



Disabled Students' ALLOWANCES

Disabled Students' Allowances (DSAs) can help with extra course costs that you may face as a result of disability, ongoing health condition, mental-health condition or specific learning difficulty, like dyslexia.

DSAs don't need to be paid back and can help pay for:

- Specialist equipment you need for studying
- Non-medical helpers e.g. note-taker or reader
- Additional travel costs
- Other costs such as photocopying or printer cartridges

How to apply

Complete a DSAs Application and return it to your funding authority (for example, Student Finance England (SFE) or National Health Service (NHS) Student Bursaries with a copy of the evidence of your disability.

Your DSAs application can be completed as part of your main funding application, or separately and at a different time. There is no deadline for a DSAs application, but the sooner you apply the greater the chance of having everything in place when you start your course at University.

Evidence might be doctor's letters, specialist reports or assessments which describe your disability or health condition. It must be on headed paper, and signed by the person who wrote the report.

If you are eligible...

Your funding authority will write to you and request that you arrange a Needs Assessment to find out exactly what equipment and support you need.

If you are unsure of what to do or need some help and advice in completing a DSAs application you can make an appointment with one of the Disabled Student Advisors in the Student Enabling Centre.

The application process can take around 14 weeks and you may need to meet with a number of staff on different occasions in order to complete the process and receive any support that you may be entitled to. It is essential that you know what stage of the process you are at and what you need to do next.

The flowchart overleaf acts as a personal checklist, and explains the stages that you need to go through and the approximate time taken for each.

It is a good idea to bring this folder with you to every appointment.

Name

My CRN

WHERE ARE YOU?

WHAT YOU NEED TO DO

Should you need to contact us

t: 01782 294977 (main number)

Staffordshire Regional Access Centre

e: accesscentre@staffs.ac.uk.

Disabled Student Support

e: disability@staffs.ac.uk

Or go to our website at:

www.staffs.ac.uk/sec

A disabled student applying for Student Finance prior to University.



Click on the option to apply for Disabled Students' Allowances

✓

On a degree course, needing to apply for DSAs or needing a post 16 diagnostic assessment.



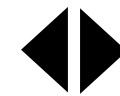
Make an appointment with a Disabled Student Advisor.

You will need to bring:

- Evidence of Disability
- Student Finance Reference Number

At this point you will apply for DSAs and also may arrange some interim support.

✓



Dyslexia

If you need a diagnostic assesment for dyslexia, you will be screened, then you need to contribute £50 before you can book your diagnostic assessment.

✓



UP TO THREE-FOUR WEEKS.
Wait for the assessment and report to be completed.

In receipt of a letter from your Funding Authority authorising a 'Needs Assessment'



Book a Needs Assessment and provide the following paperwork:

- Copy of Disability Evidence
- Copy of Funding Authority Letter
- Completed Pre-Assessment Questionnaire

✓



UP TO THREE WEEKS

Appointment made



Attend appointment

✓



UP TO TWO WEEKS

Receive Needs Assessment Report



If you have requested a draft copy of your Needs Assessment Report return the report within FIVE days

✓

Needs Assessment Report sent to your Funding Authority.



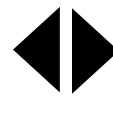
UP TO THREE WEEKS

For your Funding Authority to consider your Needs Assessment Report

Receive notification of entitlement regarding payment for any specialist equipment and other support recommendations.



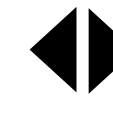
Follow instructions for ordering equipment.



✓

Make an appointment with a Disabled Student Advisor to arrange any support

✓



Request an Enabling Technology Training Session (if recommended) when the equipment has arrived.

✓



STAFFORDSHIRE
UNIVERSITY

Find us on:



■ CREATE THE DIFFERENCE