

# DSA2

## a guide to filling in your application for Disabled Students' Allowances (DSAs) for part-time undergraduate students and all postgraduate students (2004/2005)

This document is also available in Welsh. Mae'r ddogfen hon ar gael yn y Gymraeg hefyd.

You can download this form from our website at [www.dfes.gov.uk/studentssupport/formsandguides/index.shtml](http://www.dfes.gov.uk/studentssupport/formsandguides/index.shtml) and from the Student Finance Direct website at [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk)

### What you should have received

- The information booklet 'Bridging the Gap: A guide to the Disabled Students' Allowances (DSAs) in higher education in 2004/2005'.
- An application form.
- A 'Change of circumstances' form which you should keep safe in case there is any change in your circumstances which you need to report to your local education authority (LEA) after you have sent them your application form.

If any of these documents are missing, please contact your LEA immediately to get a copy.

- If you wish to apply for part-time grant, you should also complete a part-time grant application form (PTG1). Your LEA will send you a copy or you can download a copy at [www.studentfinance.co.uk](http://www.studentfinance.co.uk)  
Part-time grants are not available for postgraduate students.

## General information

It is important that you carefully read these notes and the booklet called 'Bridging the Gap: A Guide to the Disabled Students Allowances (DSAs) in Higher Education in 2004/2005'.

You **should** fill in the attached application form (DSA1/V4) if you want to apply for DSAs for a:

- part-time undergraduate course that lasts at least one year and does not normally take more than twice as long to complete as an equivalent full-time course; or
- postgraduate course that lasts for at least one year and for which the entry requirement is at least a first degree or equivalent. If the course is part-time, it should not take more than twice as long to complete as an equivalent full-time course.

You **should not** fill in this form if any of the following circumstances apply to you.

- You normally live in Scotland, Northern Ireland, the Channel Islands or the Isle of Man but you have moved, or will be moving, to England or Wales to attend this course. If this is the case, you should contact:
  - Scotland - the Student Awards Agency for Scotland;
  - Northern Ireland - your local Education and Library Board;
  - Channel Islands - the Education Department of Guernsey or Jersey; or
  - Isle of Man - the Education Department.

- You are, or will be, studying an Open University (OU) course. The OU will write to you with information about the conditions of eligibility for DSAs and how you should apply for them. If you have an enquiry, you should contact the OU DSAs Office at Milton Keynes.
- You will get a bursary or award from your university or college that includes an element to cover extra costs you have to pay because of your disability. You should contact your university or college for advice on any extra support you may be entitled to because of your disability. Do **not** include any payment you will receive from your university's or college's Access to Learning Fund.
- You will get a bursary or award from the National Health Service (NHS) or Department of Health (DoH). You should contact your university or college for details of the support that is available to disabled students under the NHS Bursary Scheme, for which NHS bursary degree and diploma students may be eligible. (If you are a medical or dental student who started your course in 2000, you will become eligible for an NHS bursary in September 2004.) There is more information about the NHS Bursary Scheme, and the DSAs this offers, in the Department of Health's guide 'Financial Help for Health Care Students' or from the website at [www.doh.gov.uk/hcsmain.htm](http://www.doh.gov.uk/hcsmain.htm)
- You will get a **postgraduate** bursary or award from the General Social Care Council (GSCC). You should contact your university or college for details of the support that is available to disabled students under the GSCC Bursary Scheme, for which students studying a **postgraduate** Diploma in Social Work (DipSW) may be eligible. There is more information about the GSCC Bursary Scheme, and the DSAs

this offers, in the GSCC's guide 'Bursaries for Postgraduate Social Work Students', or you can e-mail the GSCC at [postgraduate-bursaries@gsc.org.uk](mailto:postgraduate-bursaries@gsc.org.uk) if you have an enquiry.

- You will get a bursary or award from a Research Council or the Arts and Humanities Research Board. You should contact the provider of your bursary or award for advice on any extra support you may be entitled to because of your disability.
- You normally live in England or Wales but you have moved, or will be moving, to Scotland or Northern Ireland to study this course and will receive a bursary or award from the Student Awards Agency for Scotland or the Department for Employment and Learning (Northern Ireland). You should contact the provider of your bursary or award for advice on any extra support you may be entitled to because of your disability.
- If you are a prisoner serving a custodial sentence, you will not be eligible for DSA for a part-time undergraduate course if your sentence lasts for the whole academic year. You may be eligible for a DSA for a part-time **undergraduate** course if you go to prison or are released from prison during the academic year.

## Filling in the form

You must answer all the relevant questions as fully as possible. If there is not enough space to answer any questions in full, you should continue on a separate sheet. If you do not answer some of the questions, we may have to write to you to ask for the information. **This will cause a delay in processing your application.**

## How to fill in your application form

The following sections give information to help you answer the questions.

## Section 1: Your personal details

### Question 11

If you have previously applied for student support since 1998/1999, you will already have been given a student support number (SSN). You can find this 13-digit number in box 5 of the eligibility notice or financial notice you received after you applied previously. If you do not know the SSN you were given, contact the authority which assessed you. This will be your LEA, the Student Awards Agency for Scotland or your Education and Library Board. If you have a previous SSN and do not provide it, this may delay your application. If you were receiving financial support under the old 'mandatory awards' system and did not receive an SSN, please write 'N/A'.

### Question 13a

You will not normally be able to get any grants or a further loan until you are up to date with your repayments on previous loans. You should call the Student Loans Company on 0800 40 50 10 for advice.

### Question 13b

You will not normally be able to get any grants or a further loan until you have signed all of the relevant documents. You should call the Student Loans Company on 0800 40 50 10 for advice.

## Section 2: Where you were born and have lived

### Question 18

If you answer '**Yes**' to this question, please make sure you give us your place of birth. You must send us your original birth certificate, adoption certificate (if this applies) or passport with your application form. If you have a UK birth certificate issued by a British Consulate abroad, please send us this. We will return your documents to you.

If you answer '**No**' to this question, you **must** send us your current passport or, if you cannot send your passport for any reason, a letter or other documents, filled in by a responsible person, confirming information about your birth. This information must give your date of birth, and place and country of birth. For applications for student support, we consider a responsible person to be a consular official, minister of religion, doctor or lawyer, permanent civil servant, teacher, police officer or birth registration officer of the Ministry of Defence. If you were born outside the UK and have a British Certificate issued by a British Consulate, send this instead of your passport and letter or other document.

### Questions 20, 21, 22 and 23

For the purposes of questions 20, 21, 22 and 23, the definition of a parent includes an adoptive parent or a person who has parental responsibility.

## Section 2: Where you were born and have lived (continued)

### Question 20

If you (or your husband or wife, your parents or a step-parent) have been granted **refugee status** in the UK under the terms of the 1951 UN Convention on Refugees, the Home Office will have sent you (or them) a letter confirming this. You should send us this letter, **not a photocopy**, with your application form.

### Question 21

If you (or your husband or wife, your parents or a step-parent) have been refused refugee status but granted '**Exceptional Leave**' to enter or remain in the UK, the Home Office will have sent you (or them) a letter confirming this. You should send us this letter, **not a photocopy**, with your application form.

### Question 22

If you (or your husband or wife, your parents, or a step-parent) have been refused refugee status but granted '**Humanitarian Protection**' or '**Discretionary Leave**' to enter or remain in the UK, the Home Office will have sent you (or them) a letter confirming this. You should send us this letter, **not a photocopy**, with your application form.

### Question 23

The student support arrangements state that any reference to a European Economic Area (EEA) or Swiss migrant worker is a reference to a national of a member state of the EEA or Switzerland who is employed in the UK. This also applies to UK nationals who, having been employed in the EEA, have returned to employment in the UK.

## Section 2: Where you were born and have lived (continued)

### Question 24

**'Settled status'** means that you can live in the UK without the Home Office placing any restrictions on the period for which you may remain. You are free from any restriction if you are a British citizen, a person granted 'Indefinite Leave' to remain or a person who has a 'right of abode' to live in the UK. If you do not have a British passport confirming your status, but have a letter from the Home Office which does, please attach this letter to your application form.

EEA nationals except for Irish nationals and those who fulfil the criteria for EEA or Swiss migrant worker status in the UK (see question 23 on page 7 of this guide) must provide the same evidence of settled status as other people applying who are not UK nationals. If you are an EEA national who has come to the UK for study purposes only, you will not normally have settled status.

## Section 3: About your course

### Question 28

You will qualify for DSAs whenever you began your course, as long as you meet all of the conditions of eligibility. However, you cannot claim DSAs for any earlier year of your course.

Academic years begin in the autumn, winter, spring and summer, and last 12 months. The academic years start on:

- 1 September for autumn (some courses start in August but are still considered to be autumn courses);
- 1 January for winter;
- 1 April for spring; and
- 1 July for summer.

For example, if you start your course on 7 October 2004, the academic year would be 1 September 2004 to 31 August 2005.

### Question 30

If you are studying part-time, to qualify for DSAs you must complete your course in no more than twice the time it would take you to finish it on a full-time basis.

## Section 3: About your course (continued)

### **The section to be filled in by your university or college**

Please make sure your university or college has filled in this section before you return your application form to us. We will not be able to process your application without this information.

If you do not want to tell your university or college about your disability or specific learning difficulty, please fill in the application form and return it directly to your LEA. Please include a letter explaining why you did not want to pass the form to your university or college. Please note that this may delay your application for DSA support.

The Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001) has made it illegal for higher education institutions to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, institutions must make reasonable adjustments so disabled students are not at a major disadvantage compared with other students who are not disabled.

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

## Section 4: Your disability

### Question 32

Give your disability as accurately as possible (for example, severe hearing difficulties, partial sight, dyslexia and so on). You must send supporting evidence of your disability, such as a letter from an appropriate specialist, according to the nature of your disability (for example, a doctor, psychologist or audiologist). If you are dyslexic, you should provide a diagnostic assessment. If an Assessment Centre or other approved specialist has assessed your needs, please enclose a copy of their report.

### Question 34

This should be an appropriate specialist according to the nature of your disability (for example, a doctor, psychologist or audiologist).

## Section 5: Your consent to arrangements for getting the support you need

Please tick those measures you agree to in section 5 of the application form.

## Section 8: Declaration

You must sign and date the form in the spaces provided, or your application for DSAs will be delayed. Please read the declaration and make sure you understand it.

## Section 9: Student checklist

Please read the checklist on pages 22 and 23 of the application form and make sure that you send us all the documents we have asked for. We will return your originals to you, and tell you if we need any more information.

## Important things for you to remember

If you do not answer all the relevant questions, or you do not send us the evidence we need, it will delay your application.

Please check your filled-in application form before you send it in.

**Send your filled-in application form (DSA1/V4) to the LEA where you normally live.**

## What happens next?

We may ask you to give more details about your disability after receiving your form. If we ask you to have an assessment of your disability, you will have to pay for this yourself. If we ask you to have a DSA assessment (for example, at an Assessment Centre), we will pay for this out of the amount of DSAs we pay you.

We will assess whether you are eligible for DSAs and will let you know our decision.

If you are eligible for DSAs, we will pay these direct to your service provider or, where appropriate, to you into your bank account.

