

University of Lethbridge

Accommodated Learning Centre

“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela

Funding - Services & Equipment Grant

1. Once registered with the Accommodated Learning Centre (ALC), you must **apply for Student Loans** via the Student Aid Alberta website: <http://studentaid.alberta.ca/applying-for-funding/how-to-apply/>
 - A. To be eligible for grants you must show financial need to the government by qualifying for student loans (be approved for Student Loan funding).
2. Our office will then **fill out a Schedule 4** (application for Service & Equipment Grant), we will request funding for the services or technologies that you will require for the Academic School Year. You will need to **sign this form** and then our office will submit the form on your behalf.
3. Once you qualify and receive the funds for the grant you have a few options:
 - A. **Choose to “self-direct” your funds.** This means that you will be **FULLY** responsible for paying for the technology or services that you will be using for the year. At the end of the year it is then **YOUR** responsibility to report to the government the use of the funds. This grant can **ONLY** be used for its intended purpose, if not then the funds must be returned to the government. (See Reconciliation Worksheet - <http://studentaid.alberta.ca/media/23380/reconciliation-worksheet.pdf>)
 - B. Choose to **give the University of Lethbridge** – Accommodated Learning Centre the funds to **hold in trust for you** and pay for your services and technology. We will then report to the government on your behalf.
 - C. You can also choose to do both, for your services you can direct the funds to the ALC office and choose to pay for your own technology.
 - D. Please let us know which option you choose.
4. If you choose option B, the following are the steps that will be taken:
 - A. We will **invoice you** for the amount of the grant. You will receive this invoice via email. The funds will then be put in trust for you.
 - B. Once you have been invoiced you will **pay the amount owing to the Cash Office**, the email you will receive will include payment instructions on how to do this.
 - C. We will pay for your services from your trust account.
 - D. Any excess funds will be sent back to the government and all of your services and technology was paid for by our department will be reported to the government.

**** Remember, these funds can ONLY be used for their intended purpose, and if not then the funds must go back to the government.**
5. If you have any questions, please feel free to contact our office and ask for Amy Rapattoni:

Amy Rapattoni, Accounts Coordinator
P: 403.394.3967
E: amy.rapattoni@uleth.ca

