

University of Lethbridge

Accessible Learning Centre

“Education is the most powerful weapon which you can use to change the world.”

-Nelson Mandela

Funding: Services & Equipment Grant

1. Once registered with the Accessible Learning Centre (ALC), you must **apply for student loans** via the Alberta Student Aid website: <https://studentaid.alberta.ca/apply/>
 - A. To be eligible for grants, you must show financial need by **qualifying for student loans**; however, you are not required to take out student loans.
2. Our office will then **fill out a Schedule 4** (application for the Services & Equipment Grant). We will request funding for the services and/or technologies that you require for the Academic School Year. You will need to **sign the Schedule 4** and our office will complete and submit the form on your behalf.
3. Once you qualify and receive the funds for the grant, you have several options:
 - Option A:** Choose to **“self-direct”** your funds. This means that you will be **FULLY** responsible for paying for the services and/or technologies that you will be using for the study period you applied for. At the end of the funding period, it is **YOUR** responsibility to report the use of the funds to the government, **provide receipts**, and return any unused funding. This grant can **ONLY** be used for its intended purpose and **any unused Services & Equipment Grant funding must be returned to the government**. (See Reconciliation Worksheet - <https://formsmgmt.gov.ab.ca/Public/ASA12757.xdp>).
 - Option B:** Choose to **“give the funds to the University of Lethbridge – Accessible Learning Centre”** to hold in trust for you and to pay for your services and technologies. **The ALC will report and return any unused funding to the government on your behalf.**
 - Option C:** Choose to do a **“combination of both”**. You can direct the **funds for your services to the ALC office** and choose to **order and pay for your own technologies**.

****Please let us know which option you choose****

4. For **Option B**, the following steps will be taken:
 - A. We will **invoice** you for the amount of the Services & Equipment Grant. **You will receive this invoice via email with payment instructions.**
 - B. Once you have been invoiced, you will **pay the amount owing to the Cash Office** choosing from different payment options mentioned in the email.
 - C. Once your invoice has been paid, **the funds will be put in trust for you**. The ALC will pay for your services and technologies from your trust account.
 - D. At the end of your funding period, the ALC will report to the government on the services and technologies paid for and return any unused funds.

***Option B Exception for Laptop/Computer Components: The ALC is unable to recommend, manage purchase and/or report on any Laptop/computer components. Purchases are based on individual needs and preferences. Students must research and provide a written quote which will be submitted by ALC with the application. Purchases are consistent with the quote and receipts must be uploaded, by the student, to their Student Aid Account. All unused funds specific to the laptop must be returned. Please note that lost receipts will result in the return of all funds and the ALC will not be responsible for retaining and submitting these receipts on behalf of the student.*

****Remember that funds can ONLY be used for their intended purpose and any unused funding MUST be returned to the government****

If you have any questions, please feel free to contact our office and ask for Neermal-Kaur Mohindee.

Neermal-Kaur Mohindee, Accounts Coordinator

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