ALS: BSWD Application Approved - Next Steps

Version 2

Seneca POLYTECHNIC | **ACCESSIBLE LEARNING SERVICES**

Approved BSWD Application: Next Steps

1. Identify Relevant Dates and Timelines
2. Receive the Funds
3. Use the Funds
4. Collect & Submit Receipts
5. Return Unused Funds (if applicable)
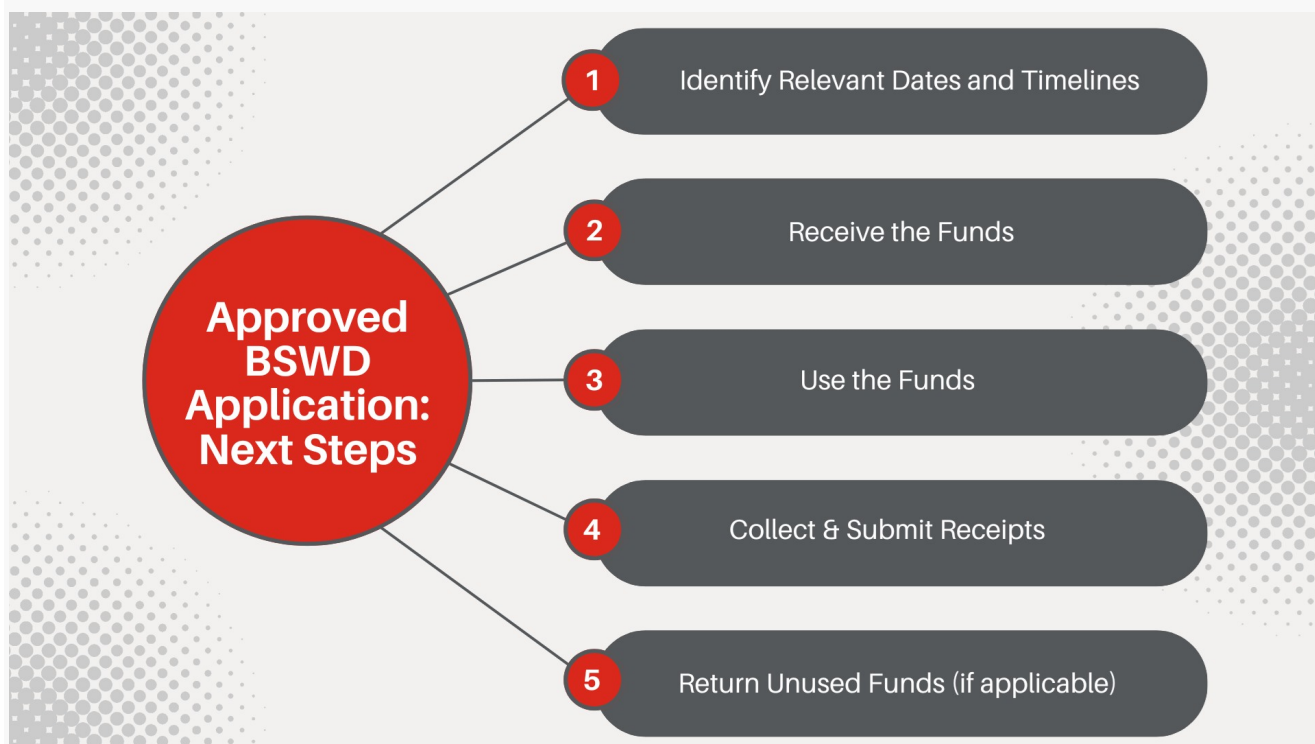
Step 1: Review Important Dates and Deadlines

- Submit receipts for services, equipment and/or software no later than 30 days after the end of the study period to the FAO.
- Bursary funds need to be used within the approved OSAP study period. Receipts for any services, equipment and/or software purchased after the approved students period will not be accepted.
- If you purchased recommended equipment or assessments before the study period, or during the study period but before receiving approval, include those receipts with your application.
- The final date for submitting receipts is the deadline listed in your approval notice.

For specific deadlines, refer to the communication sent to your Seneca email by the BSWD Program (BSWD.info@senecapolytechnic.ca).

Step 2: Receive Your Funds

- BSWD funding from Seneca is issued through electronic funds transfer (EFT) and is intended for purchasing the items and services listed in your application.
- The transfer may take up to 10 business days, so be sure to check your Seneca email for instructions on setting up the EFT to be deposited into your bank account.

For more details on EFT setup and depositing funds, please email BSWD.info@senecapolytechnic.ca

Step 3: Use the Funds

- Funds must be used only for items and/or services that were approved in your BSWD application, as outlined in the approval email from FAO.

- If you exceed the approved amount for any item, you will be responsible for covering the difference.

- The funds cannot be used for any other purchases, tuition, or living expenses.

- Any unused BSWD funds must be returned once all purchases and services are complete.

Step 4: Collect and Submit Receipts

- Ensure you submit your receipts by the deadlines outlined in Step 1.

- When submitting receipts, make sure they include the following details:

    - Proof of full payment
    - Payment date and service dates
    - Payment method (e.g., Visa, debit, etc.). Invoices or order forms are not acceptable.
    - A detailed breakdown of the purchases.

- Original receipts are required for services (e.g., tutoring, note-taking, counseling, coaching).

Forward your official receipts to BSWD.info@senecapolytechnic.ca to keep your OSAP file in good standing:

Step 5: Return Unused Funds (if applicable)

- If returning unused BSWD funds, email BSWD.info@senecapolytechnic.ca.

- After making the payment, email BSWD.info@senecapolytechnic.ca to notify them of the payment date and amount.

- For payment instructions, visit How to Pay Your Fees.

Note: If you withdraw from your program during the semester, you may be required to return the BSWD approved funding.

- BSWD program (FAO) must reconcile your file by the end of the term.

- Not submitting receipts or returning unused BSWD funds can affect your OSAP file, including restrictions on future OSAP funding or referral to a collection agency, which could impact your credit score.