

Disabled Students' Allowances

2010/11

Application Form





This form is also available on our website at
www.direct.gov.uk/studentfinance



DSA1F

SFE/DSA1F/1011

Instructions

- To obtain this form in an alternative format such as Braille, large print or audio please call us on **0845 300 50 90** or by textphone on **0845 604 4434**.
- Please refer to the 'Disabled Students' Allowances 2010/11 Notes to help complete the application form' each time you see this icon. 
- Whenever you see this evidence icon  you must provide evidence to support your application. Information about the evidence required can be found in the evidence tables in the notes and will also be marked with this icon.

If you have applied for student finance before, please provide your Customer Reference Number.

Personal details

a Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forename(s)

Surname

Sex

☐ Male ☐ Female

Date of birth

 / /

Please complete these questions with the details exactly as stated on your birth certificate or passport.

Place of birth (the name of the town or village)

Nationality

Identity evidence details

b Do you hold a UK Passport?

☐ Yes ☐ No

You must provide us with evidence of your identity. You can do so in **one** of the following ways:

- (1) Provide the following details from your **UK Passport**, which must be **currently valid and not expired** (this is the easiest way for you to verify your identity and means you **do not need to send us your Passport**).

Passport number

Forename(s)

Surname

Date of issue

 / /

Date of expiry 

 / /

- (2) Send your **Non-UK Passport**. 

- (3) Send your original **Birth or Adoption Certificate** and a completed Birth/Adoption Certificate form. 

Previous loans

- c** Have you ever had any other loans from the Student Loans Company (SLC)?

☐ Yes ☐ No

If 'No' go to e

If 'Yes', are you behind with the repayments? **n**

☐ Yes ☐ No

- d** Did you receive a loan from the Student Loans Company when you were under 18?

☐ Yes ☐ No

If 'Yes', have you signed credit agreements for all of them? **n**

☐ Yes ☐ No

Contact details

- e** Please give your current home address. If you know it, please also give your term-time correspondence address.

Home address	Term-time address n
<div></div>	<div></div>
Postcode: <div></div>	Postcode: <div></div>
Home phone number: <div></div>	Date on which you will move to this address: <div></div> / <div></div> / <div></div> <div></div> <div></div> <div></div>
Mobile phone number: <div></div>	
Email address: <div></div>	

Bursaries and awards

If you are an **undergraduate student** will you be eligible, in the academic year 2010/11, for:

- a Department of Health or NHS bursary (excluding the social work bursary paid by the NHS Business Services Authority); or
- a Scottish Government Health Directorate Bursary (Scottish Healthcare Allowance); or
- a healthcare bursary from the Department of Health for Northern Ireland?

☐ Yes ☐ No

If you are a **postgraduate student** will you receive, in the academic year 2010/11:

- a Department of Health, NHS, Scottish Government Health Directorate (Scottish Healthcare Allowance) or other healthcare bursary; or
- a Research Council bursary; or
- an NHS Business Services Authority bursary for students studying an approved postgraduate social work course; or
- a bursary from your college or university that includes extra support because of your disability, mental health condition or specific learning difficulty (do not count any payment you get from your university's or college's Access to Learning Fund)?

☐ Yes ☐ No

! If you have answered 'Yes' to either of the above questions, you will **not** qualify for DSAs from Student Finance England. **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.

Nationality

a1 Are you a UK national? **ne**

☐ Yes ☐ No

If 'Yes' go to b1

a2 Are you an EU national? **e**

☐ Yes ☐ No

a3 Are you the child of a Swiss national? **e**

☐ Yes ☐ No

If 'Yes' go to b2

Residence status

a4 Are you or your:

- husband, wife or civil partner; or
- parent(s), step-parent; or
- child, son or daughter-in-law or child's civil partner; or
- parent's or step-parent's husband, wife or civil partner

a European Economic Area (EEA) national or Swiss national who is working, has worked or is looking for work in the UK?

☐ Yes ☐ No
If 'No' go to a5

If 'Yes', please give details. **ne**

If you are currently working, are you going to continue working during your studies?

☐ Yes ☐ No

If 'Yes', please give details. **e**

go to b2

a5 Do you have 'settled status' in the UK?

If 'Yes', give the date you received this status. **ne**

☐ Yes ☐ No

If 'No' go to a6

/ /

go to b2

a6 Have you or your:

- husband, wife, civil partner;
or
 - parent(s), step-parent; or
 - parent's or step-parent's
husband, wife or civil partner
- been granted 'refugee status'
by the UK Government? **n e**

If 'Yes', and if applicable,
please give the following:

Home Office reference number

Date this status is due to
expire

☐ Yes ☐ No

If 'No' go to a7

/ /

go to b2

a7 Have you or your:

- husband, wife, civil partner;
or
 - parent(s), step-parent; or
 - parent's or step-parent's
husband, wife or civil partner
- been given 'leave to enter
or remain' in the UK as a
result of a failed asylum
application? **n e**

If 'Yes', and if applicable,
please give the following:

Home Office reference number

Date this status is due to
expire

☐ Yes ☐ No

If 'No' go to b2

/ /

go to b2

b1 In the three years prior to the
start of the first academic year
of your course, **did you live
outside the UK and Islands** at
any time?

☐ Yes ☐ No

If 'No' go to b3

- b2** Give details of your residence for the three years before the start of the first academic year of your course.

<p>Full address:</p>
<p>From: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>To: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Why were you there?</p>
<p>Full address:</p>
<p>From: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>To: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Why were you there?</p>

If you require further space to provide your answer, please give the details requested above on a separate piece of paper and enclose it with this form.

- b3** At any time since 1 September 2007 has:
- either of your parents, step-parents, guardians; or
 - your husband, wife, civil partner; or
 - your parent's or step-parent's husband, wife or civil partner
- lived or worked outside the UK and Islands or, in the case of an EU, EEA or Swiss national, outside the EEA or Switzerland?

If 'Yes', please give details.

<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Full address:</p>
<p>From: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>To: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Why were you there?</p>

In this section, please give details of your first choice university/college and course.

University/college details

- a** University or college name and address

Postcode:

Course details

- b** Course name
If you are following a combined studies or modular course, please list all subjects being studied.

 /
 /
 n
 Foundation year

 First year

 Second year

 Third year

 Fourth year

Other (give details)

Postcode:

If you are a full-time undergraduate who does **not** study by distance learning **go to Section 6**

Qualification you expect to gain (e.g. BSc Physics)

Course start date

Course end date

Course length (years)

Year of course

If the course is franchised to another university/college, give the address of the other university/college.

Please ask your university or college to complete this section

If you do not want to tell your university or college about your disability, mental health condition or specific learning difficulty, please read Section 5 notes for further instructions and then go to Section 6. **n**

To be completed by the student's university or college.

SLC or UCAS university/college code

Part-time undergraduate students

☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in Section 1 is studying or applying for the course named in Section 4 and plans to complete the course at an average rate of study of at least 50% of that needed to complete the course, or an equivalent course, on a full-time basis; and
- the student's rate of study is % of the equivalent full time course.

Study Rates - Example 1

The student is studying a part-time course over a six-year period, but would study for three years if they were on an equivalent full-time course. The rate of study is 50%.

Example 2

The student is studying a part-time course over a five-year period, but would study for three years if they were on an equivalent full-time course. The rate of study is 60%.

Full-time undergraduate distance learning students

☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in Section 1 is studying or applying for the course named in Section 4; and
- the student named in Section 1 plans to complete the course on a full-time basis by distance learning methods.

Part-time postgraduate students

☐ tick if applicable

I confirm to the best of my knowledge and belief that the student named in Section 1 is studying or applying for a part-time postgraduate course which will not take more than twice as long to complete as an equivalent full-time course.

All postgraduate students

☐ tick if applicable

I confirm to the best of my knowledge and belief that:

- the student named in Section 1 is studying or applying for the course named in Section 4;
- this course has usual entry qualification of a first degree or higher; and
- the student will not receive an award from their institution (not including any payment from the institution's Access to Learning Fund) to meet the extra course-related costs they have to pay because of their disability.

Your full name
(in BLOCK CAPITALS):

Your signature:

Position:

Your phone number
(including area code):

Your email address:

Date:

X									
		/			/				
University or College stamp									

DSAs information and evidence

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

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

/

/

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

Yes
 No
 If 'Yes' go to Section 7

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

Date of application	Funding authority applied to e
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	
<div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div>/</div> <div></div> <div></div> <div></div> <div></div> </div>	

If you cannot provide evidence of each previous DSAs funding application you have made, please provide full details of the funding you received in the box below.

We may contact the relevant funding authorities for further information.

Consent to DSAs arrangements

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

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

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.

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)

Student Declaration

Before signing and returning your completed form, you should read the Data Protection Statement in the accompanying notes. 

This declaration covers all of the student finance available to students for academic year 2010/11.

You should read the specific terms and conditions about loans, Childcare Grant and Disabled Students' Allowances because they will affect you if you apply for them at any time in academic year 2010/11. If you don't apply for these in academic year 2010/11 their specific terms and conditions will not affect you.

Your application for financial support may be delayed unless you sign and date this declaration.

General Declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I might be refused financial support, or prosecuted and my financial support withdrawn.
- I agree to give SLC (or my LA where appropriate) any information they require 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 do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full.
- I understand that if I have provided details of my UK Passport on this form, SLC will verify those details with the Identity and Passport Service.

Loan Contract

- a I have read and understood the booklet 'Student loans: A Guide to terms and conditions'.
- b I acknowledge and agree that any loan(s) made to me by the Secretary of State for Business, Innovation and Skills, 'the lender' (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act') will be on the terms set out in the Loan Request Form including these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- c I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- d I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/are contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.



- ┌
- e I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
 - f I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
 - g I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this application form (or, if my address is outside the United Kingdom, English law).
 - h I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in this application form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
 - i I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance Number) and contact details I have provided as required in accordance with the regulations referred to in paragraph b.
 - j In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
 - k I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the regulations referred to in paragraph b.
 - l If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the regulations made under that Act, as amended from time to time or successor legislation and/or regulations.
 - m I understand that the Student Loans Company (SLC) will check my National Insurance Number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance Number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
 - n If I have broken the terms of this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Disabled Students' Allowances (DSAs)

- I understand that any equipment I receive through DSAs must be used for my course of study and SLC (or my LA where appropriate) is not responsible for paying any repair costs.

Childcare Grant

- I understand that if I do not take up my childcare, or if I change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- I understand that if I do not provide the evidence of childcare costs within the timescales set, I might lose my entitlement. Also if my payments to my childcare provider are different from the estimates I provide, I understand that further payment will increase or decrease accordingly, or if no further Childcare Grant payments are due to be paid to me, I may be liable to repay any difference.
- I confirm that neither I nor my husband, wife, civil partner or cohabiting partner have chosen to receive support for childcare from the childcare element of the Working Tax Credit and I agree to tell SLC (or my LA where appropriate) immediately if I or my husband, wife, civil partner or cohabiting partner does receive this support.

Customer Reference Number

Your full name (in BLOCK CAPITALS):

Your signature:

Date:

Your decision about Bursary and Scholarship data sharing consent will not affect your entitlement to any other financial support available.

If you started your course in academic year 2006/07 or after you may be eligible for a bursary or scholarship. In order for your university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. **n**

If you **do not** wish your details to be shared for this purpose, please tick this box. ☐



Additional Notes

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





Additional Notes

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



Checklist

Before you return this form please make sure that:



You have answered all the questions that apply to you

☐ Tick



Your university or college has completed section 5
(if this applies to you)

☐ Tick



You have **signed** and **dated** the declaration

☐ Tick



You have included all the evidence we need with this form

☐ Tick



If you don't send all the evidence we need, your application may be delayed and you may end up getting **less** student finance than you are entitled to.



Remember, you don't need to send your actual UK passport as proof of your identity because **we only need your UK passport details** in Section 1. If you send your passport it may take several weeks before we can return it to you.



Please remember to pay the correct postage.

You must return your completed form to the address on the list available online at **www.direct.gov.uk/studentfinance**.

Disabled Students' Allowances

2010/11

Notes to help complete
the application form



Also available on our website at
www.direct.gov.uk/studentfinance

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.



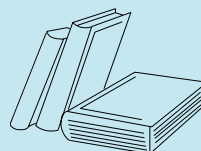
Delivery of specialist equipment



Non-medical helpers 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 our website at **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 2010/11.

If you require this notes booklet or the above guide in an alternative format such as Braille, large print or audio, please contact us.

How can I contact you?

- Visit our website at **www.direct.gov.uk/studentfinance**
- Contact us on **0845 300 50 90** or by textphone on **0845 604 44 34**.

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 0870 241 4634, for advice.
- If you have any Income Contingent Repayment (ICR) loans, please call 0870 240 6298, or contact us by textphone on 0870 241 4632, 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 0870 241 4632, 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 our website at www.direct.gov.uk/studentfinance or by contacting us on 0845 300 50 90 or by textphone on 0845 604 44 34.</p> <ul style="list-style-type: none">• Change of name deed.• Marriage/divorce certificate.• Civil partnership/dissolution certificate.

Section 3 residence

Notes **n**

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.

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

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.

Expiry date

If you or your:

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

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

Section 3 residence

Notes

a7 Leave to enter or remain

If you or your:

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

have been granted 'leave to enter or remain' 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 leave to enter or remain, 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 leave to enter or remain, 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	Leave to enter or remain Relationship to person holding Leave to enter or remain 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 leave to enter or remain status.

Section 4 about your course and your college or university

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 Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) 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	Physical disability/ Mental health condition Specific Learning Difficulty (for example, dyslexia)	<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 (or your LA where appropriate) 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, your Local Authority 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.

If you are a returning student your Local Authority may take a role in the processing of your application and will hold information about you for this purpose. 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**.