

DSA ONLINE ONLINE APPLICATION GUIDE (PRIVATE BETA) SESSION 2024-2025

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 DSA online service to apply

Disabled Students' Allowance (DSA) is a non-income-assessed allowance to support students with a disability or impairment. The fund covers additional costs or expenses arising from their additional needs while studying.

Once you have created a DSA Account you can sign in at any time to start or complete an application. Separate guidance on how to manage your DSA Account can be found on our [help page](#).

This guide will provide information on:

- the DSA online application
- signing the advisor declaration
- how to support the student
- view the award processing status
- award notice
- getting support

The DSA online application

To apply for DSA on behalf of an eligible student, we strongly recommend that you have the following information to hand, otherwise, you will need to sign back in at a later time or date to complete the application:

- details of the student's disabilities
- details of the student's course
- the allowances that the student needs to carry out their studies (consumable items, large equipment, software and training, Non-Medical Personal Help (NMPH) and travel expenses
- details of the time and cost to carry out the Needs Assessment Report

The DSA online application service will enable you to:

- find a student using first and last name; you can also add the date of birth
- start an application for the student, provided they are eligible and you have the relevant permissions (if not, you will receive a message to state why you cannot start an application)
- add a student's disabilities
- add each item required for the student's consumable items (optional)
- add each item required for the student's equipment, software and accessories (optional)
- add itemised services required under the NMPH allowance
- add travel expenses (taxi, lift or own car) (optional)
- add the needs assessment fee (optional)

- agree to a declaration

If there are allowances that the student does not need, you can skip those sections when you apply online. In addition, you do not have to fill in the section to claim back the needs assessment fee if it is not required although a Needs Assessment Report is mandatory for the student to be eligible for DSA.

Once the declaration has been accepted, your part of the application is complete unless you need to make changes following the student's review.

Disabilities

Enter all disabilities that apply to the student based on their needs assessment and medical evidence. The number of disabilities you can select is unlimited. If a disability is not listed, provide a brief description of the student's condition.

Consumable Items

If you claim for a student's consumable items, select all that apply. You will then be able to provide detailed information on the required items and the cost. Once you have added these, check the summary page where you can change, remove or add items.

If your items exceed the allowance limit, you can still continue with the application. The case worker will review it on a case-by-case basis and contact you if more information is needed.

Equipment, Software and Accessories

If you claim for a student's equipment, software and accessories such as computing equipment, ergonomic furniture, assistive software, warranty and insurance, and technical aids, enter each item and select Add. In the description field, try to give the laptop make and model number, the name of the assistive software or a description such as 'insurance and warranty cost for 3y cover', 'delivery fee' or 'ergonomic chair' so that the case worker has a clear understanding of the item you are claiming for.

Once you have entered the information, click on Add. You can then select 'Add another' to enter more items.

If you have received a packaged quote from a preferred supplier, enter each product name and description as shown on the quote. Although description is optional, it will help us to assess the claim if we have detailed information.

Once you have added all items, check the summary page where you can change, remove or add more items.

If your items exceed the allowance limit, you can still continue with the application. The case worker will review it on a case-by-case basis and contact you if more information is needed.

NMPH

You must have this information to hand. If you claim NMPH for a student, enter the type of support, provider and cost.

If your NMPH costs exceed the allowance limit, you can still continue with the application. The case worker will review it on a case-by-case basis and contact you if more information is needed.

Travel expenses

If you are claiming travel expenses, you can claim more than one mode of transport. For example, you might be claiming a combination of 'own car' and 'lift'. Select all that apply, then add each claim separately when prompted.

Once you have added details of the travel expenses, check the summary page where you can change, add or remove items.

Payment for needs assessment report

Enter the details so that we can reimburse your college or university for the needs assessment and Needs Assessment Report fee upon receipt of an invoice.

Signing the advisor declaration

We do not need any documentation at this stage. Instead, we ask advisors to declare that the student has had a needs assessment, they have seen and verified the medical evidence and the student needs DSA for their studies. If we need any supporting information, we will contact you when we process the award.

You must check all tick boxes and agree to the statements. Once this is done, your part of the application is complete, and we will ask the student to check and submit their application.

How to support the student

Once you have completed your part of the application on behalf of a student, the student will receive an email informing them that an application has been started on their behalf and that they need to sign in to their SAAS Account or click on the direct link embedded in their email to check and submit the application.

In addition, on their SAAS Account dashboard they will see a notification to view their DSA application. They can sign in at any time and check and submit their DSA application from here.

Once they have accessed the DSA online application, they will need to:

- check that the details on the application are correct
- accept the student declaration
- confirm the bank account details where they would like their award to be paid
- submit the application to SAAS for processing

If they agree with the information provided:

Once the student agrees with the information and allowance recommendations on the application, they will need to select 'I agree' on the student declaration. They will then need to enter the bank account into which they want their DSA fund paid. They can choose to either use the bank account for their main funding or select a separate account, enabling them to keep the fund separate.

The student can then submit the application to SAAS for processing. We aim to process online applications within 4 weeks, and we direct the student to their Disability Advisor if they have any questions or their circumstances change.

If they do not agree with the information provided:

If a student believes that something is missing or incorrect on the online DSA application, such as the disabilities listed or their allowance needs, or they do not understand any of the statements on the student declaration, it is important that the student continue to the Student declaration and click on 'I do not agree'.

Once they have selected 'I do not agree' the Disability Advisor can sign in and make changes to the application.

If the student does not click on either 'I agree' or 'I do not agree', the application will be locked, and the advisor will be unable to make changes, so it is important that they click one of these options.

After 5 days, 10 days, and 30 days of no action, the student will receive reminders to complete the DSA application.

[View the award processing status](#)

To view the status of an award that has been submitted, you can sign in to the service, search for the student, and the stage where the award is currently being processed.

Award notice

Once SAAS has made an award decision, the student, Disability Advisor, and Learning Support Team will receive an email with the decision 'Awarded' or 'Not awarded'.

In addition, the student will receive an email outlining details of their DSA award. We encourage the student to contact their advisor to reach out for purchasing support. Alternatively, once you receive the award decision, you can contact the student for more details of the award notice.

Getting help with the application

We have set up dedicated support for HEIs taking part in private beta. Please contact us using the following information only if you are using the DSA online application (we cannot deal with PDF applications).

DSA Advisor Line: 0131 287 0952

Email: saas_dsaonline_enquiries@gov.scot