



Bursary for Students with Disabilities

Manual

2004 - 05

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NOTE: The Disability Services Office wishes to thank Dr. Susan Weaver – Learning Strategist University of Toronto – Scarborough – for her permission to adapt this manual for their use

BURSARY FOR STUDENTS WITH DISABILITIES (BSWD)

The Bursary for Students with Disabilities (BSWD) is a bursary (not a loan). The purpose of the BSWD is to help students with disabilities to meet the **disability-related costs**.

This **bursary is taxable** under the Canadian Income Tax Act. You will be issued a T4A by Trent University by the end of February any bursaries that were paid to you in a particular tax year. For example, you will receive a T4A slip in February 2005 for any bursary money that was paid to you in tax year 2004. Keep this slip as you will need to include it with your tax return for 2004.

Financial Aid, the University department which administers the BSWD, informs OSAP of this bursary directly. You do not have to inform OSAP directly about receiving the BSWD. This bursary **will not** impact your OSAP allotment.

- **FUNDING PERIOD:** You must use BSWD funds for the purposes outlined on your application within the study period for which the funds were approved. For example, if you receive a BSWD for the September to April study period, you are expected to use the funds within that time or repay the remainder.
- **AMOUNT:** This will depend on the needs of the student for the given bursary year, availability of bursary funds up to a maximum of \$10,000 (\$8,000 Federal portion, \$2,000 Provincial portion), and the program of government student aid you have accessed for the study period.
- **ELIGIBILITY:** Applicants must be Ontario residents and have qualified for financial assistance from:
 - (a) the Ontario Student Assistance Program (OSAP), or
 - (b) a part-time Canada Student Loan/Special Opportunity Grant, or
 - (c) the Ontario Special Bursary Plan (OSBP).

Note: Students who are assessed for OSAP but do not qualify for assistance **may** still qualify for the BSWD depending on their individual OSAP assessment.

Trent BSWD :

For students with disabilities who are not eligible for OSAP yet who can clearly demonstrate financial need, Trent has set up a similar bursary for disability-related, education-related technology and support services. The application process is similar to that for the OBSWD which is outlined below.

What Do I Do Now?

- STEP 1** Apply for OSAP assistance or one of the part-time student programs if you have not already done so. The deadline to submit OSAP applications is 90 days prior to the end of the academic term. The application deadlines for the part-time programs are different and

may occur earlier in the school year. BSWD applications will be refused when the budget has been fully committed.

Note: BSWD applications for a particular study period must be received by Financial Aid no later than 90 days before the end of the student's study period. For example, a BSWD application from a student studying September to April must be received by Financial Aid no later than January 31st.

STEP 2 Schedule an appointment with your primary a staff member in the Disability Services Office (DSO) to discuss your education related needs. You need to state how the item or service would assist with your studies.

Note: In many cases the staff member with whom you are working regularly will identify the need.

At this point, the DSO staff member:

- May request further documentation to support your request.
- May inform you that the requested expenditure is not covered under the BSWD (e.g., those expenditures already covered by ADP, WSIB, Health Plans). In this case, information about accessing other financial supports for those expenses will be discussed (i.e., ADP and UTSC Bursaries).

STEP 3 If your required educational related needs are covered and approved, the need and allocated amount will be indicated on the BSWD application form. You will sign the BSWD form and DSO will forward it to Financial Aid .

STEP 4 You must obtain **a minimum of two quotes** for exceptional education-related costs (i.e., computer, some specialized software), including taxes and delivery. DSO staff will often provide you with a list of contacts for specific items.

STEP 5 Financial Aid will notify the Manager DSO as to whether or not the BSWD was approved for payment. If it is approved, a cheque will follow in **approximately three weeks**.

- The cheque will be made out to you.
- Payment will be made in one lump sum or in installments, depending on your expenses.
- In the case of a Psychoeducational assessment, the funds will be transferred into your student account and then transferred out of that account and into the Assessment account handled through Disability Services.

Note: You should go to Financial Aid Office (in Blackburn Hall) to pick up your BSWD cheque.

STEP 6 When you **receive the cheque** you can purchase the items required and/or pay for the support services approved.

- NOTE: You may spend the money only on those **items approved** by a DSO Staff member. You cannot decide to purchase some other piece of equipment or purchase some other service with the money without **prior approval**. Not following this regulation can result in your having to re-pay the money to Financial Aid .
- You must **keep receipts, marked PAID**, for everything you purchase. Receipts are to be submitted to Financial Aid by the required deadline. Any new requests for BSWD funding will not be provided until your previous BSWD is clear. All receipts must be submitted and deemed to be acceptable, and any unused funds must be returned to Financial Aid .

Know Where the Money Is

It is strongly recommended that, if you are using your BSWD for on-going expenses (i.e., tutoring) or if you are not going to be spending it immediately, that you open a **separate bank account** for these funds. You do not want to “accidentally” spend the money on other things and then have to find money to re-pay Financial Aid .

See the section in this manual regarding **record keeping**. If you do not have acceptable receipts, marked PAID, you will have to re-pay that portion of your bursary. Keep all of your receipts in one place and **keep a copy** of all receipts for your records. You must have a receipt to account for everything you purchase whether it is tutoring, transportation, or a computer. **All purchases must be accounted for! You are responsible for providing receipts to Financial Aid for the supports funded through this program. Receipts for assessments facilitated through DSO can be obtained from the DSO office.**

For further information about this bursary check the OSAP website at: <http://www.osap.gov.on.ca> or contact Financial Aid at 705-748-1524 if you have questions about your bursary application.

Approved Education Related Costs

	Item (Remember: Only pre-approved items & services can be purchased – no substitutions allowed)	Amount Approved	Amount Spent	Receipts Filed (Marked PAID)
1	Tutors/Readers/Notetakers (specify number of hours and rate per hour)			
2	Specialized transportation to and from postsecondary institution			
3	Technical aids/Equipment (e.g., hearing, vision, learning and/or physical aids) a) b)	a) b)	a) b)	a) b)
4	Computers/Hardware/Software/Specialized needs accessories (e.g., scanners) (specify) a) b) c) d) e)	a) b) c) d) e)	a) b) c) d) e)	a) b) c) d) e)
5	Interpreters (oral and sign)			
6	Attendant care for studies			
7	Learning disability assessments			
8	Provincially-funded counseling, therapy, life-line services, specialized chairs, splints, orthopaedic shoes (specify) a) b) c)	a) b) c)	a) b) c)	a) b) c)
	Total			

Date approved: _____

Signature of Manager DSO: _____

Date of follow-up			
DSO Staff's Initials			

ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

Financial Aid Tips

Record Keeping

It is very important for you to keep track of all of your financial records relating to your University experience. Keep copies of your fees invoices (tuition statements) and receipts for payments made. If receiving OSAP, keep copies of all loan documents and all correspondence with OSAP, the University and the lenders as they relate to your loans. Make copies of cheque stubs for bursaries received (ie. Bursary for Students With Disabilities/BWSD, Trent bursaries, etc.). Set up a separate bank account to deposit these funds and to avoid confusion with other funds for living expenses. Keep track and make copies of all receipts (ensure they are clearly labeled "paid") as they relate to a BSWD.

OSAP

When will I be able to pick up my OSAP loan documents?

Loan documents are available for pick up starting the first day of classes in each session (September 13th, January 10th). Loans are released from the Registrar's Office (BH).

How do I know my loan is ready for pick up?

If your loan has not arrived during the first week of term, keep checking with the Financial Aid Office as loans are delivered to us each week.

What do I need to bring when picking up my loans?

You must show your Social Insurance Number (SIN) Card or proof of your SIN from the Federal Government as well as your valid student identification card. Please remember that 60% of the loan will be disbursed in September (Fall) and 40% will be disbursed in January (Winter). You are encouraged to bring your personal banking information as well (void cheque/bank & transit numbers) for easy deposit during the first 2 weeks.

How do I pay my fees once I receive OSAP?

You are required to meet the deadlines for both residence and tuition deposits. If you are relying on OSAP to pay your first instalment of fees, you may defer your payment by notifying the Accounts office of your OSAP entitlement before the due date. When you negotiate your OSAP in the Financial Aid Office in September, your outstanding fees will be deducted at source.

When is a student ineligible for OSAP?

If a student drops below a 60% course load (40% if you have a permanent disability) they are no longer eligible for OSAP from that date. Usually, 60% course load is defined as 3 courses per session, 40% course load is 2 courses per session. If you experience extenuating circumstances and must drop below this course load, please book an appointment with Financial by calling (705) 748-1245.

BURSARIES/WORKSTUDY/SCHOLARSHIPS

What is a bursary/grant?

Trent Bursaries, also called grants are **non-repayable** sums of money provided by the University to assist students who encounter financial difficulties. Applications will be available in the Registrar's Office (BH) in late **September, 2004**. *Check with the Financial Aid Office (BH) for Fall and Winter deadlines. You can apply once during the year and be assessed for the full 8-month study period.*

Do I qualify for a bursary/grant?

Bursaries/grants are designed to assist students who have explored all other avenues of financial assistance (e.g. family support, savings, part-time work, bank loan/line of credit, government assistance program-OSAP). You must complete an application that includes a **budget worksheet** and illustrate all resources and spending habits.

Work Study

On-campus employment positions are available to students with financial need in a variety of departments/offices. These job opportunities are posted on the Careers website at <http://www.Trentu.ca/careers>. Please check with the Careers Centre in Champlain College for details of the application process for these positions.

Scholarships

Be sure to refer to the Financial Aid website for scholarship applications and links to scholarship opportunities: <http://www.Trentu.ca/registrar/>.

RECORD KEEPING AND RECEIPTS

Whenever you purchase equipment, software or other education-related services you need to **keep the paper work!** This can be the invoice, the receipt, the warranty information, and/or the refund policy.

Receipts are valuable for a number of reasons:

- a) If the equipment you purchased stops working or gets broken the **original** of the receipt is usually required in order to replace the item or to get your money refunded. The receipt verifies when you purchased the item and that you paid for it.
- b) When you fill in the **warranty** information you may be required to provide a copy of the receipt.
- c) If there is an **up-grade** for software, you can purchase it provided that you can prove that you purchased the earlier version.

Receipts are required in some instances:

- a) If you have been approved for a Bursary for Students With Disabilities (BSWD) you **must provide receipts** to verify your purchases or payment for services like tutoring
 - These receipts must include the **date of purchase** and be **clearly marked PAID**.
 - Should you fail to provide receipts to verify your purchases you will be required to **reimburse the BSWD** for the funds provided.
- b) Some goods or services that you purchase outside of the BSWD may be tax deductible but receipts will be required.

It is a good practice to always **purchase bursary items separately** from your other items. For example, if you are authorized to purchase a printer but also buy a package of paper and some pens from the same store, ask the sales person to ring the printer through separately. This makes it easier for you to know how much BSWD money you have spent and keeps your later reporting to Financial Aid much more simple.

Filing

- Financial records should be kept in clearly marked files for the duration of your time at the University. The more careful you are about keeping proper records the less stressed you will be when it comes time to reconcile your records for the BSWD, the health plan or for your income tax.

- When you are given a receipt for a purchase be sure to confirm that the **date is clearly indicated** and that it is **marked PAID**. If it is not marked paid, request that the vendor mark it paid before you leave the store. Otherwise, have them send you a final copy indicating payment.
- If you pay by cheque, keep a copy of the cancelled cheque for your records. If you pay by credit card, keep the receipt and your bill. A paper trail is important.
- Store your receipts as soon as you receive them. Do not stuff them in your purse, fold them and put them in your pocket, or shove them in your knapsack forgetting that they are there. Make **filing** them in a labeled file a **priority**. The couple of minutes that it takes to do this now will save you a lot of stress and frantic searching later – not to mention the possibility that you will not find the receipt and have to pay the money back.

We want you to learn good record-keeping skills. Keeping complete and accurate records is **your responsibility**. It is also your responsibility to provide clear receipts, with supporting notes where appropriate, to Financial Aid for your BSWD. Do not send a bunch of receipts for stuff that you have purchased and expect Financial Aid to sort out what is relevant and disregard what is not.

This workbook should help to get you started on the path to being diligent about your record keeping. A DSO Staff member can help you get organized.

Receipt Tips for the BSWD

An acceptable receipt is:

1. **Dated within the study period** for which you received the BSWD.
2. **Proves payment** for the BSWD recommended items or services.
3. **Is accompanied by other information if necessary** (for example, a copy of an invoice clearly indicating the item or service purchased).
4. **Labeled by you** to indicate the item or service for which you are documenting purchase.
5. **Legible**. If it cannot be easily read it may be returned to you as unacceptable.

Please remember that an invoice is not a receipt if it does not confirm payment!

How To Use This Book

The various types of software and hardware are briefly described. Web sites and cost estimates are included. Use the table at the bottom of each section to keep records for yourself regarding your research. You must get a **printed estimate** from **the supplier** to attach to your bursary request. The charts are just to help you check that you have all of the information you need when it comes time to report your purchases to Financial Aid.



ASSISTIVE TECHNOLOGY

- Assistive Technology (AT) means any item, piece of equipment, product or system, whether acquired commercially off the shelf, modified, or customized that can be used to directly assist, maintain, or improve functional capabilities of individuals with learning disabilities. (Individuals with Disabilities Act (IDEA) 20, Chapter 33, Section 1401 (25) USA)
- AT can help you to work around specific areas of learning difficulty that you may have and allow you to reach your true potential. The Learning Disabilities Association of Ontario *Fact Sheet* on Assistive Technology (March 2003) list many of the benefits of using AT:
 - ☺ AT can help the individual with learning disabilities be more independent
 - ☺ Using AT can provide more choices and greater freedom in daily life
 - ☺ AT provides tools to enable an individual to experience success at home, at school, at work or in the community
 - ☺ AT, successfully applied, can increase an individual's confidence and self esteem
 - ☺ AT improves the quality of life, and removes barriers providing the tools for possible employment and educational opportunities

TYPES OF SOFTWARE

The next section of this booklet will introduce you to a variety of programs and devices that may be of assistance to you. Each section includes space to record information regarding system specifications, prices, length of warranties, etc. Use this booklet to keep all of your research in one place.

Remember, all of these programs have unique features and, therefore, will not all be suited to your specific needs. Meeting with an assistive technologist will help you to identify what programs and/or devices will best meet **your** needs.

Draft: Builder

Item approved for purchase. Date:

Draft: Builder leads you through the three key steps in creating a first draft:

- a) organizing ideas
- b) taking notes
- c) writing the draft.

It models the logical, progressive steps of draft-writing and displays a visual representation of the process. The display gives you a framework to generate, manipulate and connect ideas and information. As you add concepts and ideas to the outline on the left of the screen, a visual map is automatically created on the right of the screen.

Built-in speech and the talking Franklin ® Spell Checker helps you to write with the correct conventions.

- Check their web site at <http://www.donjohnston.com> for system requirements.
- Approximate cost \$270.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Dragon Naturally Speaking Preferred

Item approved for purchase. Date:

This is speech recognition software which enables users to create and edit documents, reports, spreadsheets, and e-mail all by voice. As you speak, your words appear on screen and in essays, reports, and e-mail. Integrated with Microsoft Word[®], Microsoft Excel[®], and Corel[®] WordPerfect[®]. This program allows you to use the computer with little or no use of your hands. It also enables you to surf the web by voice.

This program can be helpful for those who are able to articulate their thoughts but have difficulty putting those thoughts on paper. It will be helpful to work from an outline to structure your ideas. If you think well in pictures you may want to use **Inspiration** to create that outline.

- web site <http://www.dragonsys.com>
- Approximate cost \$229.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Inspiration

Item approved for purchase. Date:

Inspiration allows you to create a picture of your ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to develop your ideas into organized written documents. This program helps you to elaborate your thoughts. It works well for students who like to organize their thoughts through pictures. The program lets you make a mind map using templates and simultaneously makes a written outline of the same material.

This program is not recommended for students who do not like to learn using pictures.

- Check their web site at <http://www.inspiration.com> for system requirements.
- Approximate cost \$99.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Kurzweil 3000 B/W

Item approved for purchase. Date:

This program highlights and reads aloud text which has been scanned into the computer or imported from other files, web sites, etc. Text can be highlighted and stored in a separate file. The program provides a number of “voices” to choose from as well as providing variable speed so that the speech can be tailored to your needs. The program works on the principle of optical character recognition (OCR) which is the process of converting an image of text, such as a scanned paper document or electronic fax file, into computer-editable text. The text in an image is not editable: the letters are made of tiny dots (pixels) that together form a picture of text. During OCR, the software analyzes an image and converts the pictures of the characters to editable text based on the patterns of the pixels in the image. After OCR, you can export the converted text and use it with a variety of word-processing, page layout and spreadsheet applications.

This program will be helpful if you are slow at decoding written material, if you have difficulty with tracking as you read or if you learn well from what you hear but have difficulty comprehending while reading.

- Check their web site at <http://www.kurzweiledu.com> for system requirements.
 - Processor
 - RAM
 - HD
 - Other: sound card, scanner (100% TWAIN compatible)
 - Approximate cost \$1,299.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Omni Page Pro 12 Office

Item approved for purchase. Date:

This program turns information into electronic documents. Paper documents can be converted into different applications including Word[®], Excel[®], PDF, and WordPerfect[®]. Layout retention and easy editing – matching the look of the original with natural properties of an original document. Columns, tables and graphics remain in place, while text flows naturally.

RealSpeak Voice Readback to allow you to hear as well as see your documents.

- Check their web site at <http://www.scansoft.com> for system requirements.
 - RAM
 - HD
 - Other: soundcard, scanner
- Approximate cost: \$600.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

ReadPlease

- ReadPlease 2000 is a free text to speech package for Win95/98/NT.
 - The ATRC has a tutorial on Downloading and Installing ReadPlease 2000 available on their web site at <http://www.utoronto.ca/atrc/tutorials/tut-readplease.html>.

What ReadPlease does

ReadPlease will read aloud any text you can see on your computer screen.

Whether it's from a web page, word document or any other program all you have to do is 'copy' the text from one program and 'paste' it into ReadPlease. The text will be read to you aloud by your computer.

You can change the speed at which the text is read to you and choose whether the computer uses a male or female voice. However the voices on the free version, although easy to listen to, do sound quite robotic. For a fee you can upgrade to ReadPlease Plus which has more natural sounding voices and extra functions.

Uses for ReadPlease

- **Reads Web pages.** Copy text from any web site and have it read to you by ReadPlease.
- **Reads Word Documents.** For example you can 'copy' text from an essay you have written in Word and 'paste' it into the program so you can hear how the work will sound (use a spell checker first though).
- **Reads e-books.** It is possible to use ReadPlease to read the many e-books that you can download from the internet. Project Gutenberg<<http://www.gutenberg.net>> has a large database of classic books which are no longer under copyright. This means you can use the site to download free text file versions of Dickens' novels or Shakespeare's plays.
- **Convert text from ReadPlease into MP3 files.** By converting your ReadPlease files to MP3 files you can listen to your text, whether its a book, school work or a story from your favourite web site on your portable MP3 player.

Scan your textbook, convert it to text on your computer, and let ReadPlease read it to you. You can use your scanner to scan your textbook page, then using OCR software to convert it to text that can be read by your computer, and finally paste it into ReadPlease to hear the textbook page read to you.

TextHelp Read & Write

Item approved for purchase. Date:

Word prediction software for Windows 3.1 that integrates predictive typing, speech as you type and real time spell checking.

This program works in conjunction with your normal Windows word processor, spreadsheet or database. Includes a small screen magnification, also can speak selected text. It is beneficial for students who have good auditory processing but poor grammar skills, for those with word-finding difficulty and/or difficulty with homophones (words having the same sound but different meaning from others).

- Check their web site at <http://www.loriens.com> for more information.
- Approximate cost \$345.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

WordBar

Item approved for purchase. Date:

This program consists of a tool bar that sits along the bottom of the computer screen and attaches itself to any word processor being used. It gives you rapid access to a very large number of words while using only a small amount of screen space. The program allows you to hear the word as well as see it.

Words are saved in tabs which can be colour coded. Words can be categorized alphabetically or by topic.

This program can be very helpful for students who are poor spellers, have poor visual discrimination, have poor vocabulary skills or have difficulty with memory.

- Check their web site at www.cricksoft.com for system requirements.
- Approximate cost \$149.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

WordQ

Item approved for purchase. Date:

WordQ suggests words when you have trouble spelling or choosing the right word based on vocabulary tailored to specific writing levels. WordQ provides word prediction and speech output wherever you type without additional windows. Through the creation of user files, the tool can be tailored to your personal writing needs. WordQ software adapts to your writing style and improves its performance as you use it.

- web site <http://www.wordq.com>
- Approximate cost \$195.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

WYNN Wizard

Item approved for purchase. Date:

This program is designed to help students read and write more effectively. It provides optical character recognition (OCR), the ability to scan a printed page and convert it into electronic text. Speech synthesis enables the scanned text to be read aloud.

- Check their web site at www.freedomscientific.com/WYNN/ for system requirements.
- Approximate cost \$699.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Zoom Text Xtra v.8

Item approved for purchase. Date:

ZoomText Magnifier/ScreenReader has the best of both worlds! All the features of ZoomText Magnifier, plus screen reading that's powerful and easy to use. Designed for the low-vision user, ZoomText Magnifier/ScreenReader speaks all on-screen text, echoes typing and automatically reads multi-page documents. It also includes two free speech synthesizers that work with any Windows sound card. Advanced Support for Microsoft Office.

With advanced support for Microsoft Office (2000 and later), you can now read and navigate Word, Excel and Outlook documents with 100% accuracy. ZoomText easily reads through columns, tables, and other document objects, in the correct reading order.

- web site <http://www.aisquared.com>
- Approximate cost \$625.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Personal Digital Assistants (PDA's)

<input type="checkbox"/> Item approved for purchase. Date:
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Display-based Personal Digital Assistants (or PDAs) are handheld computers like the Palm or iPAQ. They were originally used mainly for organizational purposes, acting as electronic day planners, but new technology has led to their increased usage in many different tasks, formerly only possible with a home computer. They are much more portable, economical and cheaper than a notebook or laptop.

The following information is taken from www.techdis.ac.uk/PDA/intro.2htm (May 29, 2003)

PDA's usually have touch sensitive screens which allow the PDA to be operated by stylus (a pencil-like implement with a blunt end used to navigate the screen and input data) or touch control.

Good quality is important, with a high resolution (the more dots that make up a picture, the better the picture), colour depth (the more colours that can be displayed can make things appear clearer, sharper, etc.) plus clear screen lighting.

- Batteries are used to power a PDA and in most cases there is a single fixed rechargeable battery.
- Most PDA's have two types of Memory: (a) Random Access Memory (RAM) – where programs and files are stored, and (b) Read-Only Memory (ROM) – fixed memory of the device that is used to initialize the device and deal with the hardware and software.
- The microprocessor is the part of the PDA that is used to 'drive' the device and is used to control all aspects of the PDA's use.
- Expansion slots are the drives or slots that allow additional memory or peripherals to be added.
- PDA's usually have a connection port that allow the device to be 'synced' with a desktop computer via a data cable.
- Docking stations and synchronization cradles allow for data to be transferred between a PC and PDA.
- Most PDA's have a means of alert, such as a speaker for producing alarm sounds, a Light Emitting Diode (LED) for visual stimuli and/or a vibrating feature.

The organizational capabilities of a PDA alone may be helpful for users with learning or cognitive disabilities, but there is also a whole host of programs that make the PDA a useful device for users with other disabilities.

Mainstream PDAs are generally inaccessible for people with visual disabilities, but they may be used by people with other disabilities; there is an ever-growing range of software and add-on hardware that can help make the devices more universally accessible.

- Palm Pilot <http://www.palm.com>
- Hewlett Packard <http://www.hp.com>
- Sony <http://www.sonystyle.com>
- Approximate cost can range from \$150.00 to \$750.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Plextalk Portable Recorder PTR1

The Plextalk PTR1, with extensive Daisy playback features and stand-alone recording capability delivers exceptionally high performance in a battery powered, portable, and stylish design. It is an excellent recorder for taping lectures. A built-in microphone and optional external microphone provide recording versatility to handle a variety of situations. You can record up to 90 hours on a single recordable CD, and during the recording you can create heading and page navigation points for quick and easy navigation later. It also works as a standard external CD-RW drive when attached to a PC with a USB interface. You can transfer your recordings into a PC, and then using Plextalk Recording Software edit or reorganize the recording for easier use later.

Other features include bookmarks, advanced direct page or heading navigation, adjustable playback speed, up to 1000 user-settable bookmarks, ability to record from multiple sources, small and light weight.

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Daisy Victor Reader Vibe

Victor Reader Vibe is a portable CD player designed for those who have visual impairments and those who have print disabilities. Users navigate quickly and efficiently through reference works and complex textbooks. The Victor Reader Vibe lets you skip straight to a specific page, insert bookmarks to return to a specific section or mark important passages. It's compact size and rechargeable batteries allow you to take it anywhere.

This machine can play regular audio and MP3 CDs. The player includes earphones, a power adapter, a carrying case and rechargeable batteries. Batteries can be recharged directly in the unit. Controls are grouped in easily recognizable zones.

VisuAide Toronto
4141 Yonge Street
Toronto, Ontario

416-221-6341

Free software Download

<http://www.audiopublisher.com/demos/index.htm> Click on IpPlayer, complete form, and download.

<http://www.tpb.se/pdfiler/playback2000/pb2keng.exe> Playback 2000 and direct download.

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

AlphaSmart 3000

Item approved for purchase. Date:

The AlphaSmart 3000 allows you to enter and edit text, then send it to any computer for formatting or directly to a printer. Its portability allows you to use it anywhere and anytime - in the classroom, at home, or on field trips. It can run over 700 hours on 3 AA alkaline batteries. Weighing less than 2 pounds, it is virtually indestructible.

- Check their web site at: <http://www.alphasmart.com>
- Approximate cost \$550.00 + taxes, adapter, cables, case, re-chargeable batteries

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Dana Alpha Smart

Item approved for purchase. Date:

Dana by AlphaSmart combines the affordability of a handheld with the ergonomic benefits of a notebook computer. The Dana AlphaSmart is a wireless model.

Dana features Palm™ OS, the world-standard handheld operating system, giving you access to more than 10,000 Palm applications. It includes a full-size keyboard and a screen that's 3.5 times wider than the typical handheld screen. You can type or enter data using the keyboard or by writing with the Dana stylus directly onto the screen. Virtually all Palm™ applications are compatible with Dana, and many are ready to take advantage of the wide screen.

With Dana, you can: print directly to many USB or IrDA-enabled printers; add MultiMediaCard or SD (Secure Digital) cards; and easily exchange files with many popular PC applications like Microsoft Word and Excel.

- Check their web site at: <http://www.alphasmart.com>
- Approximate cost \$649.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Digital Tape Recorders

Item approved for purchase. Date:

Features can include:

Hand-held

Two to five hours of recording time

Battery powered

Slow and fast play back without distortion of voices

Built-in microphone

USB cable to download voice files to your computer

Web Sites:

Sony: <http://www.sony.com>

Panasonic: <http://www.panasonic.com>

Approximate cost: \$100.00 to \$300.00

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

General System Hardware Specifications

Item approved for purchase. Date:

It is important to ensure that the hardware specifications of your software are considered here. Check the websites for the software manufacturers to ensure that you meet their current requirements.

- Desktop/Laptop
- Windows Operating System (98, 2000, XP)
- Monitor (17", 19", 21")
- Processor (Pentium, Pentium 2, Pentium 3, Pentium 4) [Voice recognition programs are very dependant on processor speed]
- Speed (500 MHz, 733 MHz, 1 GHz) [Quantifies the number of operations that a computer performs per second]
- Memory (8 MB, 16 MB, 32 MB, 64 MB, 128 MB, 512 MB) [The more your computer has to deal with at once, the more memory it will need. Running more than one program at a time will require a lot of memory]
- Microphone/Headset
- Speakers
- Printer
- Scanner

Web Sites:

Compaq: <http://www.compaq.com>

Dell: <http://www.dell.com>

IBM: <http://www.pc.ibm.com/ca/index.shtml>

Hewlett Packard: <http://www.hp.com>

Estimate #1

Cost	Remember to include taxes and delivery charges
Supplier	
Model	
Operating System	
Monitor	
Processor	
Speed	
Memory	
Speakers	
Microphone	
Printer	
Scanner	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Supplier	
Model	
Operating System	
Monitor	
Processor	
Speed	
Memory	
Speakers	
Microphone	
Printer	
Scanner	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Other Authorized Software Purchase

Item approved for purchase. Date:

Name of Item: _____

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Other Authorized Software Purchase

Item approved for purchase. Date:

Name of Item: _____

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments/System Requirements	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Other Authorized Hardware Purchase

Item approved for purchase. Date:

Name of Item: _____

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Other Authorized Hardware Purchase

Item approved for purchase. Date:

Name of Item: _____

Estimate #1

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
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Comments	

Estimate #2

Cost	Remember to include taxes and delivery charges
Brand/Model	
Supplier	
Date	
Quote No.	
Warranty	
Comments	

Purchase Decision

Supplier Selected	Name:
Final Cost (incl. taxes)	\$
Receipt Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Marked PAID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Date on Receipt	Date:

Suppliers

- ❖ **BETACOM**, 450 Matheson Blvd. E., Unit 67, Mississauga, Ontario L4Z 1R5; 905-568-9977; Toll Free 800-353-1107; Fax 905-568-9925
- ❖ **MICROCOMPUTER Science Centre Inc.**, 5288 General Road, Unit 5, Mississauga, Ontario L4W 1Z8; 905-629-1654; Toll Free 800-290-6563; Fax 905-629-2321; Web <http://www.microscience.on.ca>
- ❖ **Frontier Computing**, 221 Yonge Street, Toronto, Ontario. Web www.frontiercomputing.on.ca
- ❖ **Visuaide**, 416-221-6341
- ❖ **Vocal Links**, www.vocalinks.ca
- ❖ **VoicePC Inc.**, 390 Queen's Quay West, Suite 616, Toronto, Ontario. M5V 3A6; 416-831-0135; Fax 416-831-0138. Web www.voicepc.ca
- ❖ **Staples Business Depot**
- ❖ **Grand & Toy**
- ❖ **Future Shop**
- ❖ **Office Depot**

Product	Betacom	Frontier	Microcomputer	Voice PC	Vocalinks
Alpha Smart			Yes		
Dana Alpha Smart			Yes		
Draft: Builder	Yes		Yes		
Dragon		Yes	Yes	Yes	Yes
Inspiration	See Web Site for order information				
Kurzweil	Yes	Yes	Yes	Yes	Yes
Omni Page				Yes	
ReadPlease					
textHelp		Yes	Yes	Yes	
WordBar		Yes	Yes		
WordQ		Yes	Yes		
WYNN		Yes	Yes	Yes	
ZoomText		Yes	Yes	Yes	
Check individual product sections for manufacturer web sites					