
DISABLED STUDENT'S ALLOWANCES (DSA)

INFORMATION GUIDE



THINGS WE'LL DISCUSS

1 What is Disabled Students' Allowances (DSA)?

2 Who is eligible?

3 What support can DSA fund?

4 The DSA application process

5 Frequently Asked Questions



WHAT IS DSA?

DSA is funding provided by Higher Education Funding Bodies to pay for additional support to help you to manage the impact of your disability on your studies.

This may include the provision of assistive technology and relevant training, support from people and assistance with travel costs.

DSA is a grant; you do not need to pay any of it back at the end of your course.



WHO IS ELIGIBLE?

If you are eligible for funding (e.g. maintenance or tuition loan) from any of the following funding bodies you should be eligible for additional disability-related funding:

- *Student Finance England*
- *Student Finances Wales*
- *Student Finance Ireland*
- *Student Awards Agency for Scotland*
- *NHS Awards Agency for Scotland*
- *NHS BSA Student Bursaries*
- *A Research Council*

In most cases you do not have to be in receipt of a student loan in order to apply for DSA, you just need to be eligible for one.



WHAT SUPPORT CAN DSA FUND?

Specialist equipment
and software

**Including Assistive
Technology Training:**

- Laptop (£200 contribution)
- Dictaphone
- Text Help Read & Write
- Dragon
- Mindview
- Pro Study

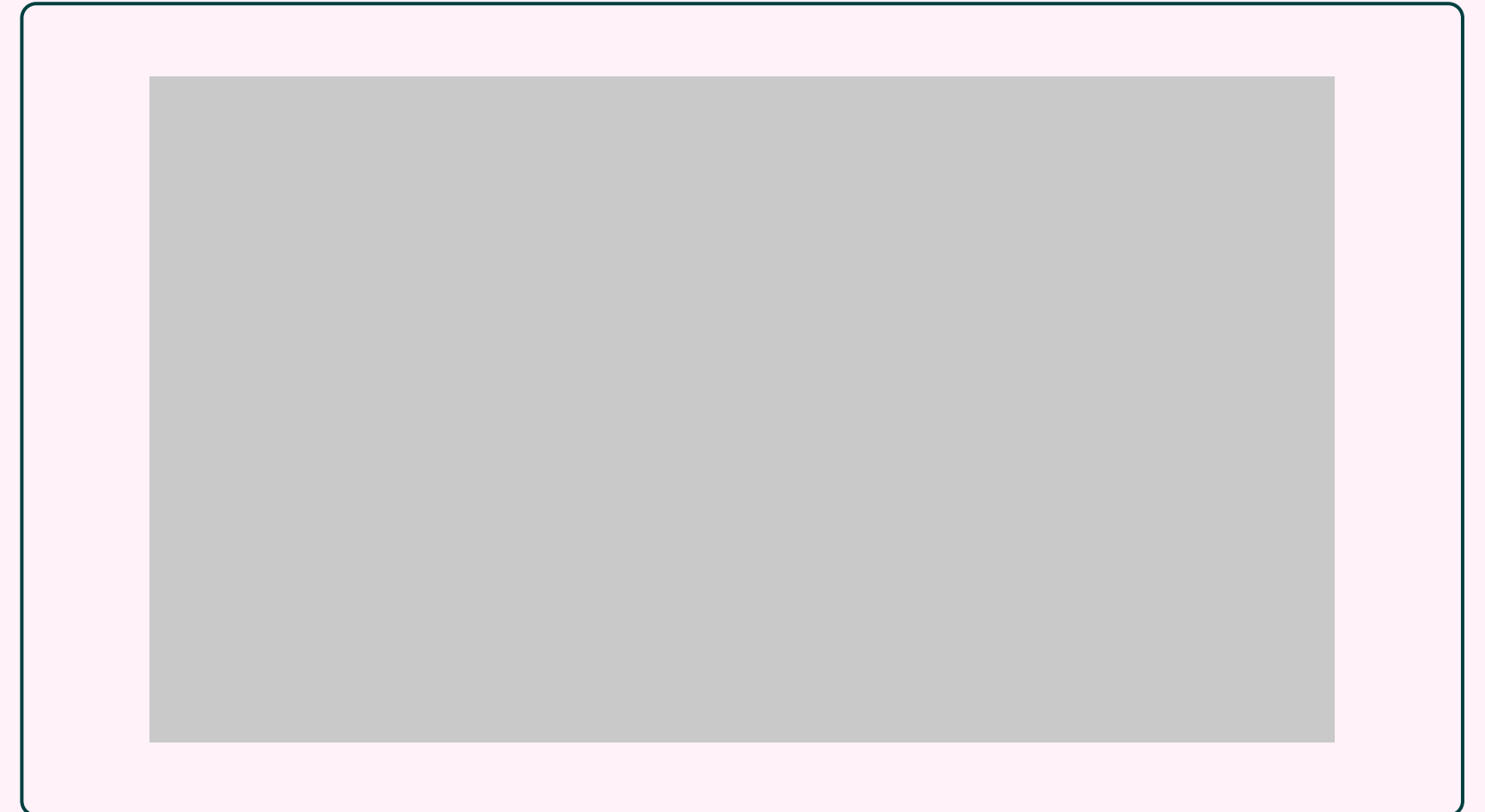
Non-Medical Helpers

- Study Skills Tutor
- Specialist Mentor

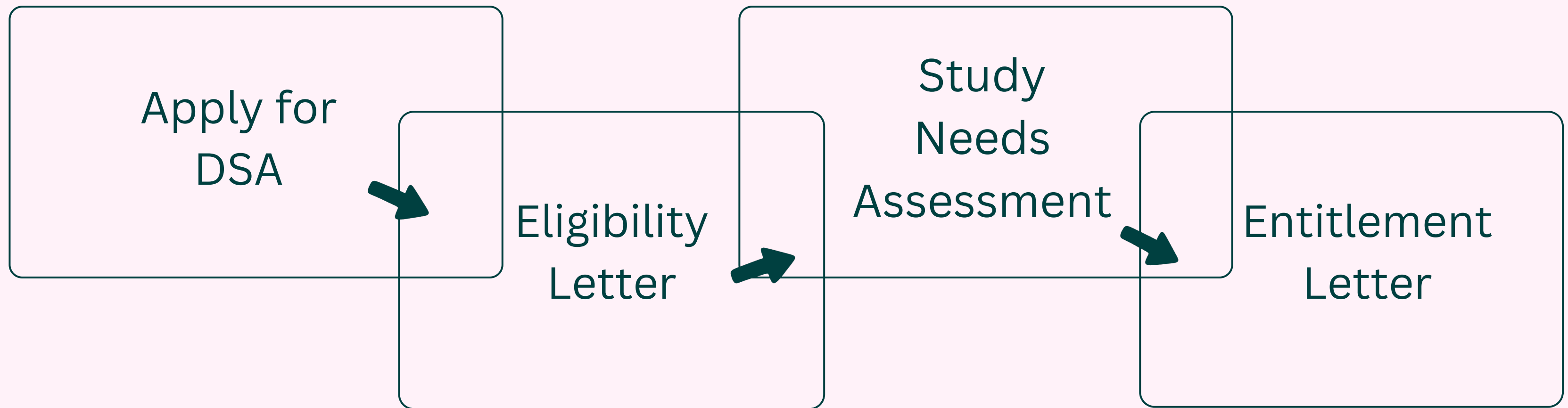
General Allowances

**Including travel
allowances:**

- Non core study skills books
- Printing allowances
- Taxis

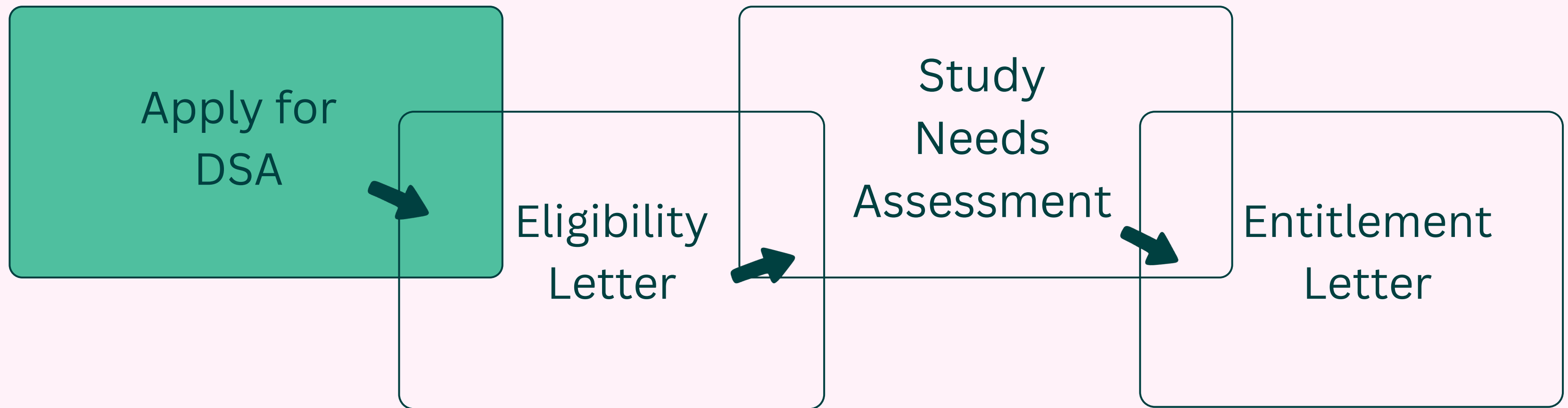


DSA APPLICATION PROCESS



From start to finish, the DSA application process can take approximately 12-14 weeks – Apply early for support to be in place at the start of the semester!

DSA APPLICATION PROCESS - STEP 1 APPLICATION



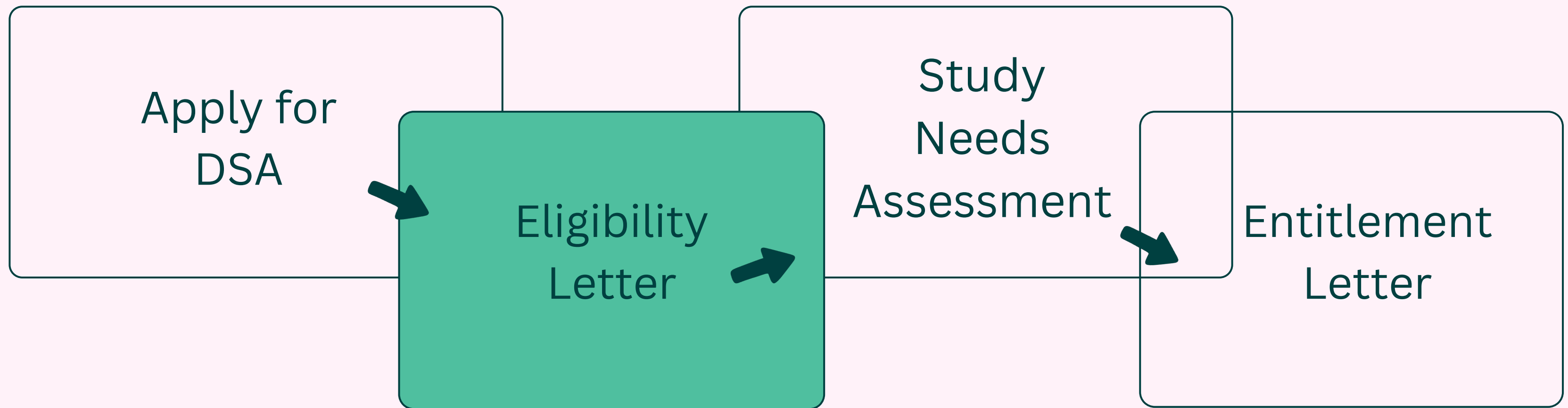
STEP 1 – APPLICATION

Different funding bodies have different application processes:

- For SFE, apply online via your student finance account or complete a paper application form:
- Slim form- Undergraduate, studying full-time with a student loan
- Full form- Postgraduate or studying part-time or without a student loan
 - <https://www.gov.uk/disabled-students-allowances-dsas>
- If you are in receipt of a NHS Bursary, apply online via your BOSS account:
 - <https://myaccount.nhsbsa.nhs.uk/Pages/Login.aspx>
- You will need to include appropriate evidence such as a diagnostic assessment or a medical letter.



DSA APPLICATION PROCESS - STEP 2 ELIGIBILITY LETTER



STEP 2 – ELIGIBILITY LETTER

An example of what you'll receive.

- This is a confidential version.
- You need to contact the assessment centre once you receive this letter.
- There's no cost to you for the assessment- the funding body pays instead

Dear

Customer Reference Number:

Next steps to get your Disabled Students' Allowances 2019/20

We have reviewed your application and can confirm you are eligible for Disabled Students' Allowances (DSAs) for Anxiety, Depression and Obsessive Compulsive Disorder Traits.

To make sure you get the right specialist equipment and/or services to help you complete your course you need to attend a Study Needs Assessment.

We explain what will happen next in three steps.

Step 1 – You book your Study Needs Assessment

You need to find an Assessment Centre near you and book an appointment. You can search for your nearest centre by going to www.dsa-qag.org.uk and entering your postcode. Book your appointment as soon as possible.

If you need help with this you could speak to the Disability Adviser at your university or college. Make sure you show them this letter.

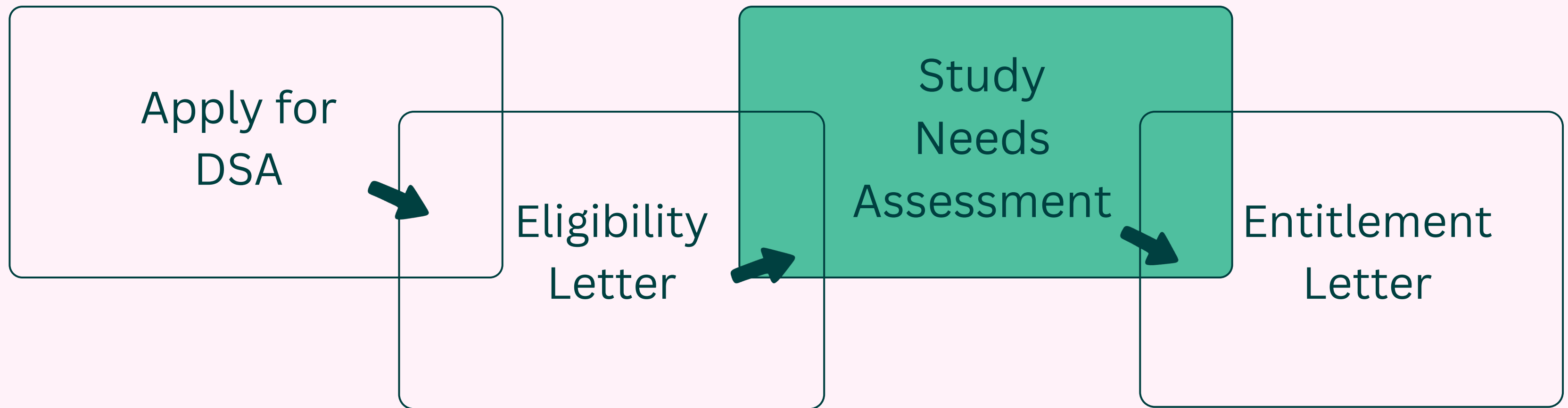
The fee for your Study Needs Assessment will be deducted from your DSAs. We'll pay the Assessment Centre directly.

Step 2 – You attend your Study Needs Assessment

At the assessment you'll discuss with a Needs Assessor what type of disability related support you could get. You'll need to take this letter with you and show it to them. They'll also need to see a copy of your medical evidence before your appointment.



DSA APPLICATION PROCESS - STEP 3 STUDY NEEDS ASSESSMENT



STEP 3 – STUDY NEEDS ASSESSMENT

What is a Study Needs Assessment?

A Study Needs Assessment is where you will meet with an Assessor to discuss how your condition affects your studies and what support can be recommended to help you in your studies. The assessment isn't a test and there are no right or wrong answers, instead it is an informal face-to-face discussion where you may have equipment and/or software demonstrated to you that you may find useful in your studies.

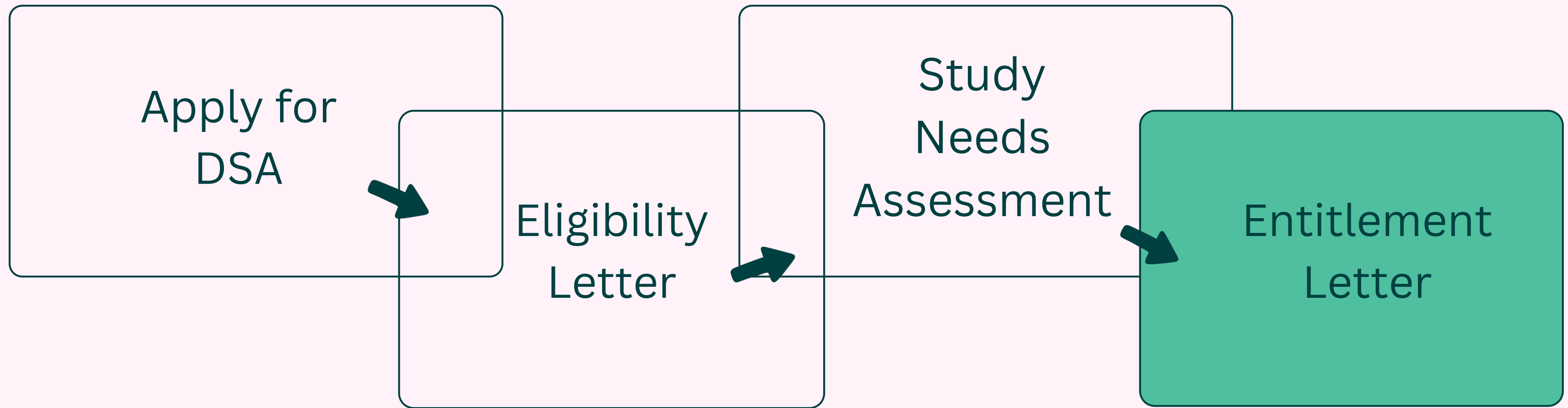
Once the assessment has finished, your Assessor will write a report where they will recommend any potential equipment, software and/or support that may help you in your studies.

It's a compulsory step to identify what support would be beneficial rather than diagnosing a condition.

It's not an ASSESSMENT- it's an informal conversation with an assessor



DSA APPLICATION PROCESS - STEP 4 ENTITLEMENT LETTER



STEP 4 – ENTITLEMENT LETTER

An example of what you’ll receive.

Your DSAs

Specialist Equipment Allowance

Item	Supplier	Contact Details	Quote Number	Amount you'll pay the supplier	Amount we'll pay the supplier
Equipment	Remtek Systems Ltd	0161 745 8353 orders@remtek-online.co.uk		£200.00	£828.20

Your next steps

1. You will need to contact the supplier(s) to arrange your support.
2. Pay the supplier £200.00 towards the cost of the agreed computer. All students are required to pay a contribution of £200.00 towards their agreed computer; we'll pay the rest of the computer cost.

The supplier will want to see a copy of this letter to confirm the agreement they will then invoice us directly for the agreed amount. If you've any issues with the equipment you should contact the supplier.

Non-Medical Helper's Allowance

Item	Supplier	Contact Details	Duration	Amount we'll pay the supplier
Assistive Technology Training	Remtek Systems Ltd	0161 745 8353 john@remtek-online.co.uk	1 x 2 hour session	£100.00 (+ VAT) per session
Specialist Mentor	University of Leeds	0113 343 9317 disability@leeds.ac.uk	34 hours per year	£47.70 (no VAT) per hour

Your next steps

1. You will need to contact the above supplier(s) to arrange the support
2. You'll receive the support at the arranged time and need to sign timesheets to confirm the support has been provided.



FREQUENTLY ASKED QUESTIONS

I'M GOING TO A DIFFERENT UNIVERSITY SO MY SUPPLIERS ARE WRONG, WHAT DO I DO?

- You will need to contact the funding body to advise them of any changes.

I ALREADY HAVE DSA BUT I WOULD LIKE TO DISCLOSE AN ADDITIONAL DIAGNOSIS, WHAT DO I DO?

- Submit medical evidence to your funding body including your Customer Reference Number.

DO I NEED TO REAPPLY EVERY YEAR FOR MY DSA?

- If you are a postgraduate student, or studying part-time, or you do not receive a student loan then it is likely you will need to reapply each year. This varies between funding bodies.

CAN I UPGRADE MY EQUIPMENT?

- Yes but you will need to pay the difference and the equipment must meet the minimum specification.

WHAT DO I DO IF MY EQUIPMENT STOPS WORKING?

- Whilst your equipment is under warranty, you will need to contact the equipment supplier. If it's out of warranty, you should contact the DSA Team.

WHAT IS DISABILITY SERVICES' ROLE IN THE DSA PROCESS?

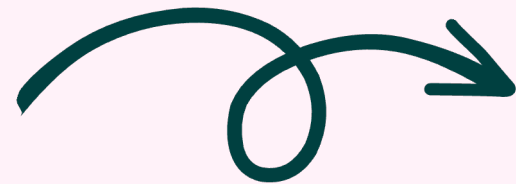
- DSA is external to Disability Services and the University. We can support you with information and guidance as you progress through the DSA process.



RESOURCE PAGE

Student Finance England

Contact Details:



Phone: 0300 100 0607

Email: dsa_team@slc.co.uk

Website: www.gov.uk/studentfinance



THANK YOU!

