7. Other software and subscriptions <i>* Software should include a maintenance (update) agreement, whenever possible. Subscriptions can be preferred when necessary for student's educational tasks and cost-effective.</i> <i>*Monthly or annual subscriptions are eligible expenses.</i> | | | |
| Voice / /speech recognition software Example → Dragon | \$1,000 \$1,000 (legal version) | One time plus upgrades every 2 loan years. Monthly or annual subscription | → Legal version: For students in legal programs only. Rationale outlining requirement for legal version must be provided. → Subscriptions can be considered, with the stated cap applying for total price across years of subscription. |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| Computer-based hearing aid application Example → SonicCloud | \$1,000 | Annual subscription or longer term subscription as preferable | |
| Screen reading software Examples include: → JAWs → SuperNova Screen Reader | \$2,600 | Monthly or annual subscription | |
| Screen magnification software Examples include: → ZoomText → SuperNova → MAGic | \$1,000 | One time plus upgrades every 2 loan years. Monthly or annual subscription | |
| Text to speech software Examples include: → Kurzweil → OpenBook → ClaroRead → Natural Reader → Speechify | \$2,000 | One time plus upgrades every 2 loan years. Monthly or annual subscription | |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| Assistive writing software Examples include: → TextHelp (Standard & Gold) → Grammarly Premium → Antidote | \$1,000 | One time plus upgrades every 2 loan years, or, lifetime license if available. Monthly or annual subscription | → Most include word prediction, dictionary spell check, and text-to-speech. → Any writing software that includes generative AI features that can edit writing beyond simple grammar (e.g.: style, tone, structure, etc.) must be used in accordance with postsecondary educational institutions' policies on academic integrity. They will also need to consider disability-related needs and program expectations regarding AI use in the course. |
| Organizational / mapping software Examples include: → Inspiration → Spark Learner → Clickup | \$500 | One time plus upgrades every 2 loan years. Monthly or annual subscription | → Brainstorm mapping, outline building, writing process. |
| Smartphone applications Examples include: → DyslexiaKey → Ghotit Real Writer → Otter.ai | Minimum cost of \$50 per application Costs vary depending upon | One time plus upgrades as necessary, or, annual subscriptions if more cost-effective. | → Must include a description of the application and how it relates to a student's disability. → Some smartphone applications limit user access to one year, after which the subscription must be renewed |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| → Whereby | service provider and smartphone used. | Monthly or annual subscription | <p>(typically to upgraded software). Requests for renewal should be automatically approved; the student is not required to re-submit a description of the application and how it relates to their disability.</p> <p>→ Smartphone applications that are part of an assistive technology package should be subject to maximums in that category.</p> <p>→ Note: Funding is not provided to cover the costs of purchasing a smartphone or of data usage/contracts.</p> |
| <p>Note taking devices or computerized note taking</p> <p>Examples include:</p> <p>→ Samson Go Mic (\$75)</p> <p>→ Glean (\$250)</p> <p>→ Rode microphone</p> | <p>\$250/year (subscription basis)</p> <p>\$1,500 per lifetime licence, or fixed period as applicable</p> | Every 4 loan years or on subscription basis | |
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| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| Coloured overlay sheets | \$50 | One time | → For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome. → For use with books and/or computer and smartphone screens. |
| Coloured lens overlay | \$50 | One time | → For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome. |
| Ergonomic equipment / furniture Examples include: → Table / standing desk → Ergonomic chairs → Rolling backpack / laptop case | Table / standing desk \$700 Ergonomic chairs \$600 Rolling backpack / laptop case \$250 | One time (though ergonomic chairs can be permitted more than once (i.e., once every 5 years) based on demonstrated need and accompanying rationale) | → Other ergonomic equipment / furniture may be considered eligible for funding on a case-by-case basis if medical documentation and/or rationale is provided. The requested equipment / furniture must be related to participation in postsecondary studies for students with physical disability or who have relevant disability-related functional limitations such as a mobility impact (e.g., standing, sitting) that necessitate this equipment. → Requests greater than the specified caps may be considered on a case-by-case basis. Additional documentation must be provided |

| Equipment Category | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31. | Notes |
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| | | | specifying how the equipment / furniture being requested meets the student's disability-related functional limitations and is related to participation in postsecondary studies |

Standard Costs and Frequency of Entitlement for Approved Services

Note:

Provincial assessment officers have discretion, on a case-by-case basis, to establish maximum admissible costs for education-related services and equipment related to a student’s disability and circumstances.

The service costs indicated in the table below are to be used as guidelines only and provincial assessment officers can modify maximums to reflect jurisdiction specific costs in cases where the accepted standard cost exceeds that below. Price estimates assume no taxes on these services.

Administrative costs are not included as part of the stated maximum costs which should focus on direct work with the student.

| Service | Cost | Frequency of Entitlement Note: A loan year runs from August 1 to July 31 st | → Notes |
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| Specialized tutor | Up to a maximum of \$60 per hour for undergraduate and \$80 for graduate programs. | <p>A base of 2 hours per week per course or as otherwise recommended by a student’s assessor or disability coordinator at the school.</p> <p>The cost depends on the course subject, the level of specialized knowledge required to address cognitive barriers, type of disability, and the qualifications of the specialized tutor.</p> | <p>→ Costs of either in-person or online tutoring are eligible for funding.</p> <p>→ Specialized tutors should only be approved for courses in which a student has a demonstrated disability. For example, a student with a learning disability in math should not be approved funding for a specialized tutor for courses other than math.</p> <p>→ Students who require (1) an increase in specialized tutoring hours, or (2) a specialized tutor for courses in which they do not have a demonstrated disability, are required to provided additional medical or specialist (e.g., disability assessor or coordinator) documents noting the reasons for the</p> |

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| | | | <p>changes and how the specialized tutor is helping with their disability.</p> <p>→ A portion of the funding provided for specialized tutors can be allocated to administration fees only if those fees are specific to the provision of the service (e.g., hiring and training of tutors, matching of tutors to students, etc.).</p> |
| Note taking ⁵ | Up to a maximum of \$1,000 per course. | | <p>→ For service providers who take class notes for students with disabilities and who are not otherwise enrolled in the class.</p> <p>→ App-based services can be considered, for example Note Taking Express (NTE).</p> <p>→ If an individual provides support as both a tutor and a note-taker, they may charge two separate fees.</p> <p>→ If a student requests both note taking and note sharing services, rationale is required as to why both are required.</p> |
| Note sharing | Up to a maximum of \$250 per course or \$500 per license, whichever is less. | | <p>→ For students who share legible notes with the applicant for classes in which they are both enrolled.</p> <p>→ If a student requests both note taking and note sharing services, rationale is required as to why both are required.</p> <p>→</p> |

⁵ Standard cost may be higher in some jurisdictions, in which case discretion exists to modify standard maximums, as described above in the overview note.

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| Reader | Up to a maximum of \$25 per hour. | | <p>→ If reading technology is not available, students with no or low vision, or learning disabilities, may be approved funding for reading services for educational material.</p> <p>If an individual provides support as both a tutor or note-taker and a reader, they may charge two separate fees.</p> |
| Typist / Transcriptionist | Up to a maximum of \$35 per hour | Four hours per week per course | Provides a service for students with functional impairment in typing their coursework, for example in thesis or extended writing-based projects. |
| <p>Audio description services</p> <p>Examples include:</p> <ul style="list-style-type: none"> → Interpreter → Captioning → Oral sign language → Deaf-blind intervenor → Audio descriptor → Remote Communication Access → Real-Time Translation <p>Video description services</p> | Up to a maximum of \$140 per hour. | | <p>→ For example, American Sign Language (ASL).</p> |
| Educational attendant care | Up to a maximum of \$90 per hour. | Number of hours will vary according to the recommendation of the assessor. | <p>→ Funding is intended to pay for attendant care for activities related to participating in post-secondary education. This may include site off-campus, such as clinical practicums required for completion of a postsecondary study, with rationale.</p> <p>→ Attendant care providers primarily provide physical assistance to students</p> |

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| | | | <p>(e.g., help navigating classrooms or using lab equipment).</p> <p>→ Attendant care providers must be fully certified according to their provincial/territorial regulatory body.</p> <p>If an individual provides support as both a tutor/reader/note-taker and an educational attendant, additional rates may be considered.</p> |
| → Orientation and Mobility Specialist (O&M) | Up to a maximum of \$110 per hour. | Up to 10 hours per semester. | <p>→ An O&M specialist provides training designed to develop or relearn the skills and concepts a blind or visually impaired person needs to travel safely and independently through their environment.</p> <p>→ The required hours per semester may vary significantly depending on the size and complexity of institution campus, or the need to access multiple campuses. Requests in excess of the identified maximum (10 hours per semester) should be accompanied by additional information and rationale for the increase.</p> <p>→ O&M specialists must be fully certified according to their provincial/regulatory body. The Canadian Institute for the Blind is likely the best source of standards for credentials.</p> <p>→ However, if the applicant's institution provides an O&M specialist additional reimbursement should not be provided.</p> |

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| Behaviour Coach, Trainer, Assistant or Strategist / Education Interventionist | Up to a maximum of \$80 per hour ⁶ | Number of hours will vary according to the recommendation of the assessor. | <ul style="list-style-type: none"> → Funding is intended to pay for behaviour support/coaching for education related activities. → The support can be provided to students who experience a functional limitation related to behaviour → Behaviour coaches must have a Bachelor's degree, diploma or certificate in a related field (e.g. rehabilitation, psychology, teachers' training, special education, community support work, social services etc.) and over 1 years' related experience or an equivalent combination of training and/or experience → If an individual provides support as both a tutor/reader/note-taker and a behavioural interventionist, additional rates may be considered. |
| Alternative formats: → E-text → MathML → Tactile → Large or Braille print → Recorded lectures (if available through the school) | Costs vary depending upon service provider and format used. | Once from initial print format. | <ul style="list-style-type: none"> → Some schools cover the costs of alternative formats as part of their duty to accommodate. If, however, a student's school does not cover these costs, funding should be approved. → Textbooks are scanned into electronic format (e-text) for reading. The e-text can also be converted into digital audio files for listening or reading with a refreshable Braille display. For reading difficulties, the most popular programs used are Kurzweil, Wynn, TextHelp, and Read: |

⁶ Standard cost may be higher in some jurisdictions, in which case discretion exists to modify standard maximums, as described above in the overview note.

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| | | | <p>Out Loud. For visual impairments, the most popular programs are JAWS, Window Eyes, Zoomtext, and Kurzweil.</p> <p>→ Institutions may charge to have textbooks scanned into the required file format for students to use on their computers and/or digital media players.</p> |
| Irlen's tinting | \$500 | One time. | <p>→ For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome.</p> <p>Maximum admissible cost includes shipping from the United States, where tinting process takes place.</p> |
| Specialized transportation | Prices vary depending on location, service provider's schedule, and availability. | Transport to the school address from the student's place of residence only. | <p>→ Additional stops, such as for internships and co-op work placements, can be considered if rationale is provided. These stops must be directly related to fulfilling requirements of the student's post-secondary program of study.</p> <p>→ Specialized transportation are forms of transport that are especially accessible and aligned with the particular disability needs of the student. Non-specialized transport can be considered in exceptional cases, for example, where non-accessible transport is entirely unavailable. Rationale is required, and the request should be cost effective at provincial and territorial discretion.</p> |

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| <p>Academic strategy sessions⁷</p> | <p>Up to \$150 per hour, up to a maximum of \$1,600 per term.</p> <p>\$200 (intake session)</p> | <p>A base of 10 hours per term or as otherwise recommended by a student's assessor or disability coordinator at the school.</p> <p>Intake charges are eligible to be funded once per term.</p> | <ul style="list-style-type: none"> → This service would be for students with learning disabilities, ADHD, and/or other mental health disabilities. ADHD coaching is a different service and is not eligible for funding. → Funding should only be provided if the student's school does not provide academic strategists. → It is recommended that the service provider's credentials include a teaching degree in special education. → Students who require an increase in academic strategist hours are required to provide additional medical or specialist (e.g., disability assessor or coordinator) documents noting the reasons for this need and how the academic strategist is helping with their disability in the post-secondary environment. → Group strategy sessions may be approved if specific rationale is provided as to how the session will address the student's identified functional limitation (e.g., time management, exam preparation). → Academic strategists help students to identify and develop key academic skills (organization, time management, note-taking, test taking, interpersonal dynamics, and more) to promote academic success. |
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⁷ Cost may be higher in some jurisdictions, in which case discretion exists to modify standard maximums, as described above in the overview note.

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| <p>Disability Verification Costs</p> <p>Examples include:</p> <ul style="list-style-type: none">→ Completion of medical forms→ Cost of disability assessment→ A psycho-educational assessment | <p>Up to \$3,500 per year</p> | | <ul style="list-style-type: none">→ Costs stemming from disability assessments, or the completion of medical forms, used to verify a persistent or prolonged disability or a permanent disability.→ Students are required to pay for their assessment or documentation upfront and are eligible for reimbursement once a disability is confirmed.→ Only assessments or documentation used during disability verification are eligible and are not reimbursable retroactively outside of existing timelines of eligible purchase during pre-study and study periods.→ Any forms or assessments included in an approved disability verification can be reimbursed. Students are not able to have verification costs reimbursed for a previously verified condition within the same loan year.→ Any assessment costs paid by third-party insurance or governmental or non-governmental sources, are not included in the reimbursement, which would only recover remaining outstanding costs. The reimbursement will cover only what the students pays.<ul style="list-style-type: none">→ However, assessment costs paid by targeted governmental programs, where the reimbursement is not retained by the student, are eligible. |
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