

Disabled Students' Allowance Guidance Document

What is the Disabled Students' Allowance (DSA)?

The Disabled Students Allowance is a non-repayable government grant to help cover costs related to your study, which you may have as a direct result of a disability, including a long-term health condition, mental health condition or specific learning difficulty such as dyslexia.

What can the Disabled Students' Allowance pay for?

- Specialist equipment/software: for example a laptop or ergonomic chair.
- Non-medical helpers (NMH): for example mentoring and study skills support.
- Extra travel: if your disability impacts your ability to travel.
- Other disability related cost of study.

How do I apply for the Disabled Students' Allowance?

Step	DSA Application Checklist	✓
1	Obtain a copy of evidence - retain more than one copy in case it is needed for another purpose. (See "Evidence required" overleaf)	
2	Complete DSA form. (Please refer to "Where do I find a DSA application form overleaf")	
3	Submit DSA form. Take a note of your Customer Reference Number (CRN).	
4	Receive eligibility letter (DSA1), and book a Needs Assessment. Your local Assessment Centre can be found here dsa-qag.org.uk/ .	
5	Send your DSA1 and evidence to your Assessment Centre.	
6	Attend Needs Assessment – normally 2hrs. Receive a copy of your Needs Assessment Report (NAR) within 10 working days.	
7	Receive Notification of Entitlement Letter (DSA2) via email and post.	
8	Contact the suppliers on your DSA2 form (under "Your DSAs") to access equipment and support.	
9	Contact your Assessment Centre if you have any queries about your DSA recommendations.	
10	If you change course or university, including moving from undergraduate to postgraduate study, contact your funding body.	

Please be aware you should apply and send your evidence as early as possible as the application process for DSA can take around 14 weeks.

What evidence do I need to apply for the Disabled Students' Allowance?

Condition	Evidence Required
Disability or long-term health condition	Report or letter from your doctor or consultant - you can also fill in the disability evidence form which can be found here: http://media.slc.co.uk/sfe/nysf/sfe_dsa_disability_evidence_form.pdf
Mental-health condition	Report or letter from your doctor or consultant - you can also fill in the disability evidence form which can be found here: http://media.slc.co.uk/sfe/nysf/sfe_dsa_disability_evidence_form.pdf
Specific learning difficulty e.g. dyslexia or dyspraxia	A post-16 full diagnostic assessment report completed by a specialist teacher/assessor with a current Assessing Practising Certificate (APC) or a psychologist registered with the Health and Care Professional Council (HCPC). You will need to get reassessed if you had an assessment completed before your 16 th birthday.

Where do I find a Disabled Students' Allowance application form?

	Funding Body	Telephone	Link to DSA application form
	Student Finance England	0300 100 0607	www.gov.uk/disabled-students-allowances-dsas
	Student Finance Wales	0300 200 4050	www.studentfinancewales.co.uk
	Student Finance NI	0300 1000077	Please contact Enabling Services (see contact details below).
	Student Awards Agency Scotland	0300 555 0505	www.saas.gov.uk/

Disabled Students' Allowance Costs?

Support and equipment provided through DSA does not normally have to be paid back. However if you fail to start your course or leave your course early you may be asked to pay some back.

Should you have any queries or concerns regarding the Disabled Students' Allowance please refer to <http://www.yourdsa.com/> or contact Enabling Services via telephone (023 8059 7726), email (enable@soton.ac.uk) or come along to our [Drop-In](#).