

# A guide to completing your DSA1 Form **2021/22**

## DSA1 Notes

These notes are also available at [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement to Disabled Students' Allowances (DSAs).

Any original evidence you send with your application form will be returned to you as soon as possible.

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

Visit [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

You can also find more information in the guide:

- '2021/22 DSA students - Bridging the gap: A guide to the Disabled Students Allowances (DSAs) in Higher Education'.

### **How can I contact you?**

- Visit [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)
- Contact our Customer Support Office on **0300 100 0077** or **0300 100 0625 (Minicom)**

### **Braille, large print or audio forms and guides**

You can order forms and guides in Braille, large print or audio by emailing with your name, address, Customer Reference Number along with what form and format you require to:

- [brailleandlargefonts@slc.co.uk](mailto:brailleandlargefonts@slc.co.uk)

or you can 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.

# 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 the DSA application form, or DSA Slim with evidence of your disability, long-term health condition, 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 Study Needs Assessment to identify any specialist equipment and other support that you may need for your course. You will receive a letter which tells you where this can be done.



## Step 4

If you are eligible for DSA, you attend your Study 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 Study Needs Assessment Report can be paid for from DSAs. We will also provide information on how equipment can be ordered and other support arranged.



## Categories of support available through DSA



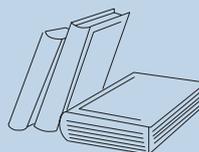
Specialist equipment



Non-medical helpers allowance



General allowance



Extra travel costs



## Section 1 - personal details

### Personal details

**a** If you have been granted leave to remain as a Stateless Person, you can answer 'None' or 'Stateless' in the Nationality box.

**b1** If your UK/ROI passport has expired you'll need to send other documents to prove your identity.

**b2** You need to provide your valid UK passport details on the form or send us your original valid ROI passport.

**e** If you provide your UK passport details, you do not need to send your passport to us.

If you send us your original valid ROI passport, we will return your document as soon as possible.

**b4** If you don't have a valid UK/ROI passport you must send:

- e** • your original non-UK passport or Biometric Residence Permit; or
- your original UK or ROI birth or adoption certificate (this would include a UK birth certificate issued by a British Consulate abroad) and a completed Birth/Adoption Certificate form.

The Birth/Adoption Certificate form contains two separate declarations. The Declaration of Identity must be signed by yourself to confirm your identity. The Identity Confirmation is to verify your identity and must be completed by a person of good standing in the community (for example, a teacher, solicitor, civil servant or police officer) who has known you for at least two years.

You can download a Birth/Adoption Certificate form at

**[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)**

Please use your full name, as it appears on your passport or birth certificate. If your name has changed from the name that appears on your birth certificate or passport - please send the relevant evidence confirming this and give details of any previous names you have had in the additional notes section at the back of the DSA1 form.

If you have lost your birth certificate you should get a replacement by contacting the Register Office in the sub-district where your birth was registered.

We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.

Your documents will be returned to you as soon as possible.

### Previous loans

**c** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

If you have any Mortgage Style (MS) Loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you do not know who your debt owner is please call **0300 100 0632** for advice.

If you have any Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

## Section 1 - personal details

### Contact details

- d** If you provide a term-time correspondence address all correspondence we issue will be sent to that address from the date you move there.

### Armed Forces

- e1** You may be eligible for support to study a distance learning course outside of Northern Ireland if you or your family member (who you live with) is currently serving outside of Northern Ireland in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving outside of Northern Ireland
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside of Northern Ireland
- A dependant parent living with either;
  - A child who is a member of the UK Armed Forces serving outside of Northern Ireland
  - The child's spouse or civil partner who is a member of the UK Armed Forces serving outside of Northern Ireland

### **e** If you're in the Armed Forces

You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm the country you're currently based in.

**If your family member is in the Armed Forces, you need to send a letter confirming the following:**

- their name
- their address (or BFPO address)
- your name
- their relationship to you
- where they're currently based
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.

## Section 3 - residence

### a1 UK national

 If you answer 'Yes' to this question, you must provide your UK passport details on the form, or send your birth certificate as evidence of your nationality. If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport, a letter or other document.

If you have provided your UK passport details in section 2, you do not need to send any further evidence of your UK nationality.

#### Armed forces

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

### a2 Irish citizen

 If you answer 'Yes' to this question, you must send your **original** ROI or EU passport.

If you hold a UK passport, you should provide your passport details in section 2 as you do not need to send further evidence of your nationality.

### a3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- child or step-child  
of a UK national.

 If you answer 'Yes' to this question, you must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

If you are claiming student finance as the child or step-child of a UK national, the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

## Section 3 - residence

### a4 Settled or pre-settled status under the EU Settlement Scheme

**e** If you answer 'Yes' to this question, you must provide evidence to show you are an EU national, by sending us your **original** EU passport or national identity card.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Status award from the Home Office, and a share code. Go to **[www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days.

When giving your share code, we will check the details with the Home Office and confirm the information you have provided.

### a5 Child of a Swiss national

Your parent or step-parent must have been granted settled or pre-settled status through the EU Settlement Scheme. You must have pre-settled status and be ordinarily resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of your first academic year.

**e** If you answer 'Yes' to this question, you must provide evidence to show that you are the child of a Swiss national by sending us your **parent's original** passport or national identity card. You must also send us **your** birth certificate or equivalent.

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the academic year. They must also send **one** of the following documents:

- Bank statement
- Payslip
- Tenancy agreement/mortgage statement
- Utility bill
- Local authority correspondence
- Government department correspondence

To prove your immigration status, you need to provide us with a confirmation of your EU Settlement Status award from the Home Office, and a share code. To prove your parent or step-parent's immigration status, you need to provide us with their date of birth and share code. Go to **[www.gov.uk/view-prove-immigration-status](http://www.gov.uk/view-prove-immigration-status)** to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

### a6 EEA or Swiss worker

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have been granted pre-settled status through the EU Settlement Scheme.

 The EEA or Swiss national must provide proof of their nationality with their **original** passport or national identity card. You must also send us your birth certificate or equivalent.

As proof of the current employment status of the EEA or Swiss national who is working, has worked or is looking for work, one of the following must be provided as evidence:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

For children of EEA workers, the term 'child' means a person 'under the age of 21; or dependant of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Status award from the Home Office, and a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code.

Go to [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

You do not need to provide a share code if:

- you are an Irish citizen; **or**
- you or your family member has a frontier's working permit

## Section 3 - residence

### a7 Child of a Turkish worker

To get student finance as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course. You must be ordinarily resident in the UK, Gibraltar, EEA, Switzerland or Turkey for three years prior to the first day of your first academic year.

 Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

You must provide evidence to show that you are the child of a Turkish worker by sending us your **parent's original** passport or national identity card. You must also send us **your** birth certificate or equivalent.

As proof of your parent's employment in the UK, you must send their contract of employment.

### a8 'Settled status'

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have been granted 'indefinite leave to remain'.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office at **[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)**

 If you do not have a British passport or Biometric Residence Permit which confirms your immigration status, but you have a letter from the Home Office which does, please send this letter with your application form.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

## Section 3 - residence

### a9 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you or they have been granted refugee status, the Home Office will have sent you or them a letter and an immigration status document confirming this.

**e** Please send the **original** Home Office letter and immigration status document, normally a passport or Biometric Residence Permit of the person who holds refugee status. You should also send evidence of your relationship to the person who holds refugee status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

### Expiry date

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

### a10 Discretionary Leave to Remain

&11 If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

have Discretionary Leave to Remain in the UK:

- as a result of a failed application for asylum; or
- where no application for asylum has been made

the Home Office will have sent you or them a letter and an immigration status document confirming this.

**e** Please send the **original** Home Office letter and immigration status document, normally a passport or Biometric Residence Permit of the person who holds Discretionary Leave to Remain. You should also send evidence of your relationship to the person who holds this status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

#### **Expiry date**

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted Discretionary Leave to Remain without an expiry date, you should mark the expiry date box as N/A (not applicable).

## Section 3 - residence

### a12 Humanitarian Protection

If you or your:

- husband, wife, civil partner
- parent(s), step-parent

have been granted Humanitarian Protection, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

 Please send the **original** Home Office letter and an Immigration Status Document, normally a passport or Biometric Residence Permit, of the person who has been granted Humanitarian Protection. You should also send evidence of your relationship to the person who has been granted Humanitarian Protection status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

### a13 Stateless Person

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

 Please send the **original** Home Office letter and Biometric Residence Permit of the person who has been granted 'Leave to Remain' as a Stateless Person. You should also send evidence of your relationship to the person who has been granted 'Leave to Remain' as a Stateless Person if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

## Section 3 - residence

### a14 Victim of domestic violence or abuse

If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, you will have received a letter from the Home Office confirming this.

 Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

### a15 Section 67 of the Immigration Act 2016

If you have been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or are the dependant child of someone who has, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

 Please send the **original** Home Office letter and Biometric Residence Permit of the person who has been granted 'leave to enter or remain' under section 67 of the Immigration Act 2016. You should also send evidence of your relationship to the person if you are the dependant child of someone who has been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent child or step-child of a person granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

### a16 Calais leave

If you have been granted Calais leave in the UK, or are the dependant child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

 Please send the **original** Home Office letter Biometric Residence Permit of the person who has been granted Calais leave. You should also send evidence of your relationship to the person who has been granted Calais leave if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

## Section 3 - residence

### a17 Bereaved partner

If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, you will have received a letter from the Home Office confirming this.

**e** Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

### a18 Long residency

**&19** To be eligible for support under the long residence category you must have lawful ordinary residence in the UK for the three year period before the first day of the first academic year of your course and must be resident in Northern Ireland. This means you must have held a form of Leave to Remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

**e** As evidence of your date of entry into the UK, please send your **original** Home Office letter confirming the category of your leave, and the date this was granted, and your Biometric Residency Permit. You should also send any of the following:

- School letter and records on headed paper, signed by the Deputy Head or Head Teacher within the school. The letter and records should confirm dates you were in attendance of the school.
- Letter from a GP.
- Confirmation of university/college attendance.
- Rates bill.
- Payslips/P60/P45/self-assessed tax return.
- Confirmation of employment from your employer. This should be on company headed paper and signed by a senior member of staff with contact details provided.

### b3 Residency status

If you have been granted:

- **'Indefinite Leave to Remain'** as the victim of domestic violence or abuse; or
  - **'Indefinite Leave to Remain'** as a person who has been a bereaved partner
- only provide address history from when you received the status. You only need to provide up to a maximum of 3 years information.

#### **Date study begins between**

1 August until 31 December inclusive

1 January until 31 March inclusive

1 April until 30 June inclusive

1 July until 31 July inclusive

#### **Date academic year begins**

1 September

1 January

1 April

1 July

## Section 4 - about your course and your university or college

- b** If you're studying part-time and want to apply for DSAs you must be planning to complete your course in no more than four times the time it would take you to finish it if you were studying full-time in order to receive support. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 12 years studying part-time.

## Section 5 - your university or college

The Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability (NI) Order 2005) has made it illegal for universities and colleges to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, universities and colleges must make reasonable adjustments so that disabled students are not at a substantial disadvantage compared with other students who are not disabled.

This means that you can tell your university or college about your disability, mental health condition or specific learning difficulty in complete confidence to make sure that you receive the support you need.

## Section 6 - DSA information and evidence

**a** You meet the definition of a person with a disability under the Disability Discrimination Act 1995 if you have a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities.

**e** If you have a physical disability, mental health condition or one of the following specific learning difficulties: dyspraxia, AD(H)D, Acquired Dyslexia, Asperger's, Dysgraphia, Speech and Language Disorder, Auditory Processing Disorder or Tourette's; please send an up to date written medical statement from a doctor or appropriate qualified specialist confirming the nature of your disability or mental health condition.

You can also download and complete the Disability Evidence Form from **[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)**.

It is your responsibility to pay any cost in relation to obtaining this evidence.

**e** If you have dyslexia or dyscalculia, you should provide a signed diagnostic report, written in accordance with the 2005 Specific Learning Difficulty (SpLD) Working Group Guidelines, from either:

- A Practitioner Psychologist; or
- A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.

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

**c** Please send letters showing the result of each previous DSA funding application **e** you have made and any DSA Needs Assessment Report you received from the funding authority Assessment Centre.

## Terms and conditions

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

You must notify your local Student Finance NI (SFNI) office immediately about any change in your circumstances which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a full-time to a part-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

### Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship - 'bursary administration purposes') they will ask the Department for the Economy, your local SFNI office or the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

## Privacy Notice

The Student Loans Company Ltd (SLC) and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

For more information on how we'll use the information you provide go to **[www.studentfinancenl.co.uk/privacy-notice](http://www.studentfinancenl.co.uk/privacy-notice)** to read our Privacy Notice.

If you don't have internet access, please call us on **0300 100 0077** and we can send a copy to you.