



## How to get Disabled Students' Allowances (DSAs) in 3 easy steps

Here is a summary of the steps involved in applying for and receiving DSAs.

### How to get Disabled Students' Allowances (DSAs) in 3 easy steps

#### Apply for DSAs

1 Complete all sections in this form, and return it with all the evidence we need. The sooner we receive your completed form with all evidence - the quicker we'll be able to tell you if you could get DSAs.

Make sure you sign and date the declaration.

#### Find out exactly what equipment and support you need

2 If you are eligible for DSAs you may need to attend a Study Needs Assessment to make sure you get the right specialist equipment and/or services to help you complete your course. If you need to attend a Study Needs Assessment we'll send you a letter to tell you how to do this.

If you do need to attend a Study Needs Assessment the Assessment Centre will send us a report that recommends equipment and other support you may need, how much it will cost and who can provide it. You will also receive a copy of this report. We will review their recommendations and make our final decision.

This process can take some time – make sure you book your Study Needs Assessment as soon as you get our letter so that you can get all the necessary equipment and support before your course starts.

#### Get your equipment and support

3 We'll send you a DSA entitlement letter to tell you what equipment and other support you will receive DSAs for. The letter will also provide instructions on how to arrange delivery of your equipment and/or arrange other support. Don't buy or arrange equipment or support before you receive your DSA entitlement letter because we won't be able to reimburse you for these costs.

## Where can I find more information about Disabled Students' Allowances?

Go to [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) for information and guidance.

## How can I contact you?

- Visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
- Contact us on **0300 100 0607** or by textphone on **0300 100 0622**.

## Alternative formats

You can order forms and guides in Braille, large print or audio. You can either:

- email your name, address and Customer Reference Number along with what form and format you require to [brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk) or
- telephone us on **0141 243 3686**

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

## Instructions

- Whenever you see **e** you must provide evidence to support your application.

## Section 1 Personal details

If the personal details pre-printed on this form are incorrect, please contact us on 0300 100 0607 or by textphone on 0300 100 0622.

Customer Reference Number

Forename(s)

Surname

Sex

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>											
<input type="text"/>											
<input type="checkbox"/>	Male	<input type="checkbox"/>	Female								
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 2 Other financial support

In academic year 2017/18 will you be eligible to apply for any of the following:

**a1** A Department of Health or NHS Bursary excluding the Social Work Bursary paid by the NHS Business Services Authority

Yes  No

**a2** A bursary from Student Awards Agency Scotland (SAAS)

Yes  No

**a3** A Healthcare Bursary from the Department of Health (Northern Ireland)

Yes  No

**!** If you answered 'Yes' to any of the above questions **do not continue** with this application. You should contact the provider of your bursary for advice on any extra support you may be entitled to.

**b** Are you in receipt of the mobility component of Disability Living Allowance or Personal Independence Payment?

Yes  No

if 'No' go to section 3

Do you use this to lease a motability car?

Yes  No

## Section 3 Your disability

- a Please give full details and provide **photocopied** evidence of your disability. You should include the name or diagnoses of your disability.

It is your responsibility to pay any costs to obtain the required evidence.

- e Physical, sensory, long term health conditions or mental health conditions**

You should provide a written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

- e Specific learning difficulty (for example, dyslexia)**

You should provide a post-16 diagnostic report, written in accordance with the 2005 Specific learning difficulty (SpLD) Working Group Guidelines, from either:

A registered psychologist or

A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.

- e Autistic Spectrum Disorders**

You should provide a written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities

or

Statement of Special Educational Needs (SEN) issued by a Local Authority

## Section 3 Your disability

- b** On what date was your disability, including a mental health condition, long term health condition or specific learning difficulty last assessed?

  /   /    

- c** Do you currently own a laptop or desktop computer?

Yes  No If 'No' go to Section 4

To the best of your knowledge is the computer in good working order?

Yes  No

If you answered 'Yes', complete the details below. You should give us details for the laptop or desktop computer you intend to use for your course.

Make and model  
(for example - Toshiba Satellite Pro C50-A-1MM)

Approximate age of laptop or desktop computer:

Processor  
(for example - Intel i3 4160 3.60Ghz)


## Section 4 Consent to share DSA

**!** Please tick the boxes below if you consent to the following DSA arrangements. If you do not give consent it may delay any payments you receive.

- I agree that Student Finance England and the disability service at my university or college may exchange information about my application for DSAs where this is necessary to make sure I get the help I need.
- I agree that Student Finance England and my DSAs Needs Assessor may exchange information about my application for DSAs where this is necessary to make sure I get the help I need.
- I agree that Student Finance England and my DSAs suppliers may exchange information about my application for DSAs where this is necessary to make sure I get the help I need.

## Section 5 Your bank or building society account details

Where possible we will pay suppliers of your equipment or support services directly. However, please complete the section below so that we can pay you if we need to. You do not need to provide these details if you have already given them to us.

**The account must be in your own name and be able to accept direct credits.**

Sort code

 -  - 

Account number

Building society roll number  
(if applicable)

### Declaration

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow, G2 7JD or by calling us.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.

Your full name (in BLOCK CAPITALS)

Your signature

 X

Today's date

 /  /



## Checklist

Before returning this form, please make sure you have done the following:

- Signed and dated the declaration.
- Enclosed all the evidence requested to support your application. **e**



**Please remember to pay the correct postage fee.**

**Once you have completed this form, and signed and dated the declaration, please return it to us at:**

**Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ**