Habitat Learn



BSWD Funding Guide

for Students

Your step-by-step guide to getting the note-taking support your accessibility office recommends.

habitatlearn.com · 1-888-763-2966 · notes@habitatlearn.com

WELCOME

Getting the note-taking support you've been recommended

If a disability creates barriers to taking notes in class, your accessibility office can recommend note-taking support, and BSWD and CSG-DSE funding may cover it. This guide walks you through your part of the process.

Who does what

Your health care provider
Documents your disability and how it affects your learning.

Your accessibility advisor
Reviews your documentation, meets with you, and decides your support.

Habitat Learn
Provides your quote, then your support once you're approved.

GETTING FUNDED

Your steps at a glance	3
Your recommendation	4
What it might include	5
Get your quote	6
Apply through student aid	7
After you're approved	8
Questions students ask	16
Help and resources	17

GETTING STARTED

Sign in	9
Record or upload	10
Your transcript	11
Personal notes	12
Study Assistant	13
Human summary notes	14
Live support	15

GETTING FUNDED

Your steps at a glance

Funding is paid to you, so once you're approved you buy your support from us and show student aid the receipt.

1. **Register with your accessibility office** — YOU
   Share your documentation from your health care provider.
2. **Get your recommendation** — YOUR ADVISOR
   Your advisor meets with you and decides your support.
3. **Get your quote** — YOU OR YOUR ADVISOR
   Using our quote tool. Page 6.
4. **Apply through student aid** — YOU
   Attach your quote to your application. Page 7.
5. **Email us that you're approved** — YOU
   notes@habitatlearn.com
6. **Get your invoice** — HABITAT LEARN
   We send you an invoice for your support.
7. **Pay and get set up** — YOU
   We sign you up and send you a receipt.
8. **Send your receipt to student aid** — YOU
   Don't skip this step. Page 8.

STEPS 1 AND 2

Your documentation and recommendation



1 **Register with your accessibility office**
They'll tell you what documentation they need. This usually comes from your doctor or another regulated health care professional, and describes your disability and how it affects your learning.

2 **Meet with your accessibility advisor**
Your advisor reviews your documentation and meets with you to talk about your learning needs. They decide which accommodations and supports are right for you, including any note-taking support.

Your advisor's recommendation is what your funding application is based on. If you have questions about what you've been recommended, ask your advisor.

Tip

Wait for approval before you buy. Reimbursement for anything you pay for before your funding is approved isn't guaranteed.

STEP 2

What your recommendation might include

Your advisor decides which support you receive. Here's what each type of support from Habitat Learn looks like, so you know what to expect.

Note-taking software

Messenger Pigeon Standard plan: record your lectures, get a transcript, and make notes at your own pace.

$239.88 / year

Software + human summary notes

Messenger Pigeon Pro Plan: one of our professional note-takers listens to your lecture audio and writes summary notes for you.

$599.99 / year

Live note-taker

A professional note-taker joins your classes, remotely or in person. More detailed notes for Interpreter Fund students.

$25 or $35 / hour

Live captioner

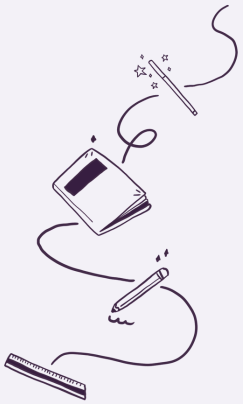
A professional captioner attends your classes in person and provides live captions. Funded through the Interpreter Fund.

$70 / hour

Prices are special BSWD rates. Your quote shows the exact amount for your application.

STEP 3

Get your quote



You, or your accessibility advisor, fill in our quote tool with the support in your recommendation. Your quote is created automatically and emailed to you. It's the written estimate your application asks for.

1. **Select the support you were recommended**
   Match it to what's in your recommendation.

2. **Add the details**
   For live support, add your classes, hours and weeks in the semester. Software needs no extra details.

3. **Enter your details**
   Name, email, college or university, and student ID number.

4. **Select Email me my quote**
   Check your inbox, and your spam folder if it hasn't arrived.

Find the quote tool

habitatlearn.com/funding/bswd-csg-dse-grant

Tip

Not sure which option matches your recommendation? Ask your accessibility advisor before you get your quote.

STEP 4

Apply through student aid

Attach your quote to your BSWD / CSG-DSE application through your provincial student aid program. Your accessibility office will tell you exactly how it's submitted at your school.

Apply early

Apply as soon as you know your courses. Deadlines and processing times vary by province.

Reapply every year

Funding is approved one academic year at a time. You'll need a new recommendation and quote each year.

Changed courses?

Let your advisor know. Your funding may need to be reviewed.



Studying in Quebec, the Northwest Territories or Nunavut?

CSG-DSE isn't available there, as these regions run their own student aid programs. Ask your accessibility office what's available to you.

STEPS 5 TO 8

After you're approved

The funding is paid to you, so you buy your support from us and show student aid the receipt.

5 **Email us that you're approved**
Let us know at notes@habitatlearn.com.

6 **Get your invoice**
We send you an invoice for your support.

7 **Pay and get set up**
Once you've paid, we sign you up and send you a receipt.

8 DON'T SKIP THIS

Send your receipt to student aid

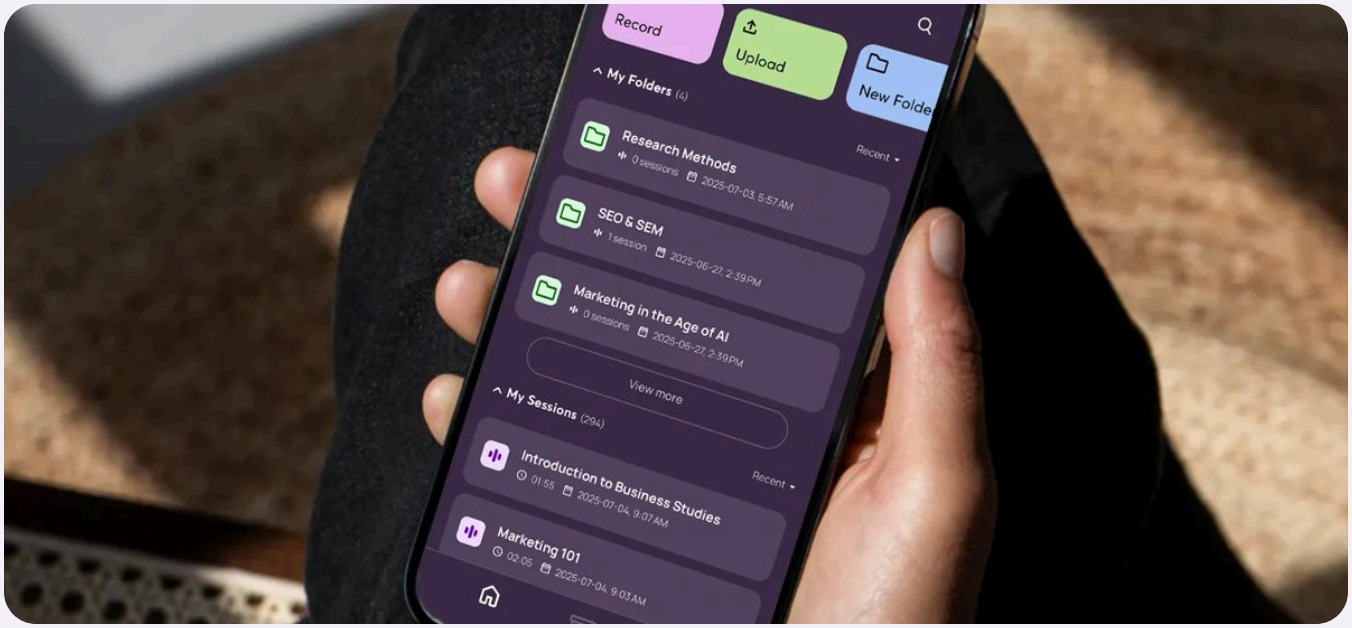
Submit it as proof of purchase. BSWD and CSG-DSE funding is paid to you directly. If you don't show it was spent on the support you were approved for, it may be turned into a loan you have to pay back.

Please sign up through us, not in the App Store, so your receipt matches your quote.

GETTING STARTED

Sign in to Messenger Pigeon

If your support includes Messenger Pigeon, we set up your account once you've paid. Sign in with the email address you gave us, on whichever device suits you.



Web
Any browser

Desktop
Mac and Windows

Mobile
iPhone and Android

Sign in: messengerpigeon.habitatlearn.com
Download the apps: habitatlearn.com/messenger-pigeon-download

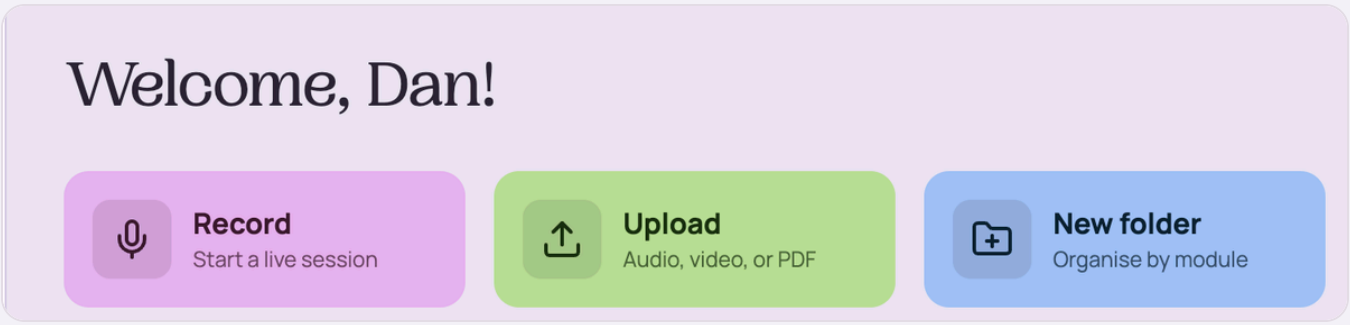
Tip

One account, every device. Your recordings, transcripts and notes stay in sync between your phone and computer.

GETTING STARTED

Record or upload your lectures

Everything starts from your home screen. Messenger Pigeon lets you focus on the lecture instead of keeping up with writing, then review it at your own pace.



Record
Start a live session to record your lecture.

Upload
Add audio, video or a PDF you already have.

New folder
Keep each course organised in its own folder.



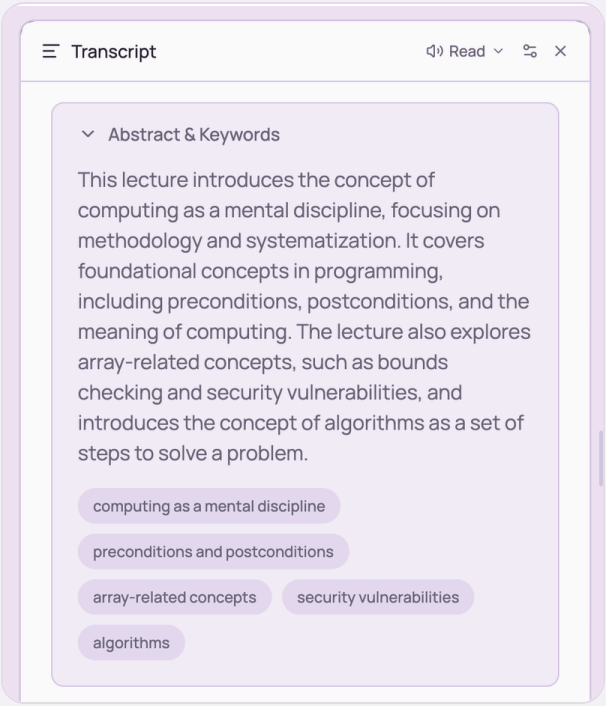
Tip

Check before you record. Many schools ask students to sign a recording agreement and let instructors know first. Your accessibility office will tell you what's needed.

GETTING STARTED

Your transcript

Every recording gets an AI transcription of the lecture audio, so you can read along, catch what you missed, and review at your own pace.



Abstract & Keywords

Open it at the top of the transcript for a quick overview of the lecture and its key terms.

Read aloud

Select Read to hear the transcript, in the original lecture audio or a reading voice.

Bookmarks

Mark important moments so you can jump straight back to them.

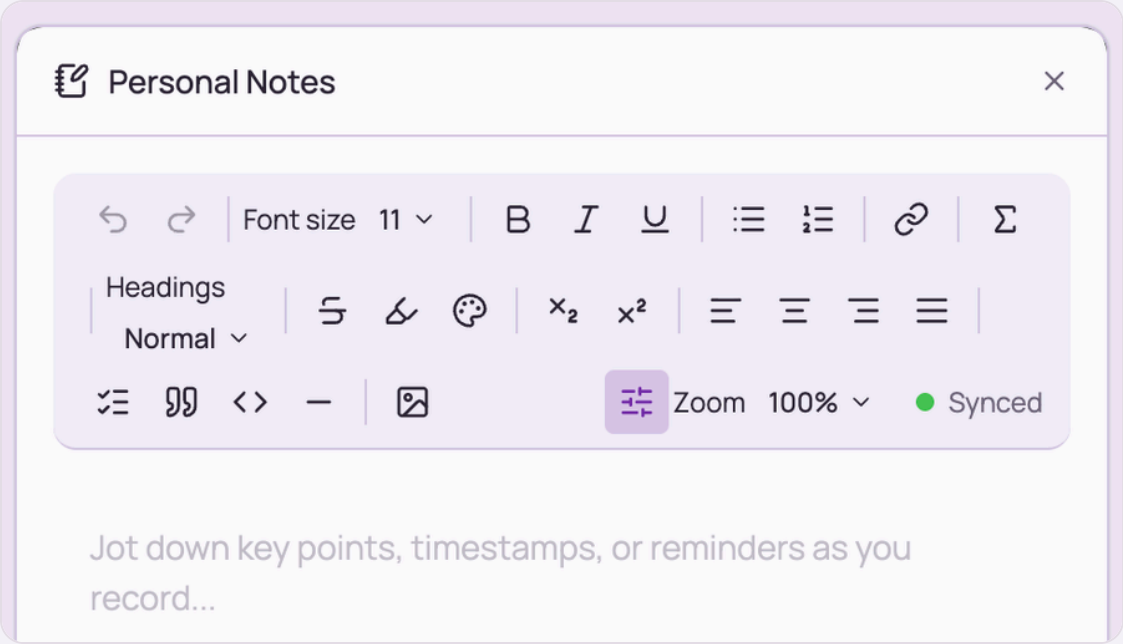
Tip

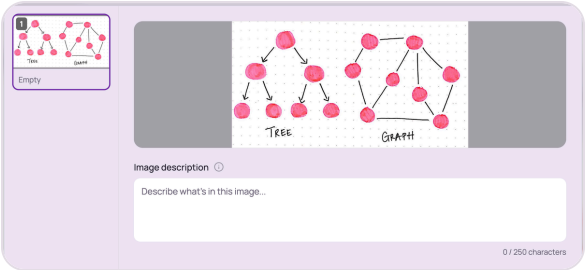
Missed something in class? Go back to that part of the transcript and replay the explanation as often as you need.

GETTING STARTED

Personal notes

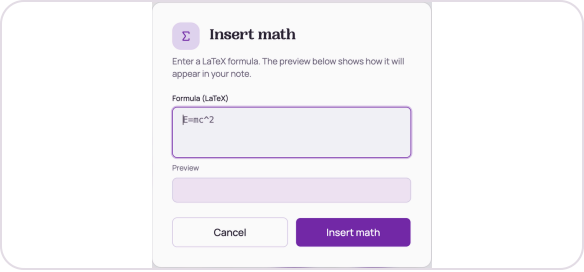
Write your own notes beside the transcript, in your own words. The toolbar has headings, lists, checklists, highlighting, links, code blocks and more.





Describe your images

Add an image, then a description so screen readers can read it.



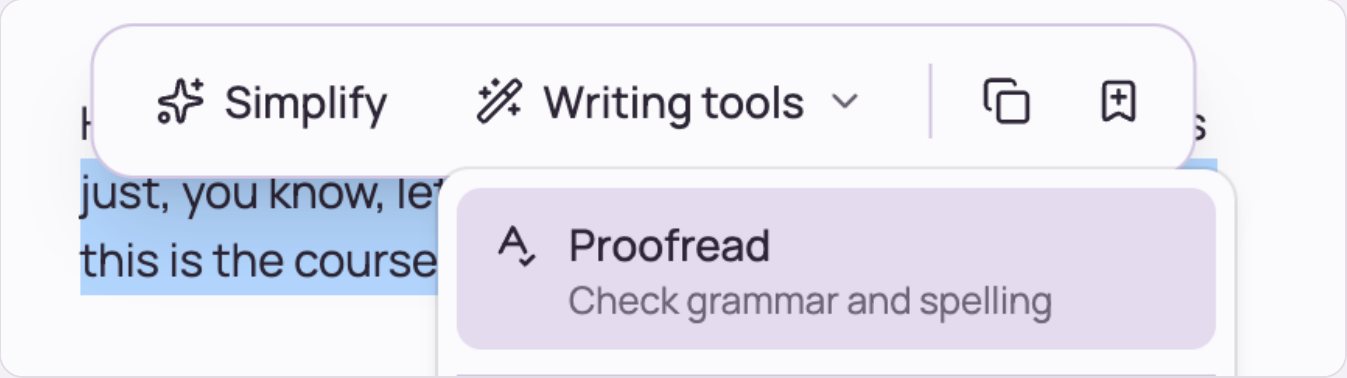
Insert math

Select Σ to type a formula in LaTeX and preview it.

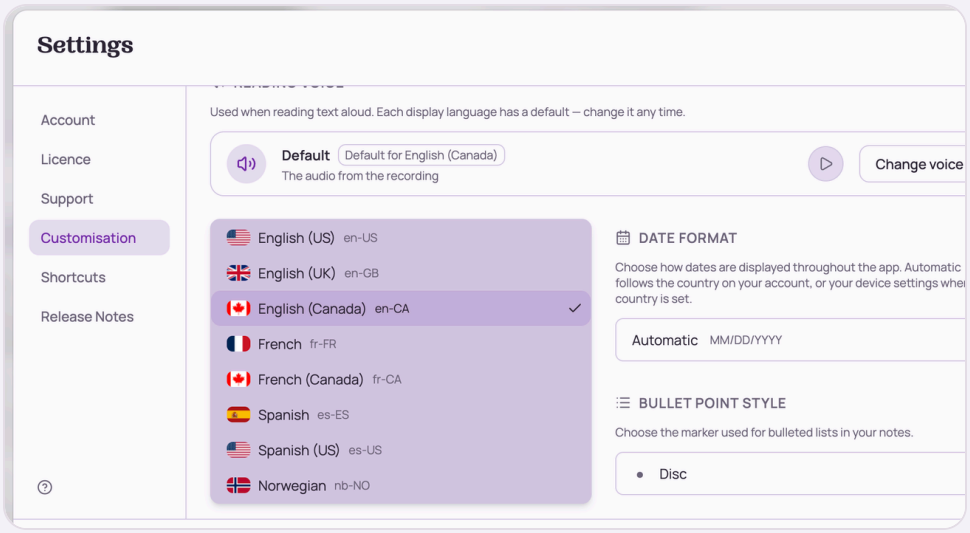
GETTING STARTED

Study Assistant

Select text in a transcript or your notes. Use Simplify to put it into plain language, or Writing tools to proofread your notes. You can also copy it or bookmark that moment.



Make it yours

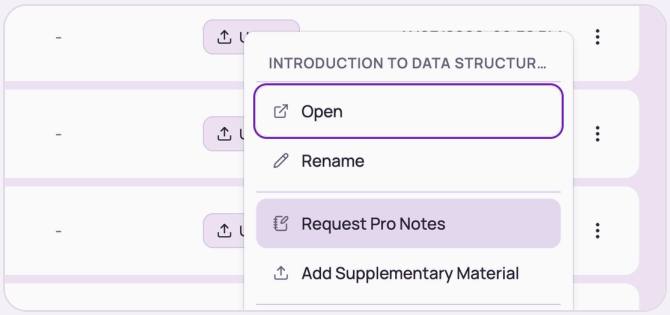


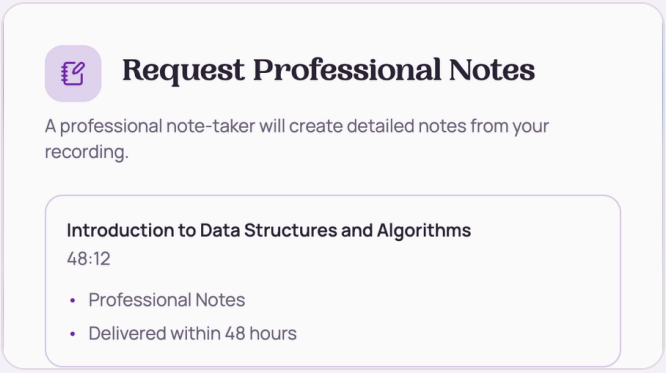
- App and transcripts in Canadian French
- Light, dark or system theme
- Canadian French reading voices
- Bilingual support, in English or French

GETTING STARTED

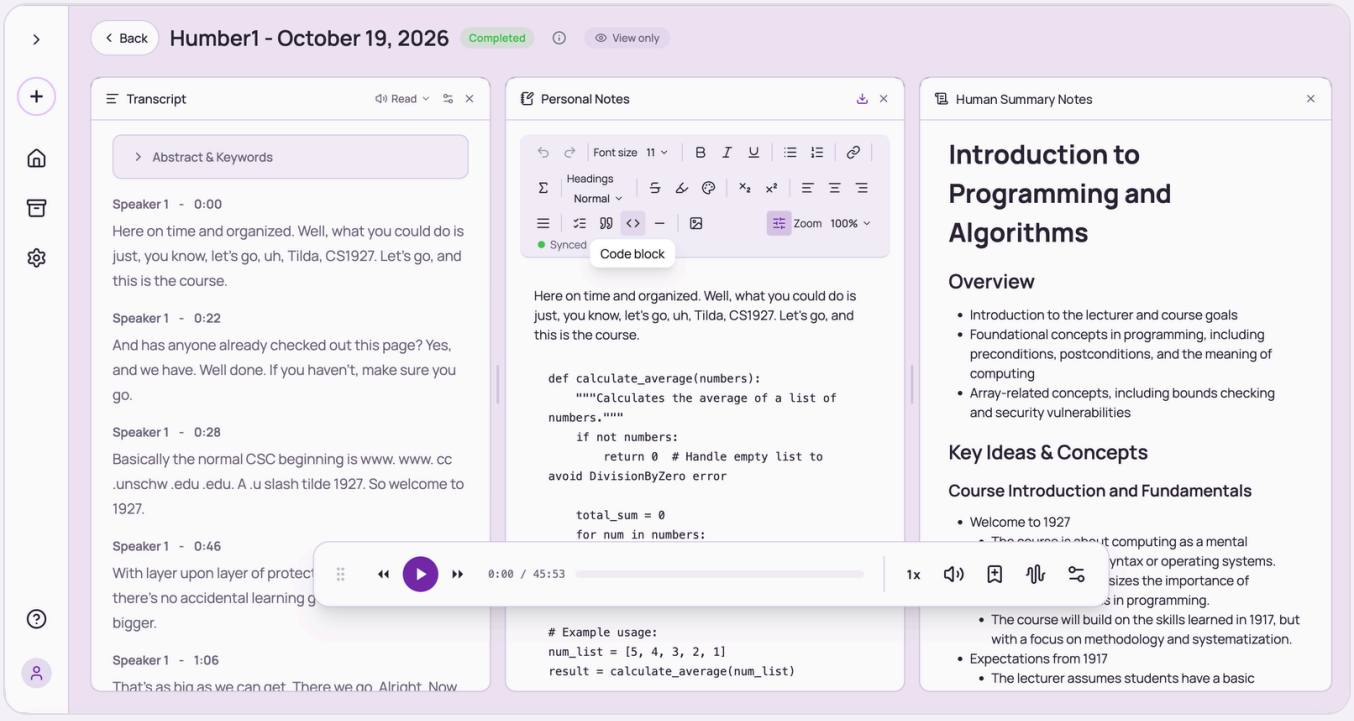
If you have human summary notes

Record or upload your lecture as usual. Then open the session's menu on your home screen and select **Request Pro Notes**. A professional note-taker creates summary notes from your recording.





Your summary notes appear in the session beside your transcript and personal notes.



GETTING STARTED

If you have a live note-taker or captioner

Share your class schedule with us. We'll match you with a professional note-taker or captioner who joins your classes.

LIVE NOTE-TAKER

Joins your classes remotely or in person and takes notes for you.

LIVE CAPTIONER

Attends your classes in person and provides live captions as your instructor speaks.



Tip

Schedule changed? Let us know as soon as you can at notes@habitatlearn.com or 1-888-763-2966, and tell your accessibility advisor if your courses change.

QUESTIONS

Questions students ask

Who decides which support I get?

Your accessibility advisor, based on your documentation and a meeting with you.

Can I buy my support before I'm approved?

We recommend waiting. Reimbursement for anything you pay for before approval isn't guaranteed.

Do I need to reapply every year?

Yes. You'll need a new recommendation and quote each academic year.

Can part-time students apply?

Yes, in many cases. Check with your financial aid office.

Do I need permission to record my lectures?

Often, yes. Many schools ask you to sign a recording agreement and tell your instructors first.

Can I sign up in the App Store?

No. Please sign up through us using this process, so your receipt matches your quote.

What if I'm not approved, or approved for less than my quote?

Talk to your accessibility advisor about your options.

HELP

Help and resources

You're not on your own. Here's where to go when you have a question.

Your accessibility office

Your documentation, your recommendation, recording permission, deadlines, and anything about your funding decision.

Application support call

Questions about the quote tool, your invoice or getting set up? Book a free call with our team.

calendly.com/annice-slater/bswd-application-support

Habitat Learn support, in English or French

Call 1-888-763-2966 or email notes@habitatlearn.com, Monday to Friday, 9 AM to 5 PM ET.

Help Centre

Step-by-step guides for Messenger Pigeon at intercom.help/habitat-learn.

Habitat Learn

Learning without limits.

habitatlearn.com
1-888-763-2966
notes@habitatlearn.com

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