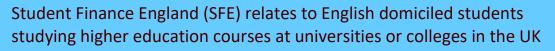
DISABLED STUDENTS ALLOWANCE



Disabled Students' Allowance (DSA) support is available to cover any extra study-related costs you may have because of a mental health condition, long-term illness or any other disability.

This can be on its own or in addition to any student finance you get.

The type of support and how much you get depends on your individual needs - not your household income.

Disabled Students' Allowance does not need to be repaid.

What DSA can pay for:

You can get help with the costs of:

- specialist equipment, for example a computer if you need one because of your disability.
- non-medical helpers, for example a British Sign Language (BSL) interpreter or specialist note taker.
- extra travel to attend your course or placement because of your disability. •
- other disability-related study support, for example having to print additional copies of documents for • proof-reading.

DSA does not cover disability-related costs you'd have if you were not attending a course, or costs that any student might have.

1. APPLY 4. NEEDS ASSESSMENT DSA APPLICATION PROCESS Apply online at the same time / after The assessment is not a test of any you apply for core support. You will sort, but an opportunity to discuss the most appropriate support need to apply via the paper form if: PAYMENT options for you. The assessment can You are not applying for core APPLY take up to two hours and you can support choose to have the needs You are a Part Time student assessment in-person or online, via You are a Postgraduate student a video call 2. DISABILITY EVIDENCE VISABILITY EVIDENCE 5. DSA2 LETTER Supply your Disability Evidence in one This letter confirms your package of DSA2 of these three formats support and instructions for ordering Diagnostic Report (learning specialist equipment / arranging difficulties) other support Letter from a GP or other Medical Professional SFE Disability Evidence Form 6. PAYMENT Suppliers invoice DSA Team directly ASSESSMENT NEEDS 3. DSA1 LETTER DSA1 for the support they have provided. SLC will send you a DSA1 letter, Some students are also agreed a confirming your eligibility for DSA and General Allowance and are able to confirming your supplier who will help book your needs assessment back these costs

Your 'needs assessment':

Once your eligibility for DSA is confirmed (via the DSA1 letter), Student Finance England will confirm your supplier (either Study Tech or Capita). Your supplier will help book your needs assessment.

The assessment is paid for through any DSA entitlement you may have.

After the assessment, you'll get a report listing equipment and other support you can get for your course.

Do not buy any equipment until you've been assessed - you will not be reimbursed for it.

Further information on the needs assessment can be found on gov.uk: www.gov.uk/guidance/what-to-expect-fromyour-disabled-students-allowance-dsa-needs-assessment

send receipts (student claims) to claim



How DSA is paid:

Generally, DSA will be paid directly to the organisation providing the service / equipment.

You'll find out how your support will be paid to you after your needs assessment.

How to apply:

How you apply for Disabled Students' Allowance (DSA) depends on whether you're studying full-time or part-time.

Full-time undergraduate students

If you've already applied for student finance, sign-in to your student finance account to start your DSA application.

The application for DSA should be on your 'to-do list' if you chose DSA in your application for other support. If it is not, select 'change your circumstances' to apply.

If you have not applied for student finance, you can apply for DSA when you apply for student finance online: <u>https://www.gov.uk/apply-for-student-finance</u>

If you do not have an online account because you applied for student finance by post, fill in a student finance form (DSA slim form).

If you do not need student finance, you can fill in a DSA1 form to apply just for DSA.

You cannot apply for student finance online once you've applied for DSA.

Part-time and postgraduate students

Fill in a student finance form (DSA1 form) to apply for DSA.

If you're already getting DSA

Fill in a student finance form (DSA costs claim form) to claim back your expenses.

Forms:

Forms are available here: <u>https://www.gov.uk/student-finance-forms</u>

How long it takes:

It can take up to 14 weeks to get your DSA support in place as this is done separately.

Further Information:

For further information, including how much DSA is available for the academic year, please see: <u>https://www.gov.uk/disabled-students-allowance-dsa</u>

Getting in touch with Student Finance England:

Student Finance England Student helpline: 0300 100 0607 Student Finance England Practitioner helpline: 0300 100 0618

How to make a complaint:

You can make a complaint by phone, email or post:

Student Finance England: 0300 100 0601

Further information on complaints can be found on gov.uk: <u>https://www.gov.uk/government/organisations/student-loans-company/about/complaints-procedure</u>