



## FREE ASSISTANCE PROGRAM FOR AGE AND VT LEARNERS WHO ARE UNABLE TO ATTEND COURSES IN PERSON

SOFAD has made free learning guides available for those AGE or VT learners who are unable to attend courses in person due to physical or mental health issues, child or elder care responsibilities, physical disabilities limiting mobility, or significant geographical remoteness. These reasons can be related or not to COVID-19. Orders must be placed by the AGE or VT centres on their learners' behalf.

The terms and conditions are as follows:

1. The program applies only to learners enrolled at an AGE or VT centre in Quebec. It cannot be used to stock up resources.
2. **A maximum of two (2) learning resources are allocated per eligible AGE or VT learner.** These materials can be in print or digital format.
3. The ordered materials **must be associated with an AGE or VT (Secretarial Studies) course code.** [Click here to view the list of eligible materials](#) (English resources are listed on pages 18 to 30).
4. **Orders must be placed by the centres** on behalf of the learners in question. **Centres must place one order per learner** at a time, thereby attesting to his or her inability to attend courses in person.
5. Orders must be placed on the transactional SOFAD website at <https://sofad.qc.ca> by the centres where the learners in question are enrolled.
6. **The shipping address for print or digital materials orders must be the address of the designated learner.**
7. **As regards digital materials,** access keys will be emailed to the client, who will in turn forward them to the learner or the person responsible for key allocation. The learner must have created a Portail SOFAD account (<https://portailsofad.com>) beforehand in order to enter his/her access key(s) and access the material(s).
8. When placing the order, centres must enter the promo code **PGMEQ2020** in the **VOUCHER** section in order to benefit from the program. If the above rules are not applied, **SOFAD will invoice for the cost of extra materials.**
9. The program will end on Wednesday, December 23, 2020 at 11:59 PM, or as soon as the Ministry's \$60,000 funding has been depleted.

For questions concerning the program, email our Customer Service department at [info@sofad.qc.ca](mailto:info@sofad.qc.ca) or call 514-529-2800.

This assistance program has been made possible by a financial contribution from the Ministry of Education (MEQ). It is part of the measures put forward by SOFAD since the start of the COVID-19 crisis to support the school network in an effort to sustain learners in their academic pursuits.

The SOFAD TEAM

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