

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

Standard Costs and Frequency of Entitlement for Approved Equipment

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 equipment costs indicated in the table below are to be used as guidelines only. Price estimates include a 15% tax rate.

Equipment Category	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
1. Computers, Tablets, and associated technologies			
Complete computer systems, including peripheral devices (keyboard, mouse, headsets, drawing devices 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).	<ul style="list-style-type: none"> → 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 another device (i.e.: tablet) for which the student is receiving funding. → Computer system purchase price should include a warranty for a minimum of three years. → 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-

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			<p>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 sufficient rationale is provided, however the four year restriction on new 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>

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Laptop/tablet carry case	\$140	Once every 4 loan years	
All-in-one Printer (Printer/Scanner/Copier)	\$200 \$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 \$200 cap remains the same regardless of whether it is an individual purchase, or as part of the overall \$2,000 complete computer system cap.</p> <p>→ Students diagnosed with blindness or other eyesight related disabilities are exempted from the \$200 cap and can purchase a printer up to \$500.</p>
Office Software	\$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>

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			<ul style="list-style-type: none"> → Virtualization software to be identified at provincial and territorial discretion. → Where disability-related needs require the functionality of a professional version of desktop software, an upgrade may be approved. → Subscriptions can be preferred when necessary for student's educational tasks and when cost-effective; costs may exceed the cap provided a sufficient rationale, which can be accepted at provincial and territorial discretion.
Operating System	Provincial/territorial discretion	Once every 4 loan years	→ All computers should come with an operating system; however, if a student uses (or intends on using) disability assistive software that requires an updated or specialized operating system, then the upgrade should be approved.
External monitor	\$500 \$1,000 (see note)	One time	→ While external monitors are most commonly recommended for students with low vision this equipment may also be appropriate

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			<p>for other physical or learning disabilities.</p> <p>→ Requests exceeding \$500 should be accompanied by a sufficient rationale justifying greater cost.</p>
2. Electronic Magnification Systems			
<p>Generally referred to as electronic video magnifiers or closed circuit television systems (the latter being what these Guidelines used to refer to). Examples of Electronic Magnification Systems include:</p> <p>→ eSight</p>	\$5,500	Once every 7 loan years	→ Electronic Magnification Systems should only be approved for students with limited vision.
3. Digital voice recorders / Smartpens / Reader Pens			
<p>Examples of companies that make digital voice recorders and/or Smartpens include:</p> <p>→ Sony</p> <p>→ Olympus</p> <p>→ Philips</p> <p>→ Livescribe</p>	<p>\$250 (digital voice recorder)</p> <p>\$400</p> <p>\$500 (specialized digital recorder)</p>	<p>Once every 4 loan years, plus replacement costs as needed.</p> <p>Once every 4 loan years, plus replacement costs as needed.</p>	<p>→ To be used for the purpose of recording of class lectures/discussions, or storage of audio text files (e.g., text books).</p> <p>→ Specialized recorders – those with, for instance, larger buttons or talking menus – are eligible for purchase provided the student’s documentation includes a rationale justifying the required features.</p>

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			→ 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.
The C Pen	\$400	Once every 4 loan years, plus replacement costs as needed.	
4. Braille products			
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)	\$4,000	Once every 5 loan years (upgrade or	

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		replacement, whichever is less).	
5. Assistive listening devices			
FM systems - For use without hearing aids	\$1,200	Once every 4 loan years.	→ For students who are hard of hearing or have auditory processing disorders.
FM systems - For use with hearing aids/cochlear implants	\$6,000	Once every 4 loan years.	→ For students who are hard of hearing. → Students with cochlear implants can apply for funding with a doctor's recommendation.
Headphones – examples include: → Noise Canceling; → Bone Conduction; → Noise Isolating; → Headset with microphone	\$800	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.

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			→ Headsets are normally offered as part of a computer package, therefore rationale may be required explaining why a headset with a microphone is required outside of that offered in a computer package.
Digital stethoscope	\$700	Once every 4 years	→ For students who are hard of hearing and enrolled in nursing, medicine or paramedicine programs.
6. Assistive technology package			
<p>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</p> <p>Examples: → TextHelp</p>	\$500	One time plus upgrades or annual subscription costs as necessary.	
7. Other software <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>			
<p>Voice recognition software</p> <p>Example</p>	\$1,000	One time plus upgrades every 2 loan years.	→ Medical version: For students in nursing, medicine or paramedicine programs as relevant. Rationale

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→ Dragon	\$2,000 (medical version) \$1,000 (legal version)	Monthly or annual subscription	<p>outlining requirement for medical version must be provided.</p> <p>→ Legal version: For students in legal programs only. Rationale outlining requirement for legal version must be provided.</p> <p>→ Subscriptions can be considered, with the stated cap applying for total price across years of subscription.</p>
<p>Computer-based hearing aid application</p> <p>Example</p> <p>→ SonicCloud</p>	\$1,000	Annual subscription or longer term subscription as preferable	
Audio to text conversion software	\$500	One time.	→ Allows for transfer of voice-recorded notes to computer for conversion to text.
<p>Screen reading software</p> <p>Examples include:</p> <p>→ JAWs</p> <p>→ SuperNova Screen Reader</p>	\$1,800	One time plus upgrades, as required.	
<p>Screen magnification software</p> <p>Examples include:</p>	\$1000	One time plus upgrades every 2 loan years.	

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<ul style="list-style-type: none"> → ZoomText → SuperNova → MAGic 			
<p>Text to speech software</p> <p>Examples include:</p> <ul style="list-style-type: none"> → Kurzweil 1000 → OpenBook → ClaroRead → Kurzweil 3000/firefly → Natural Reader → Speechify 	Up to \$2,000	One time plus upgrades every 2 loan years.	
<p>Assistive writing software</p> <p>Examples include:</p> <ul style="list-style-type: none"> → TextHelp (Standard & Gold) → WordQ / SpeakQ → Co:Writer → Grammarly Premium → Antidote 	\$1000	One time plus upgrades every 2 loan years, or, lifetime license if available.	→ Most include word prediction, dictionary spell check, and text-to speech.
<p>Organizational / mapping software</p> <p>Examples include:</p> <ul style="list-style-type: none"> → Inspiration 	\$250	One time plus upgrades every 2 loan years.	→ Brainstorm mapping, outline building, writing process.

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<ul style="list-style-type: none"> → Spark Learner → Clickup 			
<p>Smartphone applications</p> <p>Examples include:</p> <ul style="list-style-type: none"> → DyslexiaKey → Ghotit Real Writer → Otter.ai → Whereby 	<p>Costs vary depending upon service provider and smartphone used.</p>	<p>One time plus upgrades as necessary, or, annual subscriptions if more cost-effective.</p>	<ul style="list-style-type: none"> → 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 (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. → Smartphone applications that are part of an assistive technology package should be subject to maximums in that category. → Note: Funding is not provided to cover the costs of purchasing a smartphone or of data usage/contracts.

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Note taking devices or computerized note taking Examples include: → Sonocent → Samson Go Mic → Glean	\$500 \$600 per lifetime licence, or fixed period as applicable	Every 4 loan years	
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	→ Other ergonomic equipment may be considered eligible for funding on a case-by-case basis if medical documentation and/or rationale is provided → Some requests greater than the specified caps may be considered on a case-by-case basis. Additional

Equipment Category	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
			documentation must be provided specifying how the equipment / furniture being requested meets the student's disability related needs

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.

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
Specialized tutor	Up to a maximum of \$60 per hour.	<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>	<ul style="list-style-type: none"> → Costs of either in-person or online tutoring are eligible for funding. → 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. → 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 provide additional medical or specialist (e.g., disability assessor or coordinator) documents noting the reasons for the changes and how the specialized tutor is helping with their disability. → A portion of the funding provided for specialized tutors can be allocated to administration fees <i>only if</i> those fees are specific to the provision of the service

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
			(e.g., hiring and training of tutors, matching of tutors to students, etc.).
Note taking	Up to a maximum of \$1,000 per course.		<ul style="list-style-type: none"> → For service providers who take class notes for students with disabilities and who are not otherwise enrolled in the class. → If an individual provides support as both a tutor and a note-taker, they may charge two separate fees. → If a student requests both note taking and note sharing services, rationale is required as to why both are required.
Note sharing	Up to a maximum of \$250 per course or \$500 per license, whichever is less.		<ul style="list-style-type: none"> → For students who share legible notes with the applicant for classes in which they are both enrolled. → If a student requests both note taking and note sharing services, rationale is required as to why both are required.
Reader	Up to a maximum of \$25 per hour.		<ul style="list-style-type: none"> → 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.

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
			→ If an individual provides support as both a tutor or note-taker and a reader, they may charge two separate fees.
Typist / Transcriptionist	Up to a maximum of \$35 per hour	Two 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.
Interpreter / captioning / oral sign language / deaf-blind intervenor / audio descriptor / Remote Communication Access Real-Time Translation	Up to a maximum of \$140 per hour.		→ For example, American Sign Language (ASL).
Educational attendant care	Up to a maximum of \$80 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 sufficient rationale.</p> <p>→ Attendant care providers primarily provide physical assistance to students (e.g., help navigating classrooms or using lab equipment).</p>

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
			<ul style="list-style-type: none"> → Attendant care providers must be fully certified according to their provincial/territorial regulatory body. → If an individual provides support as both a tutor/reader/note-taker and an educational attendant, additional rates may be considered.
Orientation and Mobility Specialist (O&M)	Up to a maximum of \$110 per hour.	Up to 10 hours per semester.	<ul style="list-style-type: none"> → An O&M specialist provides training designed to develop or relearn the skills and concepts a blind or visually impaired persons needs to travel safely and independently through their environment. → 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. → 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. <ul style="list-style-type: none"> → However, if the applicant's institution provides an O&M specialist additional

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			reimbursement should not be provided.
Behaviour Coach, Trainer, Assistant or Strategist / Education Interventionist	Up to a maximum of \$80 per hour.	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, PDP/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: <ul style="list-style-type: none"> → E-text → MathML → Tactile → Large or Braille print → Recorded lectures (if available) 	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

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through the school)			<p>for listening or reading with a refreshable Braille display. For reading difficulties, the most popular programs used are Kurzweil, Wynn, TextHelp, and Read: 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 sufficient 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</p>

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			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.
Academic strategy sessions	\$25 to \$100 per hour, up to a maximum of \$1,600 per term. \$200	A base of 10 hours per term or as otherwise recommended by a student's assessor or disability coordinator at the school. Intake charges are eligible to be funded once per term	<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

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			<p>identified functional limitation (e.g., time management, exam preparation).</p> <p>→ 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.</p>
Psychoeducational assessment	100% of the assessment cost, up to a maximum of \$3,500.		<p>→ Students are required to pay for their psychoeducational assessment upfront, and are eligible for reimbursement once a learning disability is confirmed.</p> <ul style="list-style-type: none"> ○ Students who sought a psychoeducational assessment to confirm a learning disability, but whose assessment confirms a different permanent disability or persistent or prolonged disability, are also eligible for reimbursement. ○ Any psychoeducational 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.

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
			<p>The reimbursement will cover only what the students pays.</p> <ul style="list-style-type: none"> ○ However, psychoeducational assessment costs paid by targeted governmental programs, where the reimbursement is not retained by the student, are eligible.