

A guide to completing your DSA1 form 2007/08

DSA1 notes

General information

You **should not** complete this form if any of the following apply to you:

- You normally live in Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man, even if you have moved, or will be moving, to England to undertake your course. If this is the case you should contact the relevant authority as follows:
 - Your Local Education Authority (LEA) in Wales
 - The Student Awards Agency for Scotland (SAAS)
 - Your local Education and Library Board (ELB) in Northern Ireland
 - The Education Department of Guernsey or Jersey
 - The Education Department for the Isle of Man
- You are studying at the Open University. Contact the Open University on 01908 653231 to obtain copies of its application forms for financial support.
- You are a national of a European Union Member of State and you have moved to England to attend a higher education course. If this is the case, you should contact the EU Customer Services Team at: Mowden Hall, Staindrop Road, Darlington, County Durham, DL3 9BG. Phone: 0141 243 3570.
- You are a prisoner serving a custodial sentence. However, you may be able to receive grants and DSA for a part-time undergraduate course if you go to prison or are released from prison during the academic year.
- 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. This does not include any payment you will receive from your university's or college's Access to Learning Fund. You should contact your university or college for advice on any extra support you may be entitled to because of your disability.

- You will get a bursary from the National Health Service (NHS) or the Department of Health (DoH). There is more information about the NHS Bursary Scheme and the DSA funding available in the Department of Health's guide, "Financial Help for Health Care Students", or from the website at www.nhs.uk/careers.
- You will get an additional graduate bursary from the General Social Care Council (GSCC) which includes an element to cover extra costs which you incur because of your disability or specific learning difficulty. For more information on the additional graduate bursary visit the Bursaries page of the GSCC website at www.gsccl.org.uk/bursaries or email bursaries@gsccl.org.uk.
- You will get a bursary or award from a Research Council or the Arts and Humanities Research Council. 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.

Academic Year


Academic years begin in the autumn, winter, spring and summer, and last for 12 months. The first day of the academic year is not necessarily the day on which you begin that year of your course. It is decided by the period during which your year begins. The academic year starts on:


- 1 September, if your study begins between 1 August and 31 December inclusive;
- 1 January, if your study begins between 1 January and 31 March inclusive;
- 1 April, if your study begins between 1 April and 30 June inclusive; or
- 1 July, otherwise.

For example, if you start your year of study on 4 October 2007, your academic year runs from 1 September 2007 until 31 August 2008.

If you are a full-time undergraduate either attending your university or college in person or studying by distance learning because a reason relating to your disability prevents you attending in person, or you are an Initial Teacher Training (ITT) student you should ensure you complete and return form PN1, PR1 or PR1a in addition to DSA1 form. You can request any of these forms from us or alternatively you can apply online or download them at www.studentfinancedirect.co.uk.

If you are a part-time undergraduate student, you can apply for course and fee grants by completing form PTG1. You can request this form from us by calling our Customer Support Office on 08456 077 577 or alternatively you can download it from our website at www.studentfinancedirect.co.uk.

You must use these notes whenever you have seen this icon within the DSA1 form. 


Any evidence that you are required to provide is also outlined in these notes and is marked with this icon. 

Wherever you see this evidence icon on form DSA1 you should check these notes for information on the evidence required.

Section 1 personal details

a Your ART ID is your customer identifier in the student finance system. It is an eleven-digit number. You will have received an ART ID if you have received a student loan or other student finance from a local authority or from SLC before. You may also have an ART ID if you have provided financial information for another student's application before. If you have never dealt with Student Finance Direct before, you will receive an ART ID shortly after you return the DSA1 application form. If you do not have, or do not know, your ART ID, leave the box blank.

b **You must send your original passport with your application form.**

 **e** If you do not have a passport, you can send your original birth certificate (this would include a UK birth certificate issued by a British Consulate abroad) or original adoption certificate instead. However, if you choose to send either of these documents, they must be accompanied by two written and signed declarations. The first declaration must be from you and must state that you do not have a passport. The second declaration is to verify the authenticity of your certificate and must be from a professional person (for example, a civil servant, form teacher or other person of good standing in the community) whose identity can be verified. This professional person must currently live in the UK, must hold a current British or Irish passport and must have known you for at least 2 years. They must also provide very specific information about themselves and you in order for us to accept and verify their declaration.

You can download a birth/adoption certificate declaration form from our website at www.studentfinancedirect.co.uk/forms. Alternatively, contact our Customer Support Office and they will arrange to have one sent to you.

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

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. If you do not know where this sub-district is, you should contact the general Register Office at one of the following addresses:

If you were born in England or Wales:

General Register Office
PO Box 2, Southport, Merseyside PR8 2JD
Telephone 0151 471 4816

If you were born in Scotland

General Register Office for Scotland
New Register House, Edinburgh EH1 3 YT
Telephone 0131 314 4451 or 4456

If you were born in Northern Ireland

Registrar General

Oxford House, 49–55 Chichester Street, Belfast BT1 4HL

Telephone 028 902 52000

DO NOT send your application form to any of the above addresses.

If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had on a separate piece of paper and enclose it with the form DSA1.

- d** If you provide a correspondence address then all correspondence we issue will be sent to that address from the date you move (or moved) there. You can update your correspondence address at any time by contacting our Customer Support Office on 08456 077 577.

section

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Section 2 previous loans or financial support

- a** If you are studying a full-time undergraduate course by distance learning because a reason relating to your disability prevents you from attending the course in person you may be eligible to receive all full-time student finance products with the exception of Travel Grant.

You may be sent further forms to determine your eligibility for full-time student finance.

- c** You will not normally be able to get any grants until you are up to date with your repayments on any previous loans you have had from Student Loans Company (SLC).

If you have any mortgage style loan(s) (generally awarded to students who started courses before the 1998-1999 academic year) from SLC and you think that you may be behind on the repayments you should call 0870 241 4998 for advice.

If you have any previous Income Contingent Repayment (ICR) loan(s), have remained in the UK and your earnings have reached the repayment threshold, repayments should have been collected through the PAYE system by your employer(s) or, if you are self employed, by HM Revenue & Customs. If you have been overseas for a period of 3 months or more and did not make arrangements to continue repayments you may have fallen behind with repayments. If you are unsure whether you are up to date with repayments, please call SLC on 0870 240 6298 for further clarification and advice.

- d** You will not normally be able to get any grants until you have signed all of the relevant documents. You should call SLC the on 0800 40 50 10 for advice.

Section 3 residence

- a1** If you answer “yes” to this question, you must send your passport or 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 or a letter or other document.
- a2** If you answer “yes” to this question, you must send your passport or national identity card as evidence of your EU nationality.
- a3** If you answer “yes” to this question, you must provide evidence to confirm that your parent is a Swiss national and that you are their child by sending your parent’s passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).
- a4** If you are an EEA or Swiss national who is currently employed in the UK, you will need to provide evidence such as a P60 or a letter from your employer.
- If you are an EEA or Swiss national who is currently working in the UK as a self-employed person you will need to provide evidence such as audited accounts, tax returns or details of income.
- If you are going to continue working whilst you are studying you will need to provide a letter from your employer confirming this or audited accounts, tax returns or details of income if you are self employed.
- If you are an EEA or Swiss national who is currently looking for work in the UK, you will need to show evidence of this, as well as your previous employment or work as a self-employed person in the UK such as a P45, P60 or a letter from your employer or audited accounts, tax returns or details of income if you were self-employed.
- If you are an EEA or Swiss national who previously worked in the UK, you will need to provide evidence such as a P45, P60 or a letter from your previous employer.
- In all cases you will need to provide evidence of your EEA or Swiss nationality such as a passport or national identity card.
- If it is your relative who is working, has worked or is looking for work in the UK then they will need to provide the relevant evidence rather than you.
- If your child, or son or daughter-in-law 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 you are a British citizen, have a right of ‘permanent residence’ in the UK, have been granted ‘indefinite leave to remain’ or if 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 Immigration and Nationality Directorate at the Home Office at www.ind.homeoffice.gov.uk. If you do not have a British passport which confirms your immigration status, but you have a letter from the Home Office which does, please send this letter with your application form.

a6 If you (or your husband, wife, civil partner, parents or a 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 he or she) have been granted refugee status, the Home Office will have sent you (or him or her) a letter and an immigration status document confirming this. You should send these documents, not photocopies, with your application form. You should also provide evidence to confirm your relationship to the person who has been granted refugee status.



If you (or your husband, wife, civil partner, parents or a step-parent) were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

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.

a7 If you (or your husband, wife, civil partner, parents or a step-parent) 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 him or her) a letter and an immigration status document confirming this. Where applicable this letter should also tell you (or him or her) when the leave to enter or remain status is due to expire. You should send this letter, not a photocopy, with your application form. You should also provide evidence to confirm your relationship to the person who has been granted leave to enter or remain.



If you (or your husband, wife, civil partner, parents or a step-parent) have been granted '**indefinite leave to remain**', you should mark the expiry date box as N/A (not applicable).

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.

section

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Section 4 about your course and your college or university

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 on a full-time basis.

Section 5 your university or college

If you do not want to tell your university or college about your disability or specific learning difficulty, please complete the application form and return it to us. Please include a letter explaining why you did not want to pass the form to your university or college.

The Disability Discrimination Act 1996 (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, institutions 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 or specific learning difficulty in complete confidence to make sure that you receive the support you need.

Section 6 your disability or specific learning difficulty

a If you have not done so you must send supporting evidence of your disability or specific learning difficulty (for example, a doctor's, psychologist's or audiologist's report). 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 the report.



If you have told us about your disability or specific learning difficulty before, please provide brief details and tell us about anything that has changed.

b A diagnostic assessment for dyslexia must have been carried out after your 16th birthday or otherwise a top-up of a full assessment that was carried out prior to your 16th birthday will be required.

Section 7 your consent

Bursary consent

Giving consent to share your information with the university or college for bursary administration purposes means that we can provide them with your personal and financial details, as well as details of a student's course and their eligibility for student finance. This could mean that you would not have to provide information already given on the form to the university or college again.

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

Universities and colleges in England, Wales or Northern Ireland must offer their students a mandatory bursary if they are assessed as being eligible to receive either the full Maintenance Grant or full Special Support Grant and the university or college is charging the maximum variable or flexible fee rate.

Some universities and colleges may choose to offer their students discretionary bursaries or scholarships. The amount offered would be at their discretion and you may not need to be eligible for the full Maintenance Grant or the full Special Support Grant to qualify for their bursary or scholarship scheme

Your university or college will publish details of their bursary and scholarship scheme.

section 8

Section 8 student's bank details

If you have provided us with bank details on another application form for academic year 2007/08, you do not need to provide them again, unless you wish to change them. Please note, however, that SLC cannot keep different sets of bank details for you for different kinds of financial support. If you provide a new set of bank details, we will use these **for all** future payments of financial support to which you may be entitled.

If the account is a building society account, you should check whether you also need to give a roll number. The account must be in the UK and be able to accept payments by direct credit (check with your bank or building society if you are not sure about this). **The bank account must be in your own name.**

Declaration

If the applicant is unable to sign this form, for whatever reason, someone who holds a valid Power of Attorney for that person may sign on their behalf. 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 your LEA (or SLC 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.

Data Protection Act 1998

This statement sets out who will use the information provided on the DSA1 form or otherwise in connection with the application for student finance and what they will use it for.

The information which you, your partner or relatives give on this form ("your personal information") will be used to process your student finance application. The Secretary of State for Education and Skills has transferred certain functions relating to student finance applications to Local Education Authorities (LEAs). The Student Loans Company (SLC) also carries out certain functions on his behalf.

The LEAs and the SLC:

This Data Protection Statement applies generally to all students. However, some LEAs were taking part in a "Centralised Pilot Scheme" in the 2006/07 academic year and this arrangement will continue for the 2007/08 academic year. If your LEA is continuing to take part in the Centralised Pilot Scheme, this will continue to affect the role that it and the SLC play in relation to your application. The specific details are set out below.

The following LEAs will continue to be part of the **Centralised Pilot Scheme** in academic year 2007/08: **London Borough of Brent, Darlington Borough Council, London Borough of Hackney, Hartlepool Borough Council, North Yorkshire County Council, Redcar & Cleveland Borough Council, Southend-on-Sea Borough Council, South Tyneside Council, London Borough of Southwark, Stockton-on-Tees Borough Council and York City Council.**

If one of the LEAs mentioned is your LEA, your application for student finance will be dealt with by SLC and not your LEA. SLC will need the information provided in connection with your application to determine whether you are eligible for student finance and assess the maximum amount of financial support you are entitled to. SLC is the data controller for this information. SLC will need to keep personal information about you, your partner and your relatives so that it can audit its assessment of financial support. SLC will have access to your personal data in order to provide customer service to you and to respond to your questions and to update information on your account.

If your LEA is not part of the Centralised Pilot Scheme, it will need the information provided in connection with your application to determine whether you are eligible for student finance and to assess the maximum amount of financial support you are entitled to. Your LEA is the data controller for this information. Your LEA will need to keep personal information about you, your partner and your relatives so that it can audit its assessment of financial support. If you would like to see your information please contact your LEA. Your LEA will make the results of its assessment available to SLC so that it knows how much financial support to pay you.

Your LEA and SLC will also have shared access to your account information to provide customer services to you and to respond to your questions and update information on your account.

In all cases, SLC will need information provided in connection with your application to handle payments, as appropriate and is the data controller for this information. SLC will have to keep personal information about you for this purpose. The DfES is also a data controller for this information as it is responsible for it by law. However, if you want to see this information please contact SLC. SLC may also use your information to maintain or develop its systems.

Your university or college will receive information from the SLC so that SLC can pay to it any tuition fee grant you are entitled to, and so that it can confirm the details of your course of study. Your university or college may have shared access to your application and account information in the future for these purposes.

Your university or college may also ask for information that you provide in connection with your application for student finance (either on this form or at a later stage) such as your personal, financial and course details or information about your eligibility for student finance, for bursary administration purposes from the SLC, your LEA or the Secretary of State. This information will only be shared where you have consented for the information being shared for bursary administration purposes.

In this instance, the university or college will be the data controller of this information and will use it to assess eligibility and make payment of any bursary or scholarship to which you may be entitled. If you would like to see this information please contact your university or college.

If you study a course approved by the General Social Care Council (GSCC), Care Council for Wales (CCW) or Northern Ireland Social Care Council, you may be entitled to assistance with your tuition fee or be entitled to receive a bursary from the GSCC, CCW or the Department of Health, Social Services and Public Safety (DHSSPS) if studying in Northern Ireland. Should you apply for funding assistance from one of these organisations, SLC may share information relating to your tuition fee/personal contribution and attendance at the FE or HE university or college. Only the information required for the assessment of eligibility for funding shall be passed to the relevant organisation.

The Department for Education and Skills (DfES) will have access to your account information to provide customer services to you and may use the information you have provided on this form to monitor the performance of the student finance system and to develop future policy. Any published output from this statistical work will be anonymous and will not identify individuals.

The Higher Education Funding Council for England (HEFCE) and the Higher Education Statistics Agency (HESA) which carries out certain functions on behalf of HEFCE may, in carrying out HEFCE's statutory functions relating to the funding of education, use the information provided on this form for statistical analysis. HESA and HEFCE will not identify individuals in any published results.

By law, your LEA, SLC and your university or college must protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.

