

# DSA1 Form



## Disabled Students' Allowances Application Form - Academic Year 2009/10

This form is also available on our website at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

# What do I need to do to get Disabled Students' Allowances (DSAs)?

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

## Step 1

Complete and return this DSA application form with evidence of your disability, mental health condition or specific learning difficulty.



## Step 2

We will assess your application and send you a letter to let you know if you qualify for DSAs or not.



## Step 3

We will ask you to attend a Needs Assessment to identify any specialist equipment and other support that you may need for your course.



## Step 4

You attend your Needs Assessment and receive a report which identifies any specialist equipment and other support you may need.



## Step 5

We will send you a letter to tell you whether any specialist equipment and other support that has been recommended in your Needs Assessment Report can be paid for from DSAs. We will also provide instructions for ordering equipment or arranging other support.



You will receive DSAs.



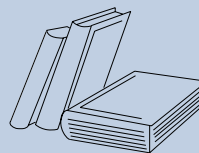
Delivery of specialist equipment



Non-medical helpers allowance



General Allowance



Extra travel costs



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

Visit our website at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk).

You can also find more information in the guide:


- Bridging the gap: A guide to the Disabled Students' Allowances (DSAs) in higher education 2009/10.

If you require this form or the above guide in an alternative format, such as Braille, large print or audio, please contact our Customer Support Office.

## How can I contact you?

- Visit our website at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk).
- Contact our Customer Support Office on **0845 600 0662** or by textphone on **0845 073 0026**.

## Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- Whenever you see this icon you must provide evidence to support your application. 
- Answer all questions as fully as possible. If you do not, this may cause a delay to your application.

section

# 1

## personal details

Customer Reference Number:

Forename(s):

Surname:

Sex:  Male  Female

Date of birth: DAY  MONTH  YEAR

section


# 2

## other financial support

### Bursaries and awards

Will you be eligible, in the academic year 2009/10, for:

- an NHS bursary (excluding the social work bursary paid by the NHS Business Services Authority); or
- a healthcare bursary from the Student Awards Agency for Scotland; or
- a healthcare bursary from the Department of Health for Northern Ireland?  Yes  No

 If 'Yes', you will **not** qualify for DSAs from StudentFinance*ni*. Please 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 because of a disability, mental health condition or specific learning difficulty.

# your disability, mental health condition or specific learning difficulty

## DSA information and evidence

- a Please give full details and provide evidence of your disability, mental health condition or specific learning difficulty.

### Physical disability/mental health condition

You should provide a written medical statement from a doctor or appropriately qualified specialist, confirming the nature of your disability or mental health condition and how your study will be affected by it.

### Specific learning difficulty (for example, dyslexia)

You should provide a full diagnostic assessment carried out after your 16th birthday by a psychologist or suitably qualified specialist. If you had a diagnostic assessment carried out before your 16th birthday it will require an update so we can fully assess how your study will be affected by your specific learning difficulty.

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

- b On what date was your disability, mental health condition or specific learning difficulty last assessed?

DAY	MONTH	YEAR
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# your disability, mental health condition or specific learning difficulty

c

Is this your first application for Disabled Students' Allowances (DSAs)?

Yes  No

**if 'Yes' go to Section 4**

If 'No', please provide details of each previous DSA funding application you have made.

Date of application	Funding authority applied to <sup>e</sup>
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<sup>e</sup> You must provide evidence showing the result of each previous DSA funding application and any DSA Needs Assessment Report you received from the funding authority.

If you cannot provide the evidence requested, please provide full details of the funding you received in the box below.

We may contact the relevant funding authorities for further information.

## your consent

**Your consent to DSA arrangements**

**!** Please tick the boxes below if you consent to the following DSA arrangements.

- I agree that StudentFinancen*i*, the disability adviser at my university or college and my DSA Needs Assessor may exchange information about my application for DSA where this is necessary to make sure I get the help I need.
- I agree that StudentFinancen*i* can give my address and phone number to the suppliers of any equipment I need so that delivery can be arranged.
- I agree that StudentFinancen*i* can directly pay the suppliers of equipment and support.

## your bank or building society account

**UK bank/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.studentfinancenl.co.uk/dataprotection](http://www.studentfinancenl.co.uk/dataprotection). Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office.

If you cannot sign this form, it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given my Education and Library Board (ELB) false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I agree to give my ELB any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell my ELB about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support or return any equipment I have already received through DSA.
- I understand that any equipment I receive through DSA must be used for my course of study and my ELB is not responsible for paying any repair costs.

**Your full name (in BLOCK CAPITALS):**

**Your signature:**


**Date:**

# Additional Notes

If you are providing extra information below please clearly mark what section and question number the information is relating to.

## 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. Any original evidence you send will be returned to you as soon as possible. 



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

**You must return your completed form to the ELB address which can be found in Section 9 of the booklet 'A guide to financial support for higher education students in 2009/10' or on the Education and Library Board finder available online at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk).**