

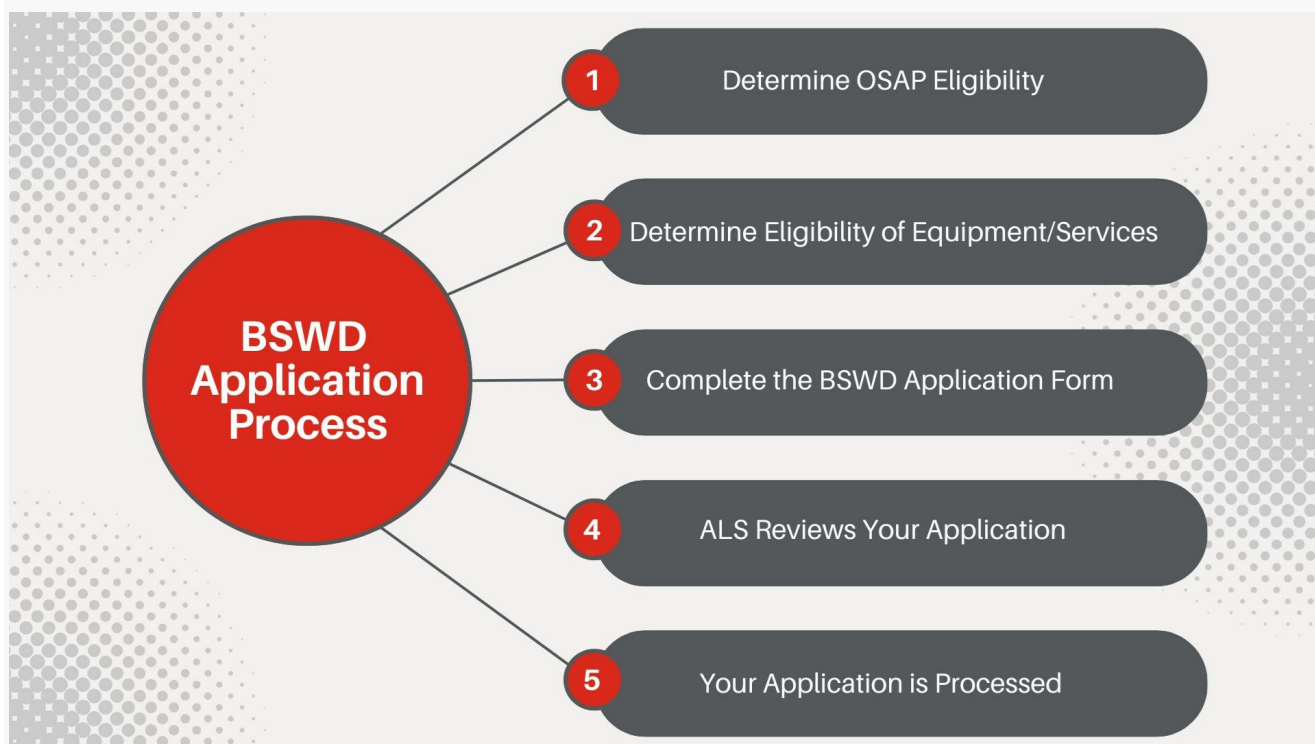
ALS: BSWD Application Process

Version 2

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ACCESSIBLE LEARNING SERVICES



Step 1: Determine OSAP Eligibility

You must:

- Be OSAP-eligible to access the BSWD.
- Have submitted an **OSAP Application Form** and if applicable a **Disability Verification Form (DVF)** to **Financial Aid**.
- Indicate on your OSAP file if you have a permanent disability or persistent/prolonged disability status.

Step 2: Determine Eligibility of Equipment/Services

- BSWD funds support specific equipment and services related to your education.
- Book with an Accessibility Counsellor or Assistive Technologist. If you're unsure who to book with, email your Accessibility Counsellor to ask. If you are new to Accessible Learning Services, please complete the Registration process to book an intake appointment with an Accessibility Counsellor.

Step 3: Complete the BSWD Application Form

- Complete the BSWD Application Form with your Accessibility Counsellor or Assistive Technologist prior to the deadline.
- Some items and services require that you submit a supplemental form(s) with your application. Your Accessibility Counsellor or Assistive Technologist will identify which supplemental form(s) you must submit.

Step 4: ALS Reviews your Application

- Once your application is complete, your Accessibility Counsellor or Assistive Technologist will submit the completed application on your behalf to Seneca's Financial Aid Office (FAO).

Step 5: Your Application is Processed

- FAO will process the application and contact you with next steps, including whether or not the application was approved, the amount of funding you will receive, how to access the funds and how to submit paperwork confirming use of funds.

If your application is approved by the FAO