



DSA1 Notes

Notes for Disabled Students'
Allowance application form

2024/25

These notes will help you answer the questions on the application form and tell you what evidence you need to send and whether it needs to be photocopies or originals. Where we ask you to send original evidence, this must be the version issued by the organisation who gave it to you. We cannot accept photocopies of the documents.

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

Visit www.gov.uk/studentfinance

How can I contact you?

You can telephone us on **0300 100 0607**

You can email us at: **dsa_team@slc.co.uk**

Make sure you email us from the address you add to page 5 of the form. You must include your full name and customer reference number in your email. This will help us to answer your query without any delays.

Alternative formats

You can order forms and guides in Braille, large print or audio by emailing with your name, address, customer reference number along with what form and format you require to:

- **brailleandlargefonts@slc.co.uk**

or you can 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.

Notes **Personal details**

- a** If you have been granted ‘Leave to Remain’ as a Stateless Person, you can answer ‘None’ or ‘Stateless’ in the Nationality box.

Identity evidence details

- b2** If your passport expiry date has passed you will need to send a photocopy of your UK birth or adoption certificate.

Any original evidence you send with your application form will be returned to you as soon as possible.

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 (MS) Loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them. If you don’t know who your debt owner is please call **0300 100 0632** for advice.

If you have any Income Contingent Repayment (ICR) loans, please call **0300 100 0611** for advice.

Armed Forces

- d1** You may be eligible for support to study a distance learning course outside of
&2 England if you or your family member (who you live with) is currently serving outside England in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving outside England
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- A dependant parent living with either;
 - A child who is a member of the UK Armed Forces serving outside England
 - The child’s spouse or civil partner who is a member of the UK Armed Forces serving outside England

Section 1 Personal details

If you are in the Armed Forces

You need to send a letter confirming your name, your address (or BFPO address) and which country you were ordinarily resident in before you were based at your current location. It must also confirm the country you're currently based in.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name
- their address (or BFPO address)
- your name
- their relationship to you
- where they're currently based
- if you have been ordinarily resident in the UK, which country they were ordinarily resident in before they were based at their current location
- if you've never been ordinarily resident in the UK, which country they signed up for the Armed Forces in

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office.

Contact details

- e All correspondence we issue will be sent to your contact address. You can update your address at any time by logging into your online account or by calling us.

If you contact the DSA team by email, you should use the email address you've told us about here.

Evidence

Question	Evidence of	Evidence item requested
b3	Identity	Photocopy of UK birth or adoption certificate.
b3	Name change Required if your name has changed from that which appears on your birth certificate or passport.	A photocopy of: Change of name deed Marriage/divorce certificate Civil partnership/dissolution certificate A final or conditional order

Notes **a1 UK national**

You are a UK national if you have a UK passport or are eligible to apply for one. If you have provided your UK passport details in section 2, you do not need to send any further evidence of your UK nationality.

If you are resident in a British Overseas territory and are unable to send an original copy of your passport or UK birth certificate, your local authority can confirm they have seen this and email a scanned copy of it to the appropriate British consulate for it to be posted to SLC on your behalf.

Armed forces

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted, unless you are permanently living in another area of the UK. We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

a2 Irish citizen

If you hold a UK passport, you should provide your passport details in section 2 as you do not need to send further evidence of your nationality.

a3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- child or step-child

of a UK national

If you are claiming student finance as the direct descendant of a UK national, the term means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

You need to give us some details about your identity and residency at question **b1**.

a4 Settled or pre-settled status under the EU Settlement Scheme

If you have been granted settled or pre-settled status under the EU Settlement Scheme you need to give us some details about your identity and residency at question **b1**.

a5 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year. You must have pre-settled status and be ordinarily resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of your first academic year.

Go to the residency status section on page 10 to find out when your academic year starts.

You need to give us some details about you and your family member's identity and residency at question **b2**.

a6 EEA or Swiss worker

By family member, you must be the:

- husband, wife, civil partner;
- parent(s), step-parent (only applicable to EEA worker family members);
- child or step-child;
- other ascending or descending line family member (only applicable to EEA worker family members)

A direct descendant is defined as the biological child, grandchild, greatgrandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

Other family relationships are excluded from the definitions above.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme.

If you were granted this leave

You need to give us some details about your identity and residency at question **b1**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b2**.

If your parent is the EEA or Swiss worker, the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA or Swiss worker parent has died or left the UK and the child is staying on in the UK to finish their education.

a7 Child of a Turkish worker

To get student finance as the child of a Turkish worker, your Turkish parent or step-parent must be working in the UK on the first day of your course.

You must also send us your birth certificate or equivalent as proof of your relationship.

As proof of your parent's employment in the UK, you must send their contract of employment.

You must also send the Home Office letter confirming your parent has extended leave to remain in the UK after 31 December 2020.

You need to give us some details about you and your family member's identity and residency at question **b2**.

a8 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)**If you were granted this leave**

You need to give us some details about your identity and residency at question **b3**.

Expiry date

If you were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

Expiry date

If your:

- husband, wife, civil partner; or
- parent(s), step-parent

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

You need to give us some details about you and your family member's identity and residency at question **b4**.

a9 'Settled status'

'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 been granted 'Indefinite Leave to Enter or Remain'.
- You have a right of abode in the UK.

Further information about immigration issues can be obtained from the Home Office.

You need to give us some details about your identity and residency at question **b1**.

a10 Ukraine Scheme**If you were granted this leave**

You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

You need to give us some details about you and your family member's identity and residency at question **b4**.

a11 Refugee status

You need to send evidence of your relationship to the person who holds the status if it is not you.

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

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave

You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b4**.

a12 Humanitarian Protection

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you were granted this leave

You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b4**.

a13 Stateless Person

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, 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 this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If you were granted this leave You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b4**.

a14 Victim of domestic violence or abuse

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain as a victim of domestic violence, 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 were granted this leave

You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b4**.

a15 Section 67 of the Immigration Act 2016

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain under section 67 of the Immigration Act 2016, 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.

You need to give us some details about your identity and residency at question **b3**.

a16 Calais leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **b3**.

a17 Bereaved partner

You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain as a bereaved partner, you will only be

Section 3

Residence

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 were granted this leave

You need to give us some details about your identity and residency at question **b3**.

If your family member was granted this leave

You need to give us some details about you and your family member's identity and residency at question **b4**.

a18, a19 & a20 Long residency

You must have been living in the UK and Islands legally for the three years prior to the first day of the first academic year of your course.

You must have held a form of leave to remain in the UK issued by the Home Office during that time. This will usually be limited leave to remain or discretionary leave to remain, but other types of leave are also acceptable.

If you had more than one type of leave to remain during the 3 years before the start of the first academic of your course, you must have applied for the second type of leave before the last one expired.

You must be living in England on the first day of the first academic year of your course.

If you're under 18 on the first day of the first academic year of your course, you must have lived in the UK for at least 7 years.

If you're 18 or older on the first day of the first academic year of your course, you must have been living in the UK for at least half of your life, or 20 years, whichever is less.

If your leave to remain in the UK expires while you're studying, we'll ask you to send us documents to show that you have a new form of leave.

c2 Residency status

&c3 If you have refugee status you should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

Date study begins between	Date academic year begins
1 August until 31 December inclusive	1 September
1 January until 31 March inclusive	1 January
1 April until 30 June inclusive	1 April
1 July until 31 July inclusive	1 July

c4 Residency status

We require this information because your family member's residence history may affect your eligibility for student finance. Make sure this person knows you are giving us their details.

If you were under 18 years old in the three years before the first day of the first academic year of your course, we need this information as we assume that you were resident in the same place as your parents. If they lived or worked outside of:

- the UK and Islands, or
- in the case of an EEA or Swiss national, outside of the UK, Gibraltar, EEA or Switzerland

in the three years before the first day of the first academic year of your course, we'll ask for evidence to show that this was a temporary break in residence.

We assume that you have been resident in the same place as your spouse/civil partner. If they lived or worked outside of:

- the UK and Islands, or
- in the case of an EEA or Swiss national, outside of the UK, Gibraltar, EEA or Switzerland

in the three years before the first day of the first academic year of your course, we'll ask for evidence to show that this was a temporary break in residence.

Section 3

Residence

Evidence

Question	Evidence of	Original evidence item required
a1	UK nationality	If you were born outside the UK and have a British birth certificate issued by a British Consulate, send a copy of your passport, a letter or other document.
a2	Irish citizenship	Your ROI or EU passport.
a3	Family member of a UK national	Your family member's passport; and Proof of your relationship with your family member. This may be: your marriage or civil partnership certificate; or a birth certificate showing your name and your family member's name; and the marriage or civil partnership certificate if you or your family member's are a step-parent or step-child.
a4	Settled or pre-settled status under the EU Settlement Scheme	If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.
a5	Parent/step-parent's Swiss nationality and your relationship to them	Your birth certificate or equivalent.
a5	Residency of Swiss national parent/step-parent	<ul style="list-style-type: none">• A letter signed by your parent to confirm they are/were living in the UK on the first day of your academic year; and• Bank statement; or• Payslip (showing home address); or• Tenancy agreement/Mortgage statement; or• Recent utility bill; or• Local Authority correspondence; or• Government department correspondence.

Section 3

Residence

Question	Evidence of	Original evidence item required
a6	Employment of the EEA or Swiss national who is working, has worked or is looking for work in the UK	<ul style="list-style-type: none"> • P60 or letter from employer; or • Audited accounts, tax returns or details of income if self-employed; or • Letter from employer confirming intention to continue working while studying; or • P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
a7	The child of a Turkish worker	Your birth certificate or equivalent.
a7	Turkish worker's employment in the UK	<ul style="list-style-type: none"> • Your parent's contract of employment as proof of their employment in the UK. • You must also send the Home Office letter confirming your parent has extended leave to remain in the UK after 31 December 2020.
a8	Relationship to person granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS) if it is not you	<ul style="list-style-type: none"> • Proof of your relationship to the person who has been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS).
a10	Ukraine scheme	Proof of your relationship to the person who has been granted leave <ul style="list-style-type: none"> • your birth certificate; and • the marriage or civil partnership certificate if they are your step-parent.
a11	Relationship to person holding Refugee status if it is not you	<ul style="list-style-type: none"> • Proof of your relationship to the person who has been granted refugee status.
a12	Relationship to person holding Humanitarian Protection status if it is not you	<ul style="list-style-type: none"> • Proof of your relationship to the person who has been granted Humanitarian Protection status.

Section 3**Residence**

Question	Evidence of	Original evidence item required
a13	Relationship to person holding Stateless Person status if it is not you	<ul style="list-style-type: none">• Proof of your relationship to the person who has been granted Stateless Person status.
a14	Relationship to person holding this status if it is not you	<p>Proof you are the child or step-child of a person with Indefinite Leave to Enter or Remain in the UK as a victim of domestic violence or abuse.</p> <ul style="list-style-type: none">• Proof of your relationship to your parent or step-parent such as<ul style="list-style-type: none">- your birth certificate; and- the marriage or civil partnership certificate if they are your step-parent.
a15	Relationship to person holding this status if it is not you	<ul style="list-style-type: none">• Proof of your relationship to the person who has been granted 'Leave to Remain' under section 67 of the Immigration Act 2016.
a16	Relationship to person holding this status if it is not you	<ul style="list-style-type: none">• Proof of your relationship to the person who has been granted this status.
a17	Relationship to person holding this status if it is not you	<p>Proof you are the child or step-child of a person with Indefinite Leave to Remain in the UK as a victim of domestic violence or abuse.</p> <ul style="list-style-type: none">• Proof of your relationship to your parent or step-parent such as<ul style="list-style-type: none">- your birth certificate; and- the marriage or civil partnership certificate if they are your step-parent

Question	Evidence of	Original evidence item required
<p>a18, a19 and a20</p>	<p>If on the first day of the first academic year you'll be:</p> <ul style="list-style-type: none"> • under 18 and have lived in the UK for at least seven years or • 18 or above and have lived in the UK for at least half of your life or 20 years 	<p>School letter and records on headed paper, signed by the Deputy Head or Head Teacher within the school. The letter and records should confirm dates you were in attendance of the school.</p> <ul style="list-style-type: none"> • Letter from a GP. • Confirmation of university/college attendance. • Council tax bill. • Payslips/P60/P45/self-assessed tax return. • Confirmation of employment from your employer. This should be on company headed paper and signed by a senior member of staff with contact details provided.

Section 4 About your course and university or college

b Course name

If the new course details you give us can't be confirmed yet, your student funding may be delayed.

If you're not sure if your course is an approved Higher Technical Qualification, speak to your university or college. Certain Level 4 and 5 courses that are not approved Higher Technical Qualifications cannot attract Higher Education student finance, therefore, you won't be eligible for Tuition Fee Loan, Maintenance Loan, Grants for Dependents, or Disabled Students' Allowance. You may instead be eligible for Advanced Learner Loan. Go to www.gov.uk/advanced-learner-loan to find out more.

Note, not all approved Higher Technical Qualifications will qualify for Higher Education student finance and you may instead be eligible for Advanced Learner Loan. For more information speak to your university or college..

Course length

If you're studying part-time and want to apply for DSA you must meet one of the following:

If you started your part-time course before 1 September 2012, 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 no more than 6 years studying part-time.

If you start your part-time course on or after 1 September 2012, you must be planning to complete your course in no more than four times the time it would take you to finish it if you were studying full-time in order to receive support. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 12 years studying part-time.

c Term details

You should select 'Work placement' if you will be working in the UK or abroad as part of your course during this academic year or your placement is part of a sandwich course.

d2 Turing Scheme or Taith

If you're applying for funding from the Turing Scheme or Taith, you can't get a payment for the same travel expense from both SFE Travel Grant and the Turing Scheme or Taith.

e Placement details

If you don't know where your placement will be yet you should let us know as soon as possible.

Question	Evidence of	Evidence item requested
e	Unpaid placement type	<ul style="list-style-type: none">• Photocopied evidence confirming the location of your unpaid placement.

Notes 

The Equality Act 2010 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. You should also include a university acceptance letter or similar confirming you've been accepted onto the course.

Section 6

Your disability

Notes

- a** 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.

Evidence

Question	Evidence of	Evidence item requested (only send photocopied medical evidence)
a	Physical, sensory, long term health conditions or mental health conditions	<ul style="list-style-type: none">• 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.
a	Specific Learning Difficulty (SpLD) (for example, dyslexia)	<ul style="list-style-type: none">• A diagnostic report, written in accordance with the 2005 SpLD Working Group Guidelines, from either:<ul style="list-style-type: none">• A Practitioner Psychologist or• A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.
a	Autistic Spectrum Disorders	<ul style="list-style-type: none">• 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. <p>or</p> <ul style="list-style-type: none">• Statement of Special Educational Needs (SEN) issued by a Local Authority.

Terms and Conditions

If you cannot sign this form, it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with this application before a signature from that attorney will be accepted.

You must notify SLC 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.

Privacy Notice

SLC and the Department for Education are joint Data Controllers under the Data Protection Legislation. 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.

For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at www.gov.uk/studentfinance

If you don't have internet access, please call us on **0300 100 0607** and we can send a copy to you.