



Application for Public Post-Secondary Loan (PPL) Services

Section 1: Applicant Information

Applicant Last Name

Applicant First Name

Initial

Date of Birth (MM/DD/YYYY)

Gender: ☐ Female ☐ Male ☐ Not specified

Street Address

Name of School

City/Town

Postal Code

Campus

Email

Program of Studies

Telephone

Program Start Date (MM/DD/YYYY)

Section 2: Eligibility Criteria

Applicant is a **resident** of BC: ➡ ☐ Yes ☐ No

Applicant is **legally able to work** in BC: ➡ ☐ Yes ☐ No

Applicant is **already receiving services** through a *Ministry of Social Development & Social Innovation* or any other employment program? ➡ ☐ Yes ☐ No

➡ If yes, indicate name of Program/Service Provider: ➡

Applicant is eligible for a **3rd party claim** for the disabling condition (e.g. ICBC, WorkSafe, private insurance): ➡ ☐ Yes ☐ No

➡ If yes, indicate name of Service Provider:

Applicant is **employed while attending school**? ➡ ☐ Yes ☐ No

Section 3: Disability Coordinator

I certify the above student is registered in the school indicated in Section 1. The information provided herein is true and correct to the best of my knowledge and understanding. I have included supporting documentation describing to the student's permanently disabling condition(s).¹

DC Signature

Print name

Date

Tel.

Email

¹ Applicant's medical documentation must indicate a permanent disability or a chronic medical condition that is expected to persist for 2 or more years and is the primary barrier to employment and/or training.



Section 4: PPL Conditions of Equipment Loan

The personal information requested on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and is subject to all of the provisions of that Act. The information collected will be used by the *Ministry of Social Development and Social Innovation* ("the Ministry"), its service providers, and associates of those service providers in order to administer the *Public Postsecondary Loan* (PPL) program. If you have any specific questions concerning the collection, use, or disclosure of personal information please contact the Ministry.

Application and Service Provision

- I. I understand that:
- a) I am applying for services and/or assistive technology equipment under the publicly funded PPL program.
 - b) It is my responsibility to ensure that the information on this application and in all the documents related to it is accurate and true.
 - c) It is against the law to make false or misleading statements on this application and/or in any of the documents forming part of it.
 - d) If I do not provide complete and accurate information, or if I obtain or attempt to access services by fraudulent means, I may not receive PPL services/equipment now or in the future.
 - e) The Ministry and *Assistive Technology British Columbia* (ATBC) may need to collect, use, and disclose information about me in order to determine my eligibility for PPL services, make assistive technology recommendations, and/or clarify information contained in the documentation I submitted in support of my application.
 - f) My medical professional and my school may disclose relevant information to the Ministry and ATBC regarding my disability, access requirements, and/or academic standing for the purposes of verifying information pertaining to this application and determining my eligibility.

Terms of Participation

- II. If I am accepted to participate in the PPL program:
- a) I will exercise due care of any and all items loaned to me. I will not install, or allow to be installed, any software or hardware that interferes with the intended purpose of my technology loan plan.
 - b) I will immediately report all technology problems requiring repair services to ATBC so that repairs can be performed by an ATBC authorized technician. I will **not** be reimbursed for any repairs performed by unauthorized personnel and I may be invoiced for replacement or for any additional repairs that are required due to damage caused by negligence, unauthorized tampering, and/or attempts at repair.
 - c) I will advise ATBC if I change school or residence. I agree to return the equipment to ATBC when I no longer need the equipment, when I no longer meet the PPL eligibility criteria,² and/or if ATBC requests its return.

I have reviewed the statements above, and the *ATBC-Client Community Expectations* policy, and agree with the terms and conditions listed. I understand that any technology **loaned** to me through PPL is intended for my sole use and for the purpose of mitigating the impact of my disability on my studies, and must be returned to ATBC promptly upon request.

Applicant signature

Date

² PPL eligibility requires that you enroll in 2 or more classes per semester and make satisfactory progress in your courses.



Assistive Technology British Columbia

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Fax/TTY: 604.263.2267 • Phone: 604.264.8295 • Email: info@at-bc.ca

ATBC-Client Community Expectations

ATBC is committed to supporting the educational goals of postsecondary students with disabilities. We believe that a safe and respectful working environment is integral to this commitment and that the high quality of services expected by our clients and partners can only be achieved by promoting the health and well-being of ATBC's entire service community. As such, you can expect that ATBC staff will conduct their business professionally and in a manner that promotes collaboration and mutual dignity for its staff, clients, and partners.

As a valued participant in ATBC's community of services, we also expect you to behave in a manner consistent with *mutual respect for the dignity, rights, responsibilities, and well-being of our other participants, partners, staff, and property*. In addition, we expect that you will use and maintain any materials, computers, equipment and other items provided to you by ATBC with respect and care.

Although in our experience poor conduct is exceptionally rare, ATBC holds a “zero tolerance” approach to harassment and bullying. In the unlikely event that a participant chooses to engage in inappropriate or harmful behaviour within the ATBC service community, and refuses to modify that conduct, he or she may be temporarily or permanently disqualified from further participation in service programs administered by ATBC, or accessing services normally provided by ATBC. In addition, and depending upon the nature and severity of the breach, ATBC may implement cost-recovery measures and/or other legal remedies.

By arranging to enter into a service relationship with ATBC, you signal your acknowledgement of the contents and spirit of this *Community Expectations* document and agree to participate in a manner that is consistent with the expectations outlined above. **If you do not agree to abide by these service expectations, you should decline our invitation to enter into a service relationship with ATBC.**

RETAIN THIS PAGE FOR YOUR REFERENCE



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Access To Technology (A2T) Laptop Loan Request Form

Section 1: Student Information

Student Last Name

Student First Name

Email

Telephone

Public Post-secondary Campus

Scope of PPL-A2T Service

The PPL-A2T service provides a Lenovo ThinkPad E15 (8GB RAM, 256GB SSD) laptop equipped with Microsoft Office on a loan basis according to the Conditions of Equipment Loan specified in the PPL application form. The PPL-A2T service is available to students registered with their Public Post-secondary Institution's disability services office. The PPL-A2T service does not require verification of disability from a qualified medical assessor. If you anticipate needing assistive technology in addition to the laptop, you will need to submit verification of permanent disability from a qualified medical assessor as specified for a complete PPL application package - <http://www.at-bc.ca/programs/loan-equipment-for-students-ppl/>.

PPL-A2T Service Request Process

No appointment, consultation, or medical documentation is required. Simply submit this PPL-A2T Laptop Loan Request form along with the regular PPL Application Form and documentation verifying current enrollment in the sponsoring public post-secondary institution. Upon receipt of the completed application forms and verification of enrollment, ATBC will contact the student via the email or phone number provided above to arrange delivery of the laptop.

Note: Should the student require assistive technology or equipment in addition to the laptop loan provided through the PPL-A2T Service, the student must also submit medical documentation verifying a permanent disability by a qualified medical assessor to establish a complete PPL application package. Once full PPL eligibility is established, ATBC will contact the student to arrange the Needs Determination consultation to explore the additional technology solutions available through the PPL Assistive Technology Loan-Bank.

Section 2: Student Declaration

I understand and agree that the PPL-A2T laptop is provided to me on a loan basis, and that I am eligible to maintain the loan of the laptop on the condition that I am enrolled and actively participating in courses at the above Public Post-secondary Institution.

I understand and agree that this application for PPL-A2T Service is valid only when accompanied by a completed PPL Application form (<http://www.at-bc.ca/wp-content/uploads/2018/01/PPLApplicationv2.pdf>).

Student Signature

Date

Section 3: Public Post-secondary Disability Services Representative

I confirm that the above student is enrolled at the above Public Post-secondary campus and is receiving campus supports relating to a disability impacting participation in post-secondary studies.

Post-secondary Campus
Representative Signature

Print Name

Date

Phone

Email