

Disabled Students' Allowances 2011/12

Notes to help complete
the application form



www.direct.gov.uk/studentfinance

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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 with the evidence requested, including 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 helper allowance



General allowance



Extra travel costs



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.

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.direct.gov.uk/studentfinance**

You can also find more information in the guide:

- Bridging the gap: A guide to the Disabled Students' Allowances (DSAs) in higher education 2011/12.

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**

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.

How can I contact you?

- Visit **www.direct.gov.uk/studentfinance**
- Contact us on **0845 300 5090** or by textphone on **0845 604 4434**.

Section 1 personal details

Notes **n**

Identity evidence details

- b** If your passport expiry date has passed you will need to send your original birth or adoption certificate and a completed Birth/Adoption Certificate form.

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 loans please call 0870 241 4998, or contact us by textphone on 0845 073 8907, for advice.

If you have any Income Contingent Repayment (ICR) loans, please call 0870 240 6298, or contact us by textphone on 0845 073 8906, for advice.

- d** You will not normally be able to get any student finance until you have signed all of the relevant documents. You should call 0845 026 2019, or contact us by textphone on 0845 073 8906, for advice.

Contact details

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

Evidence **e**

Question	Evidence of	Evidence item requested
b	Identity Name change Required if your name has changed from that which appears on your birth certificate or passport.	<ul style="list-style-type: none">• Non-UK passport.• Original birth or adoption certificate and a completed Birth/Adoption Certificate form. <p>The Birth/Adoption Certificate form is available from www.direct.gov.uk/studentfinance or by contacting us on 0845 300 5090 or by textphone on 0845 604 4434.</p> <ul style="list-style-type: none">• Change of name deed.• Marriage/divorce certificate.• Civil partnership/dissolution certificate.

Section 3 residence

Notes

Nationality

- a1** If you have provided your UK passport information or birth certificate as part of section 2, you do not need to send any further evidence of your UK nationality.

Residence status

- a4** 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 dependents 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.

- a5** '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 a right of 'permanent residence' in the UK.
- You have been granted 'indefinite leave to remain'.
- You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the UK Border Agency at the Home Office at www.ukba.homeoffice.gov.uk.

a6 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.

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.

Section 3 residence

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).

a7 Humanitarian Protection

If you or your:

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

have been granted 'Humanitarian Protection' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you or them a letter and an immigration status document confirming this.

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.

b2 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 3 residence

Evidence **e**

Question	Evidence of	Evidence item requested
a1	UK nationality	<ul style="list-style-type: none"> • If you have provided your adoption certificate as part of section 2, you must provide your UK passport or birth certificate to prove your UK 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 or a letter or other document.
a2	EU nationality	<ul style="list-style-type: none"> • Passport or national identity card.
a3	Parent's Swiss nationality and your relationship to them	<ul style="list-style-type: none"> • Your parent's passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).
a4	European Economic Area (EEA) or Swiss nationality Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul style="list-style-type: none"> • Passport or national identity card. <p>Send one of the following:</p> <ul style="list-style-type: none"> • 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. • A P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
a5	Settled status	<ul style="list-style-type: none"> • UK passport or a letter from the Home Office which confirms immigration status.
a6	Refugee status Relationship to person holding Refugee status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally a passport. • Evidence to confirm your relationship to the person who has been granted refugee status.
a7	Humanitarian Protection Relationship to person holding Humanitarian Protection status if it is not you	<ul style="list-style-type: none"> • A Home Office letter and an immigration status document, normally a passport. • Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

Section 4 about your course and your university or college

Notes **n**

- b** If you are studying part-time, you must be planning to complete your course in no more than twice the time it would take you to finish it if you were studying full-time. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in 6 years studying part-time.

Section 5 your university or college

Notes **n**

The Equality Act 2010 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. However, if you do not want to tell your university or college, you should include a letter explaining why you did not want to pass the form to your university or college to complete this section.

Section 6 your disability, mental health condition or specific learning difficulty

Notes **n**

- b** If you had a diagnostic assessment carried out before your 16th birthday it will usually require an update so we can fully assess how your study will be affected by your specific learning difficulty.

Section 6 your disability, mental health condition or specific learning difficulty

Evidence **e**

Question	Evidence of	Evidence item requested
a	<p>Physical disability/ Mental health condition</p> <p>Specific Learning Difficulty (for example, dyslexia)</p>	<ul style="list-style-type: none"> • A written medical statement from a doctor or appropriate qualified specialist confirming the nature of your disability or mental health condition. It is your responsibility to pay any cost in relation to obtaining this. • A full diagnostic assessment carried out after your 16th birthday by a psychologist or suitably qualified specialist. It is your responsibility to pay any cost in relation to obtaining this.
c	Each previous DSAs funding application	<ul style="list-style-type: none"> • Letters showing the result of each previous DSAs funding application and any DSAs Needs Assessment Report you received from the funding authority.

Declaration **n**

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 application before a signature from that Power of Attorney will be accepted.

You must notify SLC 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 Secretary of State or 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).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you do not give consent for us to share this information, the payment of any bursary or scholarship to which you may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships.

Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

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. The Secretary of State for Business, Innovation and Skills is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with other organisations including the Department for Business, Innovation and Skills, other Government bodies and with your university or college for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about how your application will be processed and with whom your information will be shared and for what purpose, go to **www.direct.gov.uk/studentfinance-dataprotection**.