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## Supporting Documentation

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1. Doctor's diagnosis of alopecia areata, ie letter confirming diagnosis from physician or prescription for a hairpiece within the last twelve months due to alopecia areata.
2. The Applicant or the Applicant's parents, or legal guardian(s) (in the case of a minor), to provide documentation to support financial need including the Notice of Assessment issued to you by the CRA, or a copy of a submitted and filed Income Tax and Benefit Return, for the most recent taxation year. Alternately, proof of income, ie government assistance program or disability income may also be submitted for review.
3. If the Applicant has a spouse or common law partner, the Applicant is to provide information on the spouse and/or common law partner's income. All personal information provided will be managed in accordance with provincial privacy legislation and the *Personal Information Protection and Electronic Documents Act*.
4. Letter from the Applicant about the benefit of receiving financial assistance for a hairpiece.



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## Terms and Conditions

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1. Application and supporting documentation are to be mailed to 227 Burton Grove, King City, Ontario, L7B 1C7 to the attention of Heads Up Fund/CANAAF or emailed to [info@canaaf.org](mailto:info@canaaf.org) with the "Subject Line" line of **Heads Up Fund Application**.
2. The Applicant must be 13 years of age or older.
3. CANAAF will confirm in writing to the Applicant that it has received the application and will review the application and supporting documentation within 45 days of receipt of the completed application. CANAAF will advise you of its decision in writing within 60 days of receipt of the completed application.
4. CANAAF will consider the Applicant's financial circumstances and need in determining whether to approve the Applicant for financial assistance.
5. An Applicant may reapply for financial assistance after two (2) years of receiving funding through the Heads Up Program. Any application received within the 2 years will be denied.
6. In the event the Applicant purchases a hairpiece before approval, only purchases made within 60 days of receipt of the Application will be considered.
7. CANAAF will consider first time applications before considering any applicants who already received funds under the Heads Up Program.
8. If approved, CANAAF will contribute up to a maximum of \$750.00 (CAD) towards the cost of a hairpiece that has been purchased after the approval of the Heads Up Application. The Applicant must provide a copy of the receipt for the hairpiece purchased, along with proof of payment in full, in order to receive the financial contribution. In the event the Applicant cannot afford the upfront cost of the hairpiece, the Applicant must advise CANAAF of the supplier or retailer where the hairpiece will be purchased and CANAAF will pay the approved financial contribution directly to the supplier/retailer.
9. The submission of a completed application in no way binds or requires CANAAF to financially assist the Applicant in purchasing a hairpiece. Only applications as approved by CANAAF will receive financial assistance.



10. The application and supporting documentation will be kept confidential and shared only with the representatives of CANAAF who review and approve the applications.
11. CANAAF does not in any way warranty or guarantee the quality of the hairpiece purchased and it is the Applicant's responsibility to investigate the quality of the hairpiece being purchased.

Revised February 2017