

# Disabled Students' Allowance (DSA) Online Application Guide

## 2024-25 Academic Year

**Disclaimer:** *The information in this guide offers general guidance only and is not legally binding, nor does it constitute any right of eligibility for, or entitlement to funding. We will assess each student's applicant based on the individual circumstances in accordance with the information provided on a completed DSA application.*

# Using the online service to apply for Disabled Students' Allowance (DSA)

DSA is a fund to help you complete your course. It will help pay towards additional costs because of your disability or impairment. To find out who can apply and what the allowance covers, read our DSA Guidance Notes available from the Help page which you will find at the top of your screen within the online service.

## The application process

If you are eligible for DSA and have undertaken a Needs Assessment, your Disability Advisor at your college or university will have a Needs Assessment Report outlining your disabilities, the allowances you need for your studies, and any Non-Medical Personal Help (NMPH) support you need for your course.

Once you have had a Needs Assessment, your advisor will start a DSA application using the DSA online application service. You will receive an email to let you know that they have started an application on your behalf, and at this point, you do not need to do anything.

The Disability Advisor will complete the following sections:

- your details: they will check your personal details are correct
- disabilities: they will select all disabilities or impairments that apply to you
- allowances: they will list all items needed for you to complete your studies
- NMPH: they will add the MPH you need
- travel expenses: they will claim for taxis, lifts or the use of your own car

Once the advisor has completed their part of the application, you will receive an email telling you that you will need to click on the secure link in the email or sign in to your SAAS Account where you will see an alert asking you to complete your DSA application.

## What you need to do

Once you have signed into the DSA application service using the link or via your SAAS Account, you will see a summary screen showing:

- Part 1: your student information
- Part 2: your disabilities and allowances
- Part 3: declarations

## Apply for Disabled Students' Allowance

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## About John

|                       |         |
|-----------------------|---------|
| SAAS Reference Number | 1234567 |
|-----------------------|---------|

|      |           |
|------|-----------|
| Name | John Gray |
|------|-----------|

|               |                 |
|---------------|-----------------|
| Date of birth | 16 October 2000 |
|---------------|-----------------|

|                            |                  |
|----------------------------|------------------|
| Funding eligibility status | <b>CONFIRMED</b> |
|----------------------------|------------------|

If this information is incorrect, continue to review the application and on the [Student Declaration](#) page click on 'I do not agree' so that your Disability Advisor can make changes.

In Part 1, select 'About' and check the information on that page. Select 'Continue' to check your course details.

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## Disabilities

Your disability information has been provided by <Tom Green>, your Disability Advisor at <Glasgow Caledonian University>.

**Visual impairment**

Blind or serious visual impairment.

If this information is incorrect, continue to review the application and on the [Student Declaration](#) page click on 'I do not agree' so that your Disability Advisor can make changes.

Select 'Continue' to check that your Disabilities are correct, and then 'Continue' to check your Allowances. Please read the information on each page carefully to make sure that everything you need and that was agreed with your Disability Advisor has been included in the application.

## Student declaration

Select 'Continue' to read the Student Declaration. You must read the statements on this page carefully.

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You need to confirm that you understand and agree to the following statements before we can process your application for DSA. Please select the checkbox and click on 'I agree'. If you do not agree with any of these statements, click on 'I do not agree'.

Confirm that you understand the following:

- I have checked the information my Disability Advisor has given on this application and to the best of my knowledge my disabilities and the allowances I need are correct.
- I understand that to process my DSA application, SAAS may contact me or my Disability Advisor to confirm the information provided or to request additional documentation.
- I understand that if I am paid too much because of a change in my circumstances, money may be taken back from me, stopped or reduced in the future. A change in circumstances could include not starting my course, leaving my course or receiving money from another fund.
- I understand that if I give my Disability Advisor or SAAS false, incorrect, or incomplete information my details will be passed onto SAAS Counter Fraud team and may have [sanctions](#) applied, including having to pay money back.
- I understand that if I am paid too much money or a payment is made on my behalf; I may have to pay it back.
- I will give SAAS receipts for all items purchased using my DSA.
- I understand that the information I have provided will be used to prevent, detect, investigate, and report crime. I understand that SAAS may share this information with other organisations.
- My Disabled Students' Allowance payment is made under the Students' Allowances (Scotland) Regulation 2022.

I have read and agree with the statements above.

[I do not agree](#)[I agree](#)[◀ Back to DSA application summary](#)**If you are happy with everything in the application**

If you agree with everything your advisor has entered on the application, select the checkbox at the bottom to confirm that you agree with the statements and click 'I agree'.

**If you notice something on the application is incorrect**

If something is incorrect, such as your disability or the allowances you need, you must click 'I do not agree' and contact your Disability Advisor to let them know what you would like changed. They can then go back into the application and amend it. If you do not select either of the options 'I agree' or 'I do not agree', your application will be locked, and your advisor cannot make any changes.

## Submit your application

Once you have selected 'I agree', you need to tell us where you want us to pay your fund. You can choose to have it paid into the bank account you gave SAAS for your main funding, or you can keep the money separate by giving us details of another bank account.

The screenshot shows the SAAS application interface. At the top, there's a blue header bar with the SAAS logo and navigation links for 'Dashboard', 'Help', and 'Sign out'. Below the header, a light blue banner says 'Apply for Disabled Students' Allowance'. Underneath, a dark blue bar indicates the service is 'BETA' and encourages users to provide feedback. The main content area has a heading 'Bank account for DSA payments confirmed' followed by explanatory text about payment references. A table displays bank account details: Name on account (John Gray), Sort code (06-02-33), Account number (01237456), and Payment for (Disabled Students' Allowance). Buttons for 'Change' and 'Remove' are shown next to the account number. At the bottom are 'Back' and 'Save and continue' buttons.

### Bank account for DSA payments confirmed

Payments will be made from SAAS with a reference 'Disabled Students' Allowance' to help you identify that this is your DSA payment.

#### We will pay your DSA into the following bank account

| Name on account | Sort code | Account number | Payment for                  |   |
|-----------------|-----------|----------------|------------------------------|---|
| John Gray       | 06-02-33  | 01237456       | Disabled Students' Allowance | <a href="#">Change</a> <a href="#">Remove</a> |

[Back](#)

[Save and continue](#)

The screenshot shows the SAAS footer. It includes the SAAS logo, links for 'About SAAS', 'Privacy', 'Cookies', 'Accessibility', and 'Contact us', and the Scottish Government 'gov.scot' logo.

If you have entered your new bank account details incorrectly, you have the option to remove them and start again.



SAAS  
Student Awards Agency Scotland  
Funding your future

Dashboard Help Sign out

## Apply for Disabled Students' Allowance

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SAAS Reference Number 1234567

**John Gray**

You are applying for the academic year 2024 to 2025

! Your application is complete and can now be submitted.

**Submit application**

**APPLICATION COMPLETE**

### Part 1: Student information

2 of 2 sections complete

[About John](#)

**COMPLETED**

[Course details](#)

**COMPLETED**

### Part 2: Disabilities and allowances

2 of 2 sections complete

[Disabilities](#)

**COMPLETED**

[Allowances](#)

**COMPLETED**

### Part 3: Declarations

1 of 2 sections complete

[Advisor](#)

**COMPLETED**

[Student](#)

**COMPLETED**

If anything is incorrect, start [Student declaration](#) click on 'I do not agree'.

Your Disability Advisor can then make changes and re-submit it for your approval.

### Get help with your application

Contact your Disability Advisor if you need help with your DSA application.

You will then see a summary of your DSA application. It will show your Student Reference Number, your name, and the academic year you are applying for at the top. It will show that all parts of the application are complete.

SAAS Reference Number 1234567

**John Gray**

You are applying for the academic year 2024 to 2025

! Your application is complete and can now be submitted.

**Submit application**

You can now submit your application for processing. Please select 'Submit application' at the top of the page. You will receive a confirmation page showing that your application has been submitted to SAAS with information on what will happen next.

You do not need to do anything else, but if you have any questions or concerns about your application, please reach out to your Disability Advisor who can help you.

## Sending receipts

You must send us copies of receipts for **all** items you purchase under the DSA. If you do not provide receipts or the amount receipted is less than the amount, we awarded you, we may ask you to pay back any amount which is not receipted.

You must send us receipts for any equipment, software and accessories you have purchased, within 6 weeks of making the purchase. You can send us receipts for consumable items throughout the year as you use it, or at the end of the year. You can send us copies of these using the Document Uploader in your SAAS Account dashboard.

If you have employed your own helper for NMPH, both you and your helper must sign all NMPH invoices. If we pay you more than the NMPH award you are entitled to, we may ask you to pay this back.

**If you apply for DSA in a subsequent year and you have not given us all the receipts for your previous DSA award, we may withhold any further awards of DSA until we receive all outstanding receipts.**

## Award processing

SAAS will only process your DSA application once your SAAS main funding application has been processed. If your main funding application is pending, you will see an alert.



Dashboard      Help      Sign out

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SAAS reference 1234567

**John Gray**

### Application(s)

Covers any Disability Student's Allowance applications that have been started within the service.

| Academic year  | Institution                   | Status  | Date        |                      |
|----------------|-------------------------------|---------|-------------|----------------------|
| Status updated |                               |         |             |                      |
| 2023 to 2024   | Glasgow Caledonian University | PENDING | 3 June 2024 | <a href="#">View</a> |

#### What does this status mean?

We have reviewed your application but need more information before it can be processed. We have asked your Disability Advisor for the information we need. You can contact them for further details.



About SAAS    Privacy    Cookies    Accessibility    Contact us



SAAS will review your DSA application and contact you if we need any other information. We aim to process your application within 4 weeks and will email you and your Disability Advisor to notify you of the award decision.

You can sign in at any time to see the processing status of your application.

### Award notice

Once your application has been processed and an award decision has been made, we will email you to tell you that DSA has either been 'Awarded' or 'Not awarded'. You will receive details of your award in an email with links to further help.

### Next steps

We advise that you purchase the equipment agreed upon and recommended by your Needs Assessor and Disability Advisor. Read more about purchasing equipment in the DSA Guidance Notes available from the Help page which you will find at the top of your screen within the online service. If you need support with your DSA fund, contact your Disability Advisor who will be able to help you or direct you to SAAS.

## Contact us

Telephone: 0300 555 0505

If you need to send documents or evidence, we can now only accept these through the online Document Uploader on your SAAS Account. Please, do not post anything to us.

Email: [saas\\_4@gov.scot](mailto:saas_4@gov.scot)

Website: [www.saas.gov.uk](http://www.saas.gov.uk)