

# Disabled Students' Allowances



# 2009/10

## Application Form



This form is also available on our website at  
[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

## Instructions

- To obtain this form in an alternative format such as Braille, large print or audio please call our Customer Support Office on **0845 607 7577** or by textphone on **0845 604 4434**.
- Complete this form in black ink and use BLOCK CAPITALS.
- Please refer to the 'Disabled Student Allowances 2009/10 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 ART ID or 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** (this is the easiest way for you to verify your identity):

Passport number

Forename(s)

Surname

Date of issue

 /  / 

Date of expiry

 /  / 

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

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

## 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**

Postcode:

Postcode:

Home phone number:

Date on which you will move to this address:

 /  / 

Mobile phone number:

Email address:

## Bursaries and awards

If you are an **undergraduate student** will you be eligible, in the academic year 2009/10, for:

- a Department of Health or NHS bursary (excluding the social work bursary paid by the NHS Business Services Authority); or
- a healthcare bursary from the Student Awards Agency for Scotland; 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 2009/10:

- a Department of Health, NHS 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? **n e**

☐ 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. **n e**

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. **n e**

☐ 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? **ne**

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? **ne**

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. **n**

Full address:

From:   /   /

To:   /   /

Why were you there?

Full address:

From:   /   /

To:   /   /

Why were you there?

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 2006 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.

☐ **Yes** ☐ **No**

Full address:

From:   /   /

To:   /   /

Why were you there?



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

### University/college details

- a** University or college name and address

UCAS application number

UCAS university or college code

UCAS campus code (if applicable)

Postcode:

  –       – 
  


### Course details

- b** Course name

If you are following a combined studies or modular course, please list all subjects being studied.

UCAS course code

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.

  /    
  /    
 **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**

## 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. 

### 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.



## DSA 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 DSA funding application you have made.

Date of application	Funding authority applied to <b>e</b>
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If you cannot provide evidence of each previous DSA 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 DSA arrangements

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

- ☐ I agree that Student Finance England, the disability adviser at my university or college, and my DSA 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)

## Declaration

Your application for Disabled Students' Allowances may be delayed unless you sign and date this declaration.

Before signing and returning your completed form, you should read the Data Protection Statement on the notes that accompany this form. 

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given my LEA (or SLC where appropriate) false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I agree to give my LEA (or SLC where appropriate) any additional information they require to enable them 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 tell my LEA (or SLC where appropriate) about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support or return any equipment I have already received through DSA.
- I understand that any equipment I receive through DSA must be used for my course of study and my LEA (or SLC where appropriate) is not responsible for paying any repair costs.
- I understand that if I have provided details of my UK Passport on this form, the Student Loans Company will verify those details with the Identity and Passport Service.

Your full name (in BLOCK CAPITALS):


Your signature:

**X**

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 and you are not a postgraduate student, 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. 

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

## Checklist

Before returning this form, please make sure you have done the following:

- ☐ Signed and dated the declaration.
- ☐ Enclosed all the evidence items. Any original evidence will be returned to you as soon as possible. **e**
- ☐ If applicable, your university or college has completed Section 5.



**Please remember to pay the correct postage.**

You must return your completed form to the address shown either below or on the list available online at **[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)**.



# Disabled Students' Allowances

## 2009/10

Notes to help complete  
the application form



Also available on our website at  
**[www.direct.gov.uk/studentfinance](http://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 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.



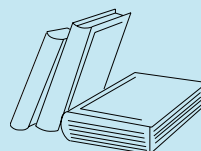
Delivery of specialist equipment



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](http://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 2009/10.

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

## How can I contact you?

- Visit our website at **[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)**
- Contact our Customer Support Office on **0845 607 7577** or by textphone on **0845 604 4434**.

## Section 1 personal details

### Notes **n**

#### 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 for advice.
- If you have any Income Contingent Repayment (ICR) loans, please call 0870 240 6298 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 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>b</b>	<b>Identity</b>	<ul style="list-style-type: none"><li>• Non-UK Passport.</li><li>• Original Birth or Adoption Certificate <b>and</b> a completed Birth/Adoption Certificate form.</li></ul> <p>The Birth/Adoption Certificate form is available from our website at <b><a href="http://www.direct.gov.uk/studentfinance">www.direct.gov.uk/studentfinance</a></b> or by contacting us on 0845 607 7577.</p>
	<b>Name change</b> Required if your name has changed from that which appears on your Birth Certificate or Passport.	<ul style="list-style-type: none"><li>• Change of name deed.</li><li>• Marriage/divorce certificate.</li><li>• Civil partnership/dissolution certificate.</li></ul>

## 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.

- 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](http://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
<b>a1</b>	<b>UK nationality</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>a2</b>	<b>EU nationality</b>	<ul style="list-style-type: none"> <li>Passport or national identity card.</li> </ul>
<b>a3</b>	<b>Parent's Swiss nationality and your relationship to them</b>	<ul style="list-style-type: none"> <li>Your parent's passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).</li> </ul>
<b>a4</b>	<b>European Economic Area (EEA) or Swiss nationality</b>  <b>Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK</b>	<ul style="list-style-type: none"> <li>Passport or national identity card.</li> </ul> <p>Send one of the following:</p> <ul style="list-style-type: none"> <li>A P60 or a letter from employer if currently working.</li> <li>Audited accounts, tax returns or details of income if self-employed.</li> <li>A letter from employer confirming the intention to continue working whilst studying.</li> <li>A P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.</li> </ul>
<b>a5</b>	<b>Settled status</b>	<ul style="list-style-type: none"> <li>UK passport or a letter from the Home Office which confirms immigration status.</li> </ul>
<b>a6</b>	<b>Refugee status</b>  <b>Relationship to person holding Refugee status if it is not you</b>	<ul style="list-style-type: none"> <li>A Home Office letter and an immigration status document, normally a passport.</li> <li>Evidence to confirm your relationship to the person who has been granted refugee status.</li> </ul>
<b>a7</b>	<b>Leave to enter or remain</b>  <b>Relationship to person holding Leave to enter or remain status if it is not you</b>	<ul style="list-style-type: none"> <li>A Home Office letter and an immigration status document, normally a passport.</li> <li>Evidence to confirm your relationship to the person who has been granted leave to enter or remain status.</li> </ul>

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

### Notes

- 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

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

- b** If you had a diagnostic assessment carried out before your 16th birthday it will 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
<b>a</b>	<b>Physical disability/ Mental health condition</b>  <b>Specific Learning Difficulty (for example, dyslexia)</b>	<ul style="list-style-type: none"><li>• A written medical statement from a doctor or appropriate qualified specialist confirming the nature of your disability or mental health condition and how your study will be affected by it. It is your responsibility to pay any cost in relation to obtaining this.</li><li>• 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.</li></ul>
<b>c</b>	<b>Each previous DSA funding application</b>	<ul style="list-style-type: none"><li>• Letters showing the result of each previous DSA funding application and any DSA Needs Assessment Report you received from the funding authority.</li></ul>

### 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 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.

## 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 Innovation, Universities 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 Local Education Authority (LEA), Department for Innovation Universities 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 with whom we share your information and for what purpose, go to **[www.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-dataprotection)**.



