

DSA Slim

DSA Slim - Disabled Students'
Allowance Application Form

2023/24



How to get Disabled Students' Allowance (DSA) in 3 easy steps

Here is a summary of the steps involved in applying for and receiving DSA.

1

Apply for DSA

Fill out all sections in this form and send it back with all the evidence we've asked for. The sooner we receive your form and evidence - the quicker we'll be able to tell you if you could get DSA.

Make sure you sign and date the declaration.

2

Find out exactly what equipment and support you need



If you're able to get DSA, you may need to have a study needs assessment. This will make sure you get the right support to help you complete your course. If you need to have an assessment, we'll send you a letter to tell you how to do this. The needs assessor will want to see a copy of your disability evidence before the assessment.

If you have a study needs assessment, we'll get a report recommending what support and equipment you'll need. It will also let us know how much it will cost and who can provide it. You'll receive a copy of this report. We'll look at the recommendations and make our final decision.

3

Get your equipment and support

We'll send you a DSA entitlement letter to tell you what equipment and other support you'll get DSA for. The letter will also tell you how to get your support. Don't buy equipment or arrange support before you get this letter. We won't be able to refund these costs back to you.

-  Where you see this icon there is a guidance note to help you complete the question.
-  Where you see this icon you need to send evidence with your application.

Application deadline

You should return your application as soon as possible and no later than 9 months after the start of your academic year. If you are unable to return your application by this date use the Additional notes pages at the end of this form to tell us why.

Where can I find more information about Disabled Students' Allowance?

Go to www.gov.uk/studentfinance for information and guidance.

How can I contact you?

- Email us at dsa_team@slc.co.uk
- Contact us on **0300 100 0607**

Alternative formats

You can order forms and guides in Braille, large print or audio. You can either:

- email your name, address and Customer Reference Number along with what form and format you require to brailleandlargefonts@slc.co.uk or
- telephone us on **0141 243 3686**

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

Who should complete this form

1 What type of course are you/will you be studying?

Full-time undergraduate course – go to question 2

Part-time undergraduate course – **You should complete a DSA1 form**

Postgraduate course – **You should complete a DSA1 form**

2 Have you applied for other student finance (a tuition fee loan or maintenance loan)?

Yes - go to question 3

No - **You should complete a DSA1 form**

3 Have you applied for DSA for your current course before?

Yes - I've already received DSA – **You don't need to reapply**

No - I'm applying for DSA for the first time – **Complete this form**

You can download a copy of the DSA1 form and notes from www.gov.uk/studentfinance

Section 1

Personal details

Customer Reference Number

Forename(s)

Surname

Sex

Male

Female

Date of birth (DDMMYYYY)

Section 2

Other financial support

In academic year 2023/24 will you be eligible to apply for any of the following:

- | | | | |
|-----------|---|------------|-----------|
| a1 | A Department of Health or NHS Bursary excluding the Social Work Bursary paid by the NHS Business Services Authority | Yes | No |
| a2 | A bursary from Student Awards Agency Scotland (SAAS) | Yes | No |
| a3 | A Healthcare Bursary from the Department of Health (Northern Ireland) | Yes | No |



If you answered 'Yes' to any of the above questions **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.

Section 3

Your disability

- a1** Please give the name or diagnosis and provide **photocopied** evidence of your disability. See the notes for what evidence you need to send.

Your evidence must confirm that you meet the definition of a person who has a disability under the Equality Act 2010.



Keep all original evidence - you may need this later. We only need a photocopy. This will be securely destroyed once processed.

It is your responsibility to pay any costs to obtain the required evidence.

- n** You meet the definition of a person with a disability under the Equality Act 2010 if you have a physical, sensory or mental impairment which has a substantial* and long term adverse effect on your ability to carry out normal day-to-day activities (including education).

*more than minor or trivial

e Physical, sensory, long term health conditions or mental health conditions

You should provide a written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.

e Specific Learning Difficulty (for example, dyslexia)

You should provide a diagnostic report, written in accordance with the 2005 Specific Learning Difficulty (SpLD) Working Group Guidelines, from either:

- A Practitioner Psychologist; **or**
- A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.

e Autistic Spectrum Disorders

You should provide a written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities;

or

Statement of Special Educational Needs (SEN) issued by a local authority.



Please tick the boxes below if you consent to the following DSA arrangements. This will allow us to make sure you get the help you need by exchanging information with the disability service at your university or college and your DSA supplier(s). If you do not give consent, you will need to contact these people directly and it may take longer to get your support in place.

I agree that Student Finance England and the disability service at my university or college may exchange information about my DSA application where this is necessary to make sure I get the help I need.

I agree that Student Finance England and my DSA supplier(s) may exchange information about my DSA application where this is necessary to make sure I get the help I need.

You have the right to withdraw your consent to us processing your personal information in relation to this application form. To withdraw your consent, please contact us.

Section 5

Your bank or 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.

You do not need to provide these details if you have already given them to us.

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

To find out how we'll use the information you provide go to www.gov.uk/studentfinance to read our Privacy Notice before signing this form.

Alternatively, you can request a copy by writing to the Student Loans Company Ltd (SLC) at 10 Clyde Place, Glasgow, G5 8DF or by calling us.

- 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 may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date (DDMMYYYY)

Checklist

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

Signed and dated the declaration.

Got **copies** of all the evidence requested to support your application. 

Kept your original evidence.



All evidence will be securely destroyed once processed.

Once you have completed this form, and you have all of your evidence, choose from the following options on how to return these to us:

Option 1

Uploading the form and evidence using your device

- 1 – Save this form to your device
- 2 – Go to your online account
www.gov.uk/student-finance-register-login
- 3 – Click on the ‘manage your student finance’ section, then choose ‘upload supporting evidence’

Option 2

Emailing your form and evidence

You can also return your completed form and evidence to the DSA team by email at **dsa_team@slc.co.uk**

Make sure these are included as attachments.

Option 3

Printing off and posting this form and evidence

Please return it to:

**Student Finance England
PO Box 210
Darlington
DL1 9HJ**

Please remember to pay the correct postage.