

**Annex B: CSG-PDSE 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 permanent 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
<b>1. Computers and associated technologies</b>			
Complete computer systems, including peripheral devices (keyboard, mouse), 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 and laptops. → If funding is provided for a desktop or laptop, additional funding should not be provided for a tablet or mini-tablet. → Computer system purchase price should include a warranty for a minimum of three years.
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	→ 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

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			<p>purchase without a printer, then a printer purchase should be approved.</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	Once every 4 loan years.	<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 P/T discretion.</p> <p>→ Where disability-related needs require the functionality of a professional version of desktop software, an upgrade may be approved.</p>
Operating System	Provincial/territorial discretion	Once every 2 loan years.	<p>→ 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.</p>

Equipment Category	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
External monitor	Provincial/territorial discretion	One time.	→ While external monitors are most commonly recommended for students with low vision this equipment may also be appropriate for other physical or learning disabilities.
<b>2. Tablets</b>			
Tablet or mini-tablet and warranty (if not included)	\$650	Once every 4 loan years (upgrade or replacement, whichever is less).	<p>→ Tablets or mini-tablets that run computer software and other applications may be recommended to perform a number of functions, including note-taking, time management, digital recorder, electronic reader, and assistance with oral communication.</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>→ Tablet or mini-tablet purchase price should include a warranty (strongly recommended).</p>

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			→ Note: Only one computer package (i.e., desktop, laptop, tablet or mini-tablet) should be approved.
<b>3. Electronic Magnification Systems</b>			
Generally referred to as electronic video magnifiers or closed circuit television systems (the latter being what these Guidelines used to refer to).	\$5,500	Once every 7 loan years	→ Electronic Magnification Systems should only be approved for students with limited vision.
<b>4. Digital voice recorders / Smartpens</b>			
Examples of companies that make digital voice recorders and/or Smartpens include: → Sony → Olympus → Philips → Livescribe	\$200 (digital voice recorder)  \$400 (Smartpen)  \$500 (specialized digital recorder)	Once every 4 loan years, plus replacement costs as needed.	→ To be used for the purpose of recording of class lectures/discussions, or storage of audio text files (e.g., text books).  → 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.
<b>5. Spell checkers</b>			
Examples of spell checkers include: → Franklin Language Master	\$200		→ For students who are blind or have low vision and LD students.

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<b>6. Braille products</b>			
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 replacement, whichever is less).	
<b>7. Assistive listening devices</b>			
FM systems - For use without hearing aids	\$800	Once every 5 loan years.	→ For students who are hard of hearing or have auditory processing disorders.
FM systems - For use with hearing aids/Cochlear Implants	\$4,000	Once every 5 loan years.	→ For students who are hard of hearing.

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			→ Students with cochlear implants can apply for funding with a doctor's recommendation.
Noise cancelling headphones	\$400	One time.	
Amplified stethoscope	\$700	One time.	→ For students who are hard of hearing and enrolled in nursing, medicine or paramedicine programs.
<b>8. Assistive technology package</b>			
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  Example: → Key to Access (Premier Literacy)	\$500	One time plus upgrades or annual subscription costs as necessary.	
<b>9. Other software</b> <i>* Software should include a maintenance (update) agreement, whenever possible.</i>			
Voice recognition software	\$500	One time plus upgrades every 2 loan years.	→ Medical version: For students in medical programs only. Rationale outlining requirement for medical version must be provided.

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	\$2,000 (medical version)		
Audio to text conversion software Digital recorder with Dragon bundle	\$500	One time.	→ Allows for transfer of voice-recorded notes to computer for conversion to text.
Screen reading software Examples include: → JAWs → COBRA → HAL	\$1,800	One time plus upgrades, as required.	
Screen magnification software Examples include: → ZoomText → SuperNova → MAGic	\$1000	One time plus upgrades every 2 loan years.	
Text to speech software Examples include: → Kurzweil 1000 → OpenBook → ClaroRead → Kurzweil 3000/firefly	Up to \$2,000	One time plus upgrades every 2 loan years.	

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→ WYNN			
Assistive writing software Examples include: → TextHelp → WordQ / SpeakQ → Write: OutLoud → Co:Writer	\$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.
Organizational / mapping software Examples include: → Inspiration → Draft Builder → Spark Learner	\$250	One time plus upgrades every 2 loan years.	→ Brainstorm mapping, outline building, writing process.
Smartphone applications Examples include: → DyslexiaKey → Ghotit Real Writer	Costs vary depending upon service provider and smartphone used.	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 permanent 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



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			<p>how it relates to their permanent 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>
Coloured overlay sheets	\$50	One time.	<p>→ For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome.</p> <p>→ For use with books and/or computer and smartphone screens.</p>
Coloured lens overlay	\$50	One time.	<p>→ For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome.</p>

### 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 permanent disability and circumstances. The service costs indicated in the table below are to be used as guidelines only. 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 \$40 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>	<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 that they do not have a demonstrated disability in, 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.</p> <p>→ 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</p>

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 \$500 per course.		<ul style="list-style-type: none"> <li>→ For service providers who take class notes for students with disabilities and who are not otherwise enrolled in the class.</li> <li>→ If an individual provides support as both a tutor and a note taker, they may charge two separate fees.</li> <li>→ Other products such as Sonocent and Samson Go Mic</li> </ul>
Note sharing	Up to a maximum of \$250 per course or \$500 per license, whichever is less.		<ul style="list-style-type: none"> <li>→ For students who share legible notes with the applicant for classes in which they are both enrolled.</li> <li>→ Other products such as Sonocent and Samson Go Mic</li> </ul>
Reader	Up to a maximum of \$20 per hour.		<ul style="list-style-type: none"> <li>→ If reading technology is not available, students with low vision or learning disabilities may be approved funding for reading services for educational material.</li> <li>→ If an individual provides support as both a tutor or note-taker and a reader, they may charge two separate fees.</li> </ul>
Typist / Transcriptionist	Up to a maximum of \$30 per hour	Two hours per week per course credit	→ Provides a service for students with functional impairment in typing their

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			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 \$60 per hour.	Number of hours will vary according to the recommendation of the assessor.	→ Funding is intended to pay for attendant care for activities related to participating in post-secondary education. → Attendant care providers primarily provide physical assistance to students (e.g., help navigating classrooms or using lab equipment). → 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.

Service	Cost	Frequency of Entitlement Note: A loan year runs from August 1 to July 31.	Notes
Orientation and Mobility Specialist (O&M)	Up to a maximum of \$100 per hour.	Up to 10 hours per semester.	<ul style="list-style-type: none"> <li>→ An O&amp;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.</li> <li>→ 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.</li> <li>→ O&amp;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"> <li>→ However, if the applicant's institution provides an O&amp;M specialist additional reimbursement should not be provided.</li> </ul> </li> </ul>
Behavioural Interventionist	Up to a maximum of \$60 per hour.	Number of hours will vary according to the recommendation of the assessor.	<ul style="list-style-type: none"> <li>→ Funding is intended to pay for behaviour intervention for education-related activities.</li> <li>→ Interventionists must be fully certified according to their provincial body.</li> </ul>

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			→ 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 → Large or Braille print → Taped lectures (if available through the school)	Costs vary depending upon service provider and format used.	Once from initial print format.	→ 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. 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.  → Institutions may charge to have textbooks scanned into the required file format for students to use on their computers and/or digital media players.
Irlen's tinting	\$500	One time.	→ For students with Irlen's Syndrome / Scotopic Sensitivity Syndrome.  → Maximum admissible cost includes shipping from the United States, where tinting process takes place.

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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.	→ Additional stops, including for co-op work terms and internships, should not be considered.
Academic strategy sessions	\$25 to \$85 per hour, up to a maximum of \$1,350 per term.	A base of 10 hours per term or as otherwise recommended by a student's assessor or disability coordinator at the school.	→ 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 determine and implement appropriate academic accommodations and help students develop key study skills (organization and note-taking, memory, vocational direction, interpersonal dynamics, and time management) to promote academic success.</p>
Psychoeducational assessment	75% of the assessment cost, up to a maximum of \$1,700.		<p>→ Only students with learning disabilities are required to provide a psychoeducational assessment as proof of their permanent disability.</p> <p>→ Students are required to pay for their psychoeducational assessment upfront, and are only eligible for reimbursement once a permanent learning disability is confirmed.</p>