

Bursary for Students with Disabilities (BSWD) - Staying on Track

STUDENT FINANCIAL SERVICES

Bennett Centre for Student Services
4700 Keele St., Toronto ON, Canada M3J 1P3
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To book an appointment with an OSAP adviser, visit yorku.ca/scsweb

Through the BSWD program, the provincial and federal governments provide financial support to eligible students with a permanent disability to assist with the costs of assistive services or equipment while attending postsecondary studies. York's Counselling & Disability Services and Student Financial Services are involved in helping you through this process.

This brochure will guide you through the following information:

- The 10 steps of the BSWD process
- BSWD application and receipts submission deadlines
- Unused BSWD funds and repayments
- Tax receipts (T4As)
- Where to submit BSWD receipts and repayments

The 10 Steps of the BSWD Process

1. Applying for OSAP
2. Receiving your OSAP - Notice of Assessment
3. Meeting with the disability counsellor to complete the BSWD application
4. Picking up your OSAP - First Instalment
5. Submitting the BSWD application
6. Receiving notification of the BSWD decision
7. Receiving the BSWD cheque
8. Submitting receipts
9. Reporting changes
10. Consequences if you do not submit the necessary receipts

1. Applying for OSAP

- When you apply for OSAP, you are asked to self-identify if you are a student with a permanent disability (optional).
- If you check "yes", you will need to provide confirmation of a diagnosed permanent disability; your disability counsellor in Counselling & Disability Services can provide this documentation if you are registered with them or you can submit the documentation from a registered practitioner (i.e. medical doctor or licensed mental health professional) stating that you have a permanent disability.
- You are then considered for a Canada Student Grant for Persons with Permanent Disabilities through the OSAP application.
- Once you complete your OSAP application, print off the Consent/Signature forms, attach any required supporting documentation and send them **immediately** to the address as shown on the Consent/Signature forms. All documentation must be signed and dated.

2. Receiving your OSAP - Notice of Assessment

The processing of your OSAP application will take six to eight weeks provided there is no missing information. You will receive a **Notice of Assessment** from the government once it has been processed.

3. Meeting with the disability counsellor

When you receive the **Notice of Assessment** from the government, set up an appointment with your disability counsellor to complete the BSWD application. Based on your disability-related educational needs, the disability counsellor will approve the services/equipment to be requested on the BSWD application.

4. Picking up your OSAP - First Instalment

- Check the Financial Document Tracker online at **sfs.yorku.ca/services/tracker** to see if your loan certificate has arrived and instructions on where and how to pick it up.
- Once you have picked up your OSAP - First Instalment (signing your Confirmation of Enrolment is part of this process), contact your disability counsellor.

5. Submitting the BSWD application

When you inform your disability counsellor that you have picked up your OSAP - First Instalment, the BSWD application will be sent to Student Financial Services for approval.

6. Receiving notification of the BSWD application

- Student Financial Services will review the BSWD application and make sure that you meet all relevant criteria (see below) and, if approved, request that a bursary cheque be issued.
- Processing of the BSWD application by Student Financial Services may take up to six weeks.
- A notification will be sent via e-mail advising you of the decision.

Keep your information up-to-date!

Make sure we have your current contact information. Visit Personal Information on the My Student Records section of the Current Students Web site at **yorku.ca/yorkweb/currentstudents/mystudentrecords**

Reasons why a request may be denied:

- You recently received BSWD funds for the same item at York or at another college/university;
- You are not eligible for OSAP provincial funding;
- The item or service is not approved for BSWD purposes;
- You are applying after the deadline date;
- You are on an OSAP restriction (e.g. OSAP overpayment, loan default, outstanding BSWD receipts from a previous term etc.).

7. Receiving the BSWD cheque

The BSWD cheque will be mailed to you by York University's Finance Department about ten days after the approval notification has been sent.

8. Submitting receipts

A Bursary for Students with Disabilities Receipts Form (available online at sfs.yorku.ca/aid/scholarships/disabilities.htm) along with the receipts must be submitted to Student Financial Services to show that you have used the funds **only** for the approved items or services on the BSWD application. You must submit your **original receipts** or **eligible copies** as follows:

Type of Receipts	When to Submit Receipts
One-time purchases for hardware and software	As soon as purchased
Ongoing expenses (e.g. tutors, readers, note-takers, counselling etc.)	On a monthly basis

- Receipts submitted for services and equipment that were not listed on the BSWD application **are not** acceptable.
- Any changes to the items on the BSWD application must be discussed with your disability counsellor.
- Receipts must specify the item or service, payment made in full and date of payment.
- **Always keep a copy of the receipts that you submit.**

Please note that the government will not accept invoices, quotes or credit card statements.

9. Reporting changes

If your situation changes during the academic year (e.g. drop courses, withdraw, income changes, no longer require the approved equipment or services etc.), it may affect the amount of BSWD funds that you are eligible to receive. You are responsible to report these changes to Student Financial Services; Change Request forms are available online at sfs.yorku.ca/aid/osap/changes

10. Consequences if you do not submit the necessary receipts

- You are considered to be over-paid and must repay the outstanding amount.
- If you do not submit all receipts or repay outstanding amounts by the deadline dates as shown below, your BSWD account will be forwarded to the provincial government for collection.
- Once your file is submitted to the government, you will be restricted from receiving further OSAP or BSWD funding until they receive the receipts from you or you repay the amount owing.

BSWD Application and Receipts Submission Deadlines

Deadlines to submit your BSWD application and receipts depend on your study period as outlined in the following table.

If your study period is	Submit your BSWD application by	Submit all receipts no later than
September to April (fall/winter session)	January 31	April 30
September to December (fall term)	October 15	December 22
January to April (winter term)	January 15	April 30
May to August (summer session)	May 31	August 15
Shorter summer term	Three weeks before the end of your summer course	End of your summer course

Unused BSWD Funds and Repayments

If you do not use all the funds provided on the approved items or services:

1. The remaining funds cannot be carried forward to another year or term.
2. The remaining funds cannot be used for any other expenses except for the approved purchases/services.
3. Repayment must be sent by cheque or money order, payable to York University.

Include the following information on your cheque or money order:

- your full name (printed)
- your student number
- a notation that it is a "BSWD repayment"

Tax Receipts (T4As)

Although the Government of Canada has indicated that this bursary is not taxable, T4As must be issued by York's Finance department.

Where to Submit BSWD Receipts and Repayments

An in-person visit is not necessary.

Place your receipts and/or repayments in a sealed envelope marked “BSWD Receipts or Repayment” and place it in the OSAP Documents drop box located in the lobby of the Bennett Centre for Student Services (the building is open 24 hours a day) or mail it to:

STUDENT FINANCIAL SERVICES (BSWD Program)

Bennett Centre for Student Services
4700 Keele St., Toronto ON, Canada M3J 1P3

Visit the OSAP Web site for more information on BSWD at osap.gov.on.ca

Remember to **sign and date** your forms and all supporting documentation before submitting them.

