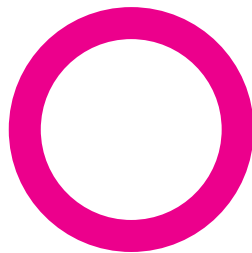
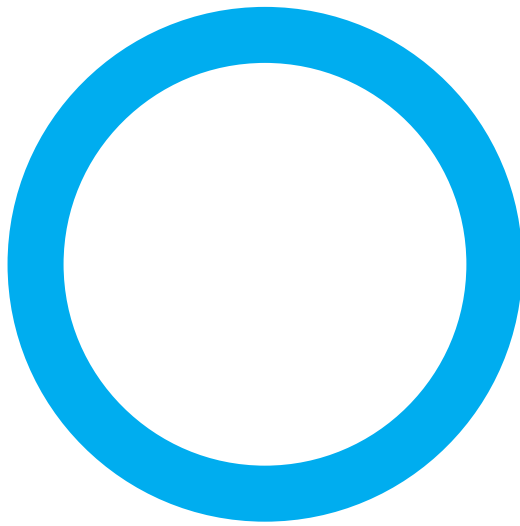


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Welsh Assembly Government



Bridging the Gap:
a guide to the
Disabled Students'
Allowances (DSAs)
in higher education

in 2009/10

You can get more copies of this booklet by calling our free information line on 0800 731 9133 quoting reference SFW/BTGB/V9. You can also get this booklet in Braille or on audio tape by calling the free information line.

There is a free textphone service available on 0800 328 8988.

The guide is also available on the Student Finance Wales website at www.studentfinancewales.co.uk

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1 What is this guide about?

This guide provides information about Disabled Students' Allowances (DSAs) for:

- current and prospective full-time and part-time students in higher education including distance-learning students;
- postgraduate students; and
- Open University (OU) students.

This guide explains:

- how to apply;
- what costs DSAs can help with; and
- who can help you with your application.

The guide is intended for students and prospective students who normally live in Wales. Appendix 1 explains the personal eligibility conditions for receiving DSAs.

Broadly similar arrangements apply if you live in England, Scotland and Northern Ireland. Contact details for England, Scotland and Northern Ireland are on page 29.

This guide is **not** intended for:

- undergraduate and postgraduate students who will get an NHS bursary for their course (see appendix 3);
- postgraduate students receiving a bursary or award from a research council, the NHS or the Care Council for Wales (see appendix 3); or
- postgraduate students receiving support equivalent to DSAs from their university or college (see appendix 3).

DSAs can be awarded to full-time and part-time undergraduate students and certain postgraduate students who can show that they have a disability, mental health condition or specific learning difficulty which affects their ability to study. Your local authority will normally be responsible for assessing whether you are eligible for DSAs and how much you will receive. If you are an Open University student, the Open University (OU), will assess your application and pay DSAs.

PLEASE NOTE: The figures quoted in this guide may be subject to change.

2 Background

The information here is for guidance only and does not cover all circumstances. If you need more help, speak to your local authority (or OU) or the disability adviser at your university or college.

Full-time and part-time undergraduates including those on distance-learning courses (but not OU students)

Full-time students should read this guide together with our booklet 'A guide to financial support for higher education students in 2009/2010' which provides information on the financial support that is available to students. Part-time students should read this guide together with our booklet 'A guide to financial support for part-time students in higher education in 2009/2010'. You can get copies of these guides from your local authority or by calling our free order line on 0800 7319133. You can also download these guides from the Student Finance Wales website at www.studentfinancewales.co.uk.

There is a free textphone service available on 0800 328 8988

You can also get Braille and audio versions of these guides, and this booklet, free of charge by calling our order line.

Postgraduates

- DSAs are available to full-time and part-time postgraduate students as well as distance-learning students.
- Postgraduate part-time courses should last for at least one year and should not take more than twice as long to complete than an equivalent full-time course.

Open University (OU) students

- DSAs are available to part-time OU students taking undergraduate and postgraduate level courses.
- A part-time course is defined as a course that lasts for at least one year and does not take more than twice as long to complete as an equivalent full-time course. For OU students, this will usually mean taking undergraduate-level courses that amount to 60 credit points each year.

3 What are the Disabled Students' Allowances for?

The DSAs help pay for extra costs you may have to pay when studying your course, as a direct result of your disability or specific learning difficulty. The allowances can help with the cost of a non-medical personal helper, items of specialist equipment, travel and other course-related costs.

4 Am I eligible?

Full-time and part-time undergraduate students

You are eligible to apply for DSAs if:

- you are studying an eligible full-time **undergraduate** course (including a distance-learning course, subject to the agreement of your local authority) and you are personally eligible for maintenance support for that course; or
- you are studying an eligible part-time **undergraduate** course, (including a distance-learning course, subject to the agreement of your local authority) and are personally eligible for part-time support. (A part-time course would have to last for at least one year and must not take more than twice as long to complete as an equivalent full-time course.)

The personal eligibility conditions for receiving DSAs are explained in **appendix 1** to this guide.

You may be eligible to apply for DSAs if you are studying a part-time course of initial teacher training (ITT). Your local authority will be able to give you more details about this. PGCE courses attract support, including DSAs, as if they were undergraduate courses rather than postgraduate courses.

You are **not** eligible for DSAs if:

- you are an EU student and are eligible only for support with your fees; or
- you are a sandwich-course student on a full-year paid placement.

Postgraduate students

You are eligible to apply for a DSA if you study a recognised taught or research **postgraduate** course and meet the personal eligibility conditions which are explained in **appendix 1** to this guide.

All postgraduate courses should last for at least one year and lead to a masters degree, doctorate, postgraduate diploma or certificate, for which the entry requirement is at least a first degree or equivalent. Part-time courses will need to take no longer than twice the time of an equivalent full-time course in order to be eligible.

Some postgraduate students will not qualify for a DSA from their local authority. If you are receiving a bursary or award from a research council, the NHS, the Care Council for Wales or if your university or college provides support that is equivalent to a DSA, you will not be eligible for a postgraduate DSA from your local authority. You should contact the provider of your bursary or award for advice on any extra support you may be entitled to because of your disability (see **appendix 3** in this guide).

Students on PGCE courses will continue to be eligible for the DSA awarded to undergraduate students and, as a result, will not be eligible for a postgraduate DSA.

After completing an undergraduate course of study, if you then go on immediately to postgraduate study, any amount you received through the DSA for specialist equipment as an undergraduate will be taken into consideration.

Open University students

To be eligible for a DSA, you must be registered for an OU undergraduate or postgraduate level course that lasts for at least one year and does not take more than twice as long to complete as an equivalent full-time course. This will usually mean that the course amounts to 60 credit points each year.

You must also meet the personal eligibility conditions which are explained in **appendix 1** to this guide.

Students undertaking more than one course

You cannot, at any one time, have DSAs for more than one course.

Previous study

Previous study on a course of higher education will not affect your eligibility for DSAs, even if you received financial support for it. If you are already on a course, and have received public financial support for a previous course, you should still be eligible for DSAs. However, if you received any specialist equipment through the DSA for a previous course, this will be taken into consideration. Your local authority (or OU) will be able to give you more advice.

Age

Eligibility for DSAs is not affected by an age limit, and if you are aged 60 or over you may be eligible for them even if, as a full-time student, you are not eligible for a student loan.

5 Do I have to tell my university or college about my disability or specific learning difficulty?

No, but it will help you with your application if you contact the disability adviser at your university or college. They may be able to advise you and give you more information about the help the university or college can provide. There is more information about the role of the disability adviser on page 9. If you are studying part-time and want to apply for DSAs, you will also need to ask your college to certify that your rate of study is at least 50% of an equivalent full-time course.

If you register for a course as an OU student and want to apply for DSAs, you will have to tell the OU about your disability or specific learning difficulty in order to automatically receive an application form from the OU's DSA Office. If, when you register for a course, you do not want to tell the OU about your disability or specific learning difficulty, you will have to contact the OU's DSA office direct to ask for an application form.

Disability Discrimination Act (DDA)

Some students with disabilities do not want to reveal their disability or specific learning difficulty for fear of discrimination. From September 2002, the DDA (as amended by the Special Educational Needs and Disability Act 2001) has made it

unlawful for higher education institutions to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, institutions must make reasonable adjustments so disabled students are not at an unreasonable disadvantage compared to students who are not disabled. The Disability Rights Commission should be able to answer more detailed enquiries about the Act.

Your local authority will treat any information about your disability or specific learning difficulty as confidential, but if you choose not to tell your university or college about your disability, the necessary reasonable adjustments may not be made. You can tell the university's or college's disability adviser about your disability in complete confidence, to make sure they get you the support you need.

If you are still worried about revealing your disability or specific learning difficulty, you could contact the **National Bureau for Students with Disabilities - Skill Wales**, or a disability organisation that specialises in your particular disability or specific learning difficulty. You can find contact details for these organisations and the Disability Rights Commission on page 30.

The role of disability advisers

Disability advisers are available at most higher education institutions and play an important role in the DSA process. The role of disability advisers may vary between institutions but, generally, they will:

- help students with their DSA applications;
- offer disabled students advice on other sources of funding and support that may be available;
- arrange DSA needs assessments on behalf of students;
- advise on the particular needs that may arise from specific courses;
- help put in place the support that is recommended in the DSA-needs assessment report;
- explain and give advice on educational psychologists' reports and DSA-needs assessment reports;
- co-ordinate the network of support workers;
- work with Accommodation Services, Social Services, local authorities and academic departments;

- make recommendations for the academic department in relation to students, for example, special exam arrangements;
- supervise and arrange training for support workers;
- research, develop and help put into practice institutions' policies for exams, physical access and fieldwork; and
- develop and put into practice disability elements of various institutional strategies.

Without the involvement of a disability adviser, the process of getting DSA support might be more difficult. We recommend that the disability adviser is sent a copy of your DSA-needs assessment report (see 'How and to who do I apply?' on page 11. Your DSA-needs assessor will only send the disability adviser a copy of the report if they have your permission, in writing. Your disability adviser should not carry out your DSA-needs assessment.

6 How do I show that I am eligible?

Your local authority (or OU) must consider all cases where students face extra costs to attend their course because of their disability or specific learning difficulty. If you have a physical disability, a mental-health difficulty or a specific learning difficulty such as dyslexia, you may qualify.

If your condition has been documented at an earlier stage, your eligibility for DSAs can be easily proved, but a previous assessment of a specific learning difficulty, such as dyslexia, may need to be updated (please see the next section). However, you will need to satisfy your local authority (or OU) that the effects of your condition will mean that you will need to pay extra costs in attending your course. If you are disabled, or have mental-health difficulties, you will need to provide medical proof of your disability, such as a letter from your doctor or specialist.

If you have more than one medical condition, you should provide evidence for all of them.

Specific learning difficulty (such as dyslexia or dyspraxia)

If you have a specific learning difficulty, your local authority (or OU) will need evidence of this in the form of an assessment, sometimes

called a diagnostic assessment, from a psychologist or suitably qualified specialist teacher. However, any diagnostic assessment they provide must meet the criteria set out in Specific Learning Difficulties Working Group Report. The Report can be accessed at www.dfes.gov.uk/studentssupport/dsa__1.shtml When students with a specific learning difficulty apply for DSAs, it is recommended that local authorities (or OU) accept a full diagnostic assessment that has been carried out since they were age 16. Local authorities (or OU) may ask for an update of a previous diagnostic assessment carried out before the age of 16 to see what the likely effect of your specific learning difficulty will have on the skills you need for higher education.

Your local authority (or OU) may ask you to have an independent diagnostic assessment to establish your specific learning difficulty and eligibility for DSAs. The university or college disability adviser may be able to help you arrange an updated, or new, assessment. You may have to personally meet the costs of any such assessment.

Your local authority (or OU) **cannot pay** the costs of diagnosing your disability for **establishing** your eligibility for DSAs. Ask your local authority (or OU) what evidence of

your disability they will need before you send in your application. If you need a test to establish your eligibility for DSAs, but cannot afford the fee, you can apply to your university or college for help in meeting the costs through the discretionary support funds - e.g. Financial Contingency Funds in Wales, Access to Learning Funds in England. The university's or college's disability adviser may be able to help you with this.

7 How and to whom do I apply?

Full-time undergraduates

If you are entering higher education for the first time in 2009/2010 and are applying for financial support, you will find that the application form asks if you have a disability. You can apply on paper using form PN1 (form PR1 if you are a continuing student) or on-line at www.studentfinancewales.co.uk

If you are applying using a paper form, please show that you are interested in claiming DSAs by saying that you have a disability and by giving details of the nature of your disability.

Many local authorities have a named officer who deals with applications for DSAs.

You may contact your local authority before you send in your application

to find out if there is a named officer who you can send it to and discuss the DSA process with. Your local authority will be able to offer you advice about the DSAs, even if they do not have a named officer dealing with DSA applications. Your local authority will need evidence of your disability or specific learning difficulty, as referred to in section 6 on page 10. The process of getting DSA support will be made quicker and easier if you can send evidence of your disability with the PN1 or PR1 application form. However, you should not delay sending a filled-in PN1 or PR1 application form if you don't have evidence available straightaway. You can always send evidence of your disability at a later date. If you fill in the on-line application form, we will always ask you to provide this evidence afterwards.

Once your local authority has confirmed your eligibility for DSAs, they will then ask you to have a DSA-needs assessment carried out so that the help you need on your course can be identified and arranged (see section 12). Following your DSA-needs assessment, your local authority will let you know the level of help you can have from DSAs. If you are not sure about your entitlement, discuss it with your local authority.

Part-time undergraduates

If you are a part-time student and want to apply for DSAs, you should ask your local authority to send you the DSA application form for part-time undergraduate students. You can also download this from the Student Finance Wales website at www.studentfinancewales.co.uk.

Undergraduates studying higher education courses at further education colleges

If you are studying a higher education course within a further education college, you could be entitled to support through the DSA scheme. If you want to apply for DSAs, you should contact the Disability Service at the college where you are studying. This may be known as Learning Support, Study Advice or as the Learner Support Service in your college.

The staff member responsible for supporting students with a disability or specific learning difficulty in your college should be able to give you help with and advice on the process of applying for DSAs. This person may be called a Disability Co-ordinator, Learning Support Co-ordinator or Additional Learner Support Co-ordinator.

If you do not want to apply for DSAs through your further education college, your local authority or the Disability Advisor at the university

providing the higher education course will be able to give you advice on how to apply for DSAs.

Postgraduates

If you are a postgraduate student, you should ask your local authority to send you the DSA application form for postgraduate students. You can also download this from the Student Finance Wales website at www.studentfinancewales.co.uk.

Open University students

If, when you register for a course, you have told the Open University that you have a disability or specific learning difficulty, the OU's DSA Office will automatically send you all the information you need to apply for a DSA. If, when you register for a course, you do not tell the OU about your disability or specific learning difficulty, you will have to ask the OU's DSA Office at Walton Hall (see section 21) for a DSA application form. You will need to send your filled-in form, and any necessary or relevant documents, back to the Open University's DSA Office.

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

Step 1

Complete and return a DSA application form with evidence of your disability, mental health condition or specific learning difficulty to your Local Authority (LA).



Step 2

Your LA will assess your application and send you a letter to let you know if you are eligible to receive DSAs.



Step 3

Your LA will ask you to attend a Needs Assessment to identify any specialist equipment and other support that you may need for your course.



Step 4

You attend your Needs Assessment and receive a report which identifies any specialist equipment and other support you may need.



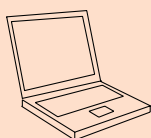
Step 5

Your LA will send you a letter to tell you whether any specialist equipment and other support that has been recommended in your Needs Assessment Report can be paid for from DSAs. Your LA will then order any equipment and arrange other support for you or, provide you with instructions so you can do so yourself.



You may receive some or all of the below DSAs.

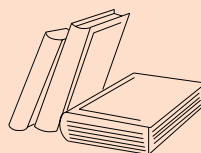
Delivery of specialist equipment



Non-medical helpers allowance



General Allowance



Extra travel costs



8 When do I apply?

Apply as soon as you can before your course starts in order to receive payments promptly. However, you can apply for DSAs at any stage of your course.

9 How will payments be made?

If your application is successful, your local authority (or OU) will tell you the amount of help you can have from the DSA. The local authority (or OU) will make DSA payments directly to the supplier of equipment or services or, in exceptional circumstances, directly to your bank account.

We recommend that the local authority (or OU) pay the supplier of equipment, your university or college, or your non-medical helper, direct. However, you will have to agree to this and provide written confirmation to your local authority. Provisional payments may be based on an estimate a reputable supplier can provide. These payments can sometimes be made before you actually start your course, on the clear understanding that if you do not go on the course, you must repay the amounts in full.

Your DSA assessor or local authority (or OU) will recommend that you use a particular supplier. These suppliers will normally offer an extended warranty to cover the

whole of your course and a very thorough after-sales service.

We expect that they will be able to:

- supply all or most of the equipment;
- set up any equipment; and
- install all the recommended software.
- provide personal on site, or home, delivery and set up.

10 Do DSAs depend on my income?

No, DSAs do not depend on your income or the income of your family.

11 What do the DSAs cover?

DSAs are not paid as a set amount. Your local authority (or OU) will find out what you need and how much it will cost by asking that you have a DSA-needs assessment. You will only get enough money from the DSAs to cover the cost of the equipment or support you need because of your disability. The amount of DSAs you receive will depend on the DSA-needs assessment. If you are a part-time student, you will have to get certification from your higher education institution that your rate of study is at least 50% of a full-time course in order to be eligible, and your local authority will work out the rate of the non-medical helpers and general allowances.

However, there is a limit to the amount of help you can get from the DSAs. The rates shown below are the maximum you can get. They are meant to support people with a high level of need, so most people will get less than the maximum.

The rates of allowances for 2009/2010 (2009 for OU students) are as follows.

For full-time undergraduate students (including distance-learning students)

- Specialist equipment allowance - up to £5,166 for the whole of your course.
- Non-medical helper's allowance - up to £20,520 a year.
- General Disabled Students' Allowance - up to £1,729 a year.
- Reasonable spending on extra travel costs (see page 16 for details on travel costs).

For part-time undergraduate students (including distance-learning students) and relevant Open University students

- Specialist equipment allowance - up to £5,166 for the whole of your course.
- Non-medical helper's allowance - as a percentage of the full-time rate, according to the workload of a part-time course, up to £15,390 a year.
- General Disabled Students' Allowance as a percentage of the full-time rate in the same way as

the non-medical helper's allowance, to a maximum of £1,293 a year.

- Reasonable spending on extra travel costs (see page 16 for details on travel costs).

For full-time and part-time postgraduate students, including relevant Open University students

There is one allowance to meet all costs of up to £10,260 a year for both full-time and part-time postgraduate students. You can use this for specialist equipment, non-medical personal helpers, extra travel costs or other course-related costs. The amount of DSA you receive will depend on the DSA-needs assessment.

Specialist equipment allowance

This allowance is to help you buy any items of equipment specified in the Assessment of Needs. You can also use it to pay for any repair, technical support, insurance or extended warranty costs arising from owning that equipment, that have been agreed by your local authority.

We recommend that you insure your specialist equipment, and you can use your DSA to pay the extra insurance premiums. Your local authority (or OU) can also reimburse costs you have to pay to rent, rather than buy, a major item of equipment if this is more economical.

You can apply for the specialist equipment allowance at any time during your course. The DSA-needs assessment report may advise that you get some initial training in using any equipment that is recommended. The cost of this training would come from your non-medical helper's part of the DSA. You should note that if you have a support contract or warranty with the supplier of your equipment, it might not be honoured if a computer you have received fails because you have loaded extra software that has not been recommended in the DSA-needs assessment report.

If you apply for help towards the end of your course, you may still be able to get a new piece of equipment if there is evidence of need, but your local authority (or OU) may ask you to consider if there are more economical alternatives to buying equipment. For example, you could rent or hire equipment from a supplier or borrow it from your university or college. Non-IT options, such as human support, may be more effective when only a few weeks of the course are left.

Non-medical helper's allowance

This allowance may provide, with the prior agreement of your local authority, for any helpers, such as readers, sign-language interpreters,

note-takers and other non-medical assistants you need to benefit fully from your course. DSAs are **not** meant to help with disability-related spending which you would have to pay, whether you were following your course or not. Your local social services department may help you with these personal costs.

If you have a specific learning difficulty such as dyslexia, you could receive funds from your local authority (or OU) under this allowance. You can use this to pay for tuition in study skills to help you overcome problems which arise from your dyslexia if this has been recommended in a DSA-needs assessment carried out by a suitably qualified person. Tuition in study skills should be provided by specialist tutors, who may be available at your college or university, although you are entitled to arrange another provider if that is more appropriate. You cannot use the allowance to pay for extra tuition in subjects which are part of your course.

General Allowance

This allowance may be paid towards other disability-related spending. You can use it, with the prior agreement of your local authority, to buy items such as tapes and Braille paper, or to top up the other two allowances, if necessary.

Travel costs

If you have to pay extra travel costs to attend your university or college because of your disability, your local authority (or OU) may be able to help with them. Any travel costs of this sort will not depend on your income. You will not normally be eligible for help with everyday travel costs which any student would expect to have. Your local authority (or OU) can give you more advice.

12 How can I find out what I will need?

Your local authority (or OU) will ask you to have a DSA-needs assessment carried out. This is so that your particular needs can be matched with those of your proposed course so that you can get the help that you will need.

The DSA-needs assessment must be carried out by a person with specialist experience at an independent assessment centre, or at a centre within your college or university.

If you need help with travel costs to the DSA-needs assessment, you should ask your local authority (or OU) whether they can help as this can be paid from the general DSA.

You should not arrange for a DSA-needs assessment without first confirming with your local authority (or OU) that they agree for you to

do so, and that they approve of your choice of assessment centre. The local authority (or OU) will often have their own preferred source (see **appendix 2**).

The fee that assessors charge for carrying out a DSA-needs assessment may be paid from the DSA. You will receive a report for this to help your local authority (or OU) assess your entitlement. We strongly advise that your university or college, especially if it employs a disability adviser, should be involved in your DSA application and should see the report and its recommendations. This will help to make sure you get the support you need. A DSA-needs assessment should identify the types of equipment and other support you will need, how much it will cost and where to get it from. Assessment Centres may be asked to provide more than one quote. However, any support that is recommended will need to be agreed by your local authority (or OU).

The report should also identify any training you might need to make best use of the equipment recommended. You can also use the report as supporting evidence in establishing special examination arrangements when you are on your course.

If later on in your course your disability becomes more severe, you can apply to have another DSA-needs assessment carried out to identify any extra support you might need.

13 How soon can I have a DSA needs assessment done?

Once your local authority (or OU) has established your eligibility for student support and you have provided supporting evidence of your disability or specific learning difficulty from an appropriate specialist, a DSA-needs assessment can be arranged well before the start of term, and even before you have a confirmed place at an institution.

Ask your local authority (or OU) for more information. You may then need a top-up assessment when you start your course to make sure that the particular needs you have on your course are met. Students who are already on a course can apply at any time.

14 Can I receive equipment before my course begins?

This is possible. Once your local authority (or OU) has established that you are eligible for a DSA, it does have discretion to pay for items of special equipment recommended in a DSA assessment report shortly before the start of your course so that you

may use them from the very beginning of your studies. However, your local authority (or OU) will ask for evidence that you have been accepted on your course before they will consider doing so. If you do not go on the course, you must return any equipment you have received to your supplier and meet any costs incurred. If you do not or cannot do this, you may have to pay the cost of the equipment.

15 What happens to the equipment when my course ends?

All equipment bought with your DSA is, and will stay, your property. At the end of your course you may decide to offer the equipment to your university or college, or to your local authority (or OU), for other students to use. However, if you are intending to study another course (for example, an 'end-on' or postgraduate course) any previous equipment you have received will be taken into account when your application for support is considered.

16 Will I have to repay my DSAs if I leave my course early?

Possibly; your local authority (or OU) may have to recover some or all of your DSA if you withdraw from your course. They should only ask you to return money you have received for support or equipment that you have not yet bought or used.

17 What if I transfer to another course and need different equipment?

Once you have received the maximum special equipment allowance from your local authority (or OU), you cannot receive any further special equipment allowance. If you have not used up all your special equipment allowance, the remaining amount will be available for your second course, if you need it. You will still be eligible for the other allowances and travel costs on your new course. Remember, you may not yet have been given the maximum equipment allowance or you might be able to top it up from the general allowance on your new course.

18 What if I have to repeat part of my course?

Your local authority (or OU) may be able to continue making payments of your DSA if you have to repeat periods of study or you need extended study.

19 What do I do if my application is turned down or I am not satisfied?

If your This section gives you some advice on what to do if you are not satisfied and you feel that you may want to appeal or complain.

Before deciding what to do, you should make sure that you have

carried out your responsibilities. For example, have you provided information or documents that you have been asked for, or done things on time?

What you should do if you want to appeal

Making an appeal is different from making a complaint. Appeals are about when you feel the local authority has reached the wrong decision in your case for example, relating to whether you are eligible for financial support, or how much support you are entitled to.

Appeals should relate to:

- Matters of law;
- Decisions or action based on the interpretation of law or regulations; or
- Breaking obligations.

If your local authority turns down your application for DSA, find out their reasons and ask them to review your case,

If you are happy with the way the local authority has dealt with your application (they have been efficient and polite and so on) but you feel that the wrong decision has been reached in your case, ask the local authority to give you information on how to appeal.

Your university's or college's disability adviser, Student Services Department or Students' Union may help you with an appeal.

What you should do if you want to complain

If you are unhappy with the way in which you have been dealt with, ask the local authority to give you details of their system for dealing with complaints.

You will find more detailed information on appeals and complaints in our booklet 'A guide to financial support for higher education students in 2009/2010' available online at www.studentfinancewales.co.uk

If you are an Open University student, you should contact the Open University for details of their complaints procedure.

20 What other financial support is available?

If you are a postgraduate student, only the sections dealing with the Financial Contingency Fund and benefits will be relevant to you.

If you are a full-time undergraduate (including distance learners who cannot attend their course for a reason related to their disability), you may be eligible for :

- a student loan to cover tuition fees;
- an Assembly Learning Grant of up to £2,906 a year;
- or a Special Support Grant* of up to £2,906 a year

*Students who are eligible to receive state benefits (such as Income Support or Housing Benefit) while they are studying will be able to apply for a Special Support Grant of up to £2,906 a year instead of the Assembly Learning Grant. The Special Support Grant depends on the student's financial situation in the same way as the Assembly Learning Grant, but the Department for Work and Pensions will not take account of it when assessing a student's claim for means-tested benefits (benefits depending on your financial circumstances).

Tuition fees will be determined by your choice of where you study and what course you choose. From academic year 2009/10 students who live in Wales and choose to study here will be charged a deferred flexible tuition fee of up to £3,225 and will benefit from a tuition fee grant of up to £1,940 a year. Students who choose to study elsewhere in the UK will be charged fees according to the fee arrangements of the country in which they study, and those set by the institution. Students studying at institutions outside Wales will not be eligible to receive the tuition fee grant.

The student finance system is explained in more detail in our booklet 'A guide to financial support for higher education students in

2009/2010'. You can get a copy by phoning 0800 731 9133 or by visiting the Student Finance Wales website at www.studentfinancewales.co.uk.

The package of student support you can apply for will depend on when you started your studies. This depends on:

- If you started your studies after 1st September 2006:
- If you started your studies before 1st September 2006, or you took a gap year in 2005/2006 and by 1 August 2005 you had received confirmation of your place for 2006/2007 from a publicly funded university or college;
- Started in 2006/2007 after you could not take up your intended 2005/2006 place at a publicly

funded university or college because of A-level results which you have successfully appealed against;

- Started your current course before September 2006 or have transferred from a course that started before then, or
- Are starting an 'end-on' degree course after completing a Foundation Degree, Higher National Certificate (HNC), Higher National Diploma (HND) or Diploma of Higher Education course in 2005/2006.

The following table summarises the help you may be able to get each year as a full-time student in higher education.

Type of help available for students that started their studies AFTER 1st September 2006	How much?	Where from?
Assembly Learning Grant or Special Support Grant	Up to £2,906	Local authority
Bursaries	Variable - this depends on the university or college.	Your university or college

Type of help available for students that started their studies BEFORE 1st September 2006	How much?	Where from?
Grant for tuition fees	Up to £1,285	Local authority
Higher Education Grant	Up to £1,000	Local authority

Type of help available for students regardless of when they began their studies	How much?	Where from?
Student loan for tuition fees or tuition fee contribution	The fee you are charged but no more than £3,225 in an academic year (£1,610 for students in some circumstances).	Local authority
Student loan for maintenance	Up to £4,745 (£6,648 in London)	Local authority
Financial Contingency Fund (or equivalent)	Depends on need, based on an assessment of your income and outgoings.	Your university or college

If you are not sure which types of help apply to you, you should ask your local authority.

If you are eligible for financial support you will be able to put off paying your tuition fees by taking out a student loan for tuition fees. This means that you will not have to pay your fees before you start your course, or while you are studying. You will start repaying your fees after you have left higher education and are earning more than £15,000 a year.

Financial support for living costs is provided through the student maintenance loan. If you are began your studies before September 1st 2006, you may get extra support from a Higher Education Grant. If you began your studies after 1st September 2006 you will be able to apply for the Assembly Learning Grant or, if you are eligible for state benefits such as Income Support or Housing Benefit while you are studying, for the Special Support Grant.

Regardless of when you started your studies, if you have children you may also be able to get the Parents Learning Allowance of up to £1,508 to meet costs relating to your course, and a Childcare Grant if you use registered or approved childcare.

Part-time undergraduates (including OU and other distance learners)

If you are a part-time student on a course that is 50% or more of an equivalent full-time course, you can apply for support towards your fees and course costs.

In 2008/2009, there will be three different rates of fee grant, depending on how intensive your course is. For example, if you are studying a course that is equal to 75% of an equivalent full-time course, you could qualify for a higher fee grant than a student studying a course that is equal to 50% of an equivalent full-time course. The table below sets out the maximum fee grant available, depending on your course.

How intensive your course is	Maximum fee grant
Equal to 50% to 59% of an equivalent full-time course	£635
Equal to 60% to 74% of an equivalent full-time course	£765
Equal to 75% or more of an equivalent full-time course	£955

The fee grant you will receive also depends on the amount your university or college charges for your course. A student studying at a rate equal to 50% of an equivalent full-time course can receive a maximum of £635 or the actual fee charged, whichever is less.

As well as the fee grant, you may also be entitled to a course grant of up to £1,075 towards travel expenses, books and other course costs.

Whether you are entitled to the grants will depend on your income and that of your partner. If you are a single student with no dependants and your income is less than £16,110, you will be entitled to both grants in full. If you earn between £16,110 and £24,925, you will receive less support. If you have a partner, we will ignore £2,000 of your combined income. And if you have dependent children, we will ignore £2,000 of your income for the first child and £1,000 of your income for every other dependent child.

Part-time students with childcare and other caring responsibilities may be eligible for additional support. You should ask your local authority or the student advisory services department for advice.

Financial Contingency Fund

Universities and colleges deal with the Financial Contingency Fund on behalf of the Welsh Assembly Government. They provide financial help to both full and part-time students (courses of at least 50% of an equivalent full-time course) and those taking 'taster' modules of at least 12 credits (10% of an equivalent full-time course) who are on low incomes and may need extra financial support to stay in higher education.

More specifically, the funds can:

- pay particular course-related and living costs which are not already being met by other grants;
- help students who are in financial difficulty;
- provide emergency payments for an unexpected financial crisis; and
- help students who may be thinking about giving up their course because of financial problems.

You should contact your university's or college's student services department to find out if you qualify for help from the Financial Contingency Fund. Disabled students **whose disability prevents them from studying 50% or more of an equivalent full-time course** can also apply for support from the Financial Contingency Fund, as long as they are studying at least 25% of an equivalent full-time course.

You may get help in meeting the cost of an assessment for a specific learning difficulty, sometimes called a diagnostic assessment, including travel to and from the assessment centre, through the Financial Contingency Fund.

Benefits

The information given here is general. If you think you may be eligible for any of the following benefits, please contact your local Jobcentre Plus, Housing Benefit office or student advisory service.

Full-time students in higher education are not generally entitled to income-related benefits unless they fall into one of the 'vulnerable' groups, (for example, lone (single) parents or disabled students).

However, if you have a partner who is not a student and they are eligible for any of the income-related benefits, your partner can claim on behalf of you both. (Your income will be taken into account when assessing your partner's entitlement to benefits.)

For many students who are eligible for income-related benefits, their student support will be too high to allow them to actually receive the benefits. However, certain types of support are not taken into account when working out a student's income. Since September 2004, students in one of the vulnerable groups who are living in accommodation owned by the university can now apply for Housing Benefit during term time.

You may also find it helpful to ask the advisory services in your students' union or student services department for advice.

The table below shows the relevant vulnerable groups for income-related benefit and which benefits they may be eligible for.

Vulnerable groups	Housing Benefit and Council Tax Benefit (see note 1)	Income Support	Jobseeker's Allowance
Lone (single) parents	✓	✓	
Student couples with dependent children	✓	✓ (see note 2)	✓ (see note 2)
Students intercalating (see note 3) after a period of sickness or caring for someone	✓		✓
Disabled people who get disability or severe disability premium	✓	✓	
Disabled people who receive Disabled Students' Allowance (a grant paid under the student support system) because of deafness	✓	✓	
People receiving their state pension	✓	(see note 4)	

Note 1 since April 2004, most full-time students should not have to pay Council Tax unless they are owner-occupiers who have another person living with them and paying them rent.

Note 2 one of the couple may claim during the summer holiday.

Note 3 intercalating is when a student has suspended their studies (for example, because of sickness or to care for someone) but even though the reason for the suspension has ended, the student cannot continue the course yet.

Note 4 from 6 October 2003, people receiving the state pension should be getting the Pension Credit instead of Income Support.

How does Jobcentre Plus and my local authority's Housing Benefit section work out what I am eligible for?

In most cases, student finance replaces benefits as the main source of financial support for students, whether they decide to take out a student Maintenance Loan or not. To assess your entitlement to benefits, Jobcentre Plus and your local authority's Housing Benefit section works out your weekly income and compares this with the benefit you would receive each week.

Many students who are eligible for income-related benefits will find their

income from student finance is higher than the amount of benefit they would normally receive. This may result in the student receiving reduced benefits or none at all. However, certain types of student finance are not taken into account when working out the amount of benefit a student is entitled to. The table below shows the types of student finance Jobcentre Plus and your local authority's Housing Benefit section take into account when they are working out a student's entitlement to benefit, and the types of student finance they don't take account of.

Student funding which Jobcentre Plus and your local authority's Housing Benefit section counts as part of your income	Student funding which Jobcentre Plus and your local authority's Housing Benefit section does not count as part of your income
<ul style="list-style-type: none"> • Most of any student Maintenance Loan that you are entitled to, even if you choose not to take it out • Assembly Learning Grant/Maintenance Grant • Adult Dependants' Grant • Payments from the Financial Contingency Fund that are meant to help with general living costs (though in some circumstances, all or part of the payment may not be counted) • Bursaries that are not for costs relating to your course, or childcare 	<ul style="list-style-type: none"> • Tuition fee grant • Student loan for tuition fees • Special Support Grant • Higher Education Grant • Childcare Grant • Parents' Learning Allowance • Disabled Students' Allowances • Payments from the Financial Contingency Fund that are not for general living costs • Bursaries that are for costs relating to your course, or childcare

If you get other types of student finance, speak to your student adviser at college or university to find out whether they are counted as income when your entitlement to benefits is worked out.

Because the student Maintenance Loan also provides help towards costs related to your course, when working out your weekly income, a fixed amount for spending on books, equipment and travel will not be taken into account. An extra £10 of your weekly income is also not taken into account. For the 2008/2009 academic year, the fixed amounts not counted as income were £380 towards the cost of books and equipment and £295 for travel costs. From August 2009, your university's or college's student advisory service will be able to tell you the amounts for the 2009/2010 academic year. Income Support and income-based Jobseeker's Allowance are benefits paid for adults only. The parts previously paid for children are now covered by the tax credits paid by HM Revenue & Customs. You can get more information from Jobcentre Plus or HM Revenue & Customs.

There is a free and confidential Benefit Enquiry Line for people with disabilities and their carers. The number is 0800 882 200 (textphone: 0800 243 355). You can also contact Skill: National Bureau for Students

with Disabilities, for information on benefits and studying. You can find contact details for Skill on page 30.

21 Where can I get more information?

The Student Finance Wales Contact Centre

Students in **Wales** can use the **Student Finance Wales Contact Centre (SFWCC)** to access a range of information relating to student finance.

The SFWCC provides bilingual services and advises on general questions such as:

- what financial help is available;
- the application process and timetable;
- questions about the on-line services at www.studentfinancewales.co.uk;
- progress in assessing your application; and
- paying your loan.

You can contact the SFWCC on 0845 602 8845 8am to 8pm Monday to Friday and between 9am and 1pm on Saturday.

You can also use the online services at www.studentfinancewales.co.uk to:

- find out how much loan and help towards your fees you are likely to receive using the 'entitlement calculator';
- track the progress of your application;

- update your address and other contact details;
- view copies of letters that have been sent to you;
- check when you are next due to be paid; and
- ask questions.

Local authorities

Students living in **Wales** can contact their **local authority**. Local authorities provide detailed advice on the support you are likely to be entitled to and the result of the assessment of your application.

You should also contact your local authority if you need a paper copy of an application form. You can see a list of local authority contacts at: www.studentfinancewales.co.uk

If you are still at school, your careers teacher can give you the address and phone number of your local authority.

Student support information line

Students living in Wales can ring **0800 731 9133** to order a free copy of any of our guides.

If you normally live in England, you should contact the local authority for the area you normally live in to find out about student-finance arrangements, or you can phone the Customer Support Office on 0845 6077577 or use the on-line services at www.studentfinancedirect.co.uk.

If you normally live in Scotland, you should contact the Student Awards Agency for Scotland to find out about student-finance arrangements in Scotland. Their address is:

The Student Awards Agency for Scotland
 Gyle View House
 3 Redheughs Rigg
 South Gyle
 Edinburgh EH12 9HH.
 Phone: 0845 111 1711
 E-mail:
saas.geu@scotland.gsi.gov.uk
 Website: www.saas.gov.uk

If you normally live in Northern Ireland, you should contact the Education and Library Board for the area you normally live in.

You can find contact details for the Education and Library Boards at www.education-support.org.uk

If you are an Open University student, you should contact the OU. Their address is:

The Open University

Disabled Students Allowance Office,
Walton Hall

Milton Keynes MK7 6ZN.

Phone: 01908 654136

Textphone: 01908 659955

Fax: 01908 659956

E-mail: DSA-queries@open.ac.uk

Website: www.open.ac.uk

Other useful contacts

Skill: National Bureau for Students with Disabilities

Information Service

(Tuesdays 11.30am to 1.30pm,
Thursdays 1.30pm to 3.30pm)

Phone: 0800 328 5050

Minicom: 0800 068 2422

Fax: 020 7450 0650

E-mail: info@skill.org.uk

Website: www.skill.org.uk

Skill Wales

Suite 14

2nd Floor

The Executive Centre

Temple Court

Cathedral Road

Cardiff CF11 9HA

Tel: 02920 786506

Skill is a national charity promoting opportunities in further or higher

education, training and employment for young people and adults in the UK with any kind of disability. It has published a number of information booklets on DSAs and higher education for disabled students and students with specific learning difficulties. The booklets are available on the Skill website at www.skill.org.uk

Skill's information service can answer questions on higher education and disability.

For information about organisations which have expertise in your disability or specific learning difficulty, Skill has also published an information booklet '**Organisations Offering Advice or Services to Disabled Students**' which gives contact details. The booklets are available on the Skill website at www.skill.org.uk

Disability Rights Commission (DRC)

DRC Helpline

Freepost MID 02164

Stratford-upon-Avon CV37 9BR.

Phone: 08457 622 633

Textphone: 08457 622 644

Fax: 08457 778 878

E-mail: use one of the mailforms available on the DRC website at www.drc-gb.org/whatwedo/helplineenquiry.asp

**National Union of Students in
Wales (NUS Wales)**

13 Lambourne Crescent,
Cardiff Business Park,
Llanishen CF14 5GF
Phone: (029) 2068 0070
Fax: (029) 2075 7083
E-mail: office@nus-wales.org.uk

National Union of Students (NUS)

2nd Floor
Centro 3
19 Mandela Street
London NW1 0DU.
Phone: 0871 221 8221
Fax: 0871 221 8222
E-mail: nusuk@nus.org.uk
Website: www.nusonline.co.uk

**Care Council for Wales
(Care Council)**

Student Funding Team
South Gate House
Wood Street
Cardiff CF10 1EW
Phone: 0845 070 0249
Mini-com: 02920 780680
Fax: 02920 780674
E-mail: studentfunding@ccwales.org.uk
Website: www.ccwales.org.uk

Appendix 1

Personal eligibility conditions for receiving DSAs

Your Local Authority (or OU) will decide whether you meet the ordinary residence requirement to qualify for a tuition fee loan, maintenance loan and grants. The residence criteria are complex and they are set out on the Student Finance Wales web site at www.studentfinancewales.co.uk

For non-UK nationals, or UK nationals with settled status who have exercised the right of residence elsewhere, you should also consult your Local Authority.

Normally, for UK nationals, you must meet the requirements below relating to your residence on the first day of the first academic year of your course (see note 1 below). On that date you must:

- have been 'ordinarily resident' (see note 2 below) in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before this date (other than mainly for the purpose of receiving full-time education);
- be ordinarily resident in Wales.

Note 1: academic years start as follows - 1 September for a course starting in the autumn term, 1 January for a course starting in the winter term, 1 April for a course starting in the spring term, and 1 July for a course starting in the Summer term.

Note 2: ordinarily resident is defined as 'habitual and normal residence from choice and for a settled purpose apart from temporary or occasional absences.'

If you were away from this country because you or your family were temporarily employed abroad, you may be treated as if your residence in the UK had not been interrupted. You can find more details in our guide 'Student support for those living or working overseas', which is available from the Student Finance Wales website at www.studentfinancewales.co.uk.

If you are living here mainly to receive full-time education and you would normally have lived elsewhere, you will not usually be treated as having been resident in the UK (for exceptions to this rule please see the Student Finance Wales website at www.studentfinancewales.co.uk.)

If you were away from this country during all or part of the three-year period because you, your wife, husband, civil partner, or one of your parents were serving abroad as a member of the regular armed forces (the army, navy or air force), you, your wife, husband, civil partner or your parent, will be treated as having been temporarily employed overseas during that period. This will not prevent you from being eligible for support towards your fees or your living costs.

Appendix 2

DSA Quality Assurance Group (DSA QAG)

The Disabled Students' Allowances Quality Assurance Group (DSA QAG) is made up of representatives from local authorities, universities and colleges, the Open University, the NHS Grants Unit, SKILL, NUS, DSA assessors and DSA equipment suppliers. It has designed a scheme to assess the quality of the work of those carrying out DSA assessments and supplying the recommended equipment. DSA QAG, which is supported by the Department for Innovation, Universities and Skills (DIUS), has set some measures called the Quality Assurance Framework (QAF) against which quality is assessed and the principles for operating a continuing scheme for assessing the quality of the work of those people and organisations which carry out DSA assessments and supply equipment.

Assessment centres and suppliers that register for the scheme will be audited approximately every three years. DSA QAG has its own website and makes available a list of those assessment centres and suppliers that satisfy the inspection measures.

The list shows:

- registered centres and suppliers, in other words, those waiting for an initial accreditation audit; and
- centres and suppliers which have been accredited, in other words, those which have satisfied an audit inspection.

All registered assessment centres have been treated as being within the framework and it has been recommended that local authorities (or OU) use registered or accredited centres to carry out DSA assessments.

Appendix 3

Support from other organisations

Undergraduate and postgraduate NHS students

This guide is not intended for students who will get an NHS bursary for their course. Disabled Students' Allowances (DSAs) are available as part of the NHS Bursary Scheme, for which NHS bursary degree and diploma students may be eligible. If you will receive an NHS bursary, or plan to apply for one, you should contact your university or college for details of the support that is available to disabled students under the NHS Bursary Scheme.

You can get more information about the NHS Bursary Scheme, and the DSAs this offers, in the National Leadership and Innovation Agency for Healthcare's guide '**Financial Help for Healthcare Students in Wales**'. You can get a copy of the booklet on-line at www.nliah.wales.nhs.uk

For further information on NHS bursaries in Wales contact:

NHS Wales Student Awards Unit
3rd Floor
14 Cathedral Road
Cardiff
CF11 9LJ
Phone: 029 2019 6167 (Bursary Enquiries)

For information about NHS bursaries in England, contact:

The Customer Services Team
NHS Student Bursaries
Hesketh House
200-220 Broadway
Fleetwood
FY7 8SS
Phone: 0845 358 6655
Fax: 01253 774490
E-mail: enquiries@nhspa.gov.uk
Website: www.nhspa.gov.uk/sgu

NHS secondees

Please note that health-care students who are employed by NHS trusts and seconded (transferred temporarily) onto health-care courses are not eligible for NHS bursaries and so cannot receive NHS DSAs. These students, who continue to receive their salary and have their tuition fees paid by the NHS, can receive DSA support under the Student Support Regulations if they meet the usual conditions.

Postgraduates funded by research councils

DSAs are available to students funded by research councils if the student has to pay extra costs in their postgraduate study as a result of their disability. Details of the level and type of DSA support offered, and information about how to apply for it, are available on each research council's website.

- Arts and Humanities Research Council (visit www.ahrc.ac.uk)
- Biotechnology and Biological Sciences Research Council (visit www.bbsrc.ac.uk)
- Engineering and Physical Sciences Research Council (visit www.epsrc.ac.uk)
- Economic and Social Research Council (visit www.esrc.ac.uk)
- Medical Research Council (visit www.mrc.ac.uk)
- Natural Environment Research Council (visit www.nerc.ac.uk)
- Particle Physics and Astronomy Research Council (visit www.pparc.ac.uk)

You should speak to the disability adviser at your university or college if you want to apply for DSAs from the research councils as they will be able to offer information and help. You will usually need to provide proof of your disability or specific learning difficulty and a recent DSA-needs assessment where appropriate.

The research councils will normally help meet the cost of a DSA-needs assessment.

Bursaries for full-time graduates studying an approved postgraduate social-work course

The Care Council for Wales 'postgraduate bursary' is available to graduates (or those with an equivalent qualification recognised by universities) studying an approved college-based full-time postgraduate social-work course. There are allowances within the postgraduate bursary to support students with disabilities. For more information on the postgraduate bursary, visit the careers/student funding page of the website at www.ccwales.org.uk.

Support for a postgraduate course from your university or college

If your university or college provides support equivalent to DSAs for postgraduate courses, you will not be able to get a postgraduate DSA from your local authority. You should **not** include any payment you will receive from your university's or college's Financial Contingency Fund.

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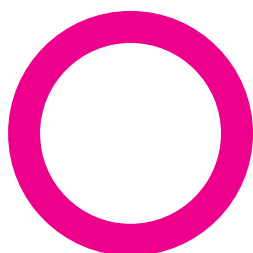
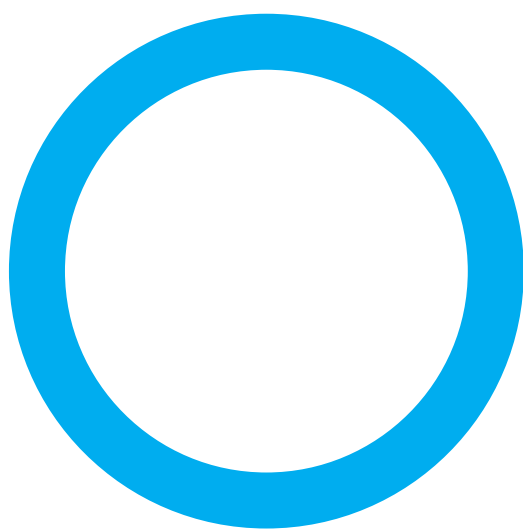
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cyllid myfyrwyr cymru

buddsoddwch yn
eich dyfodol



Llywodraeth Cynulliad Cymru
Welsh Assembly Government



Ponti'r Bwlch:
canllaw i'r Lwfansau
i Fyfyrwyr Anabl
(DSAs) mewn
addysg uwch

yn 2009/10

Gallwch gael rhagor o gopiâu o'r llyfryn hwn trwy ffonio ein llinell wybodaeth am ddim ar 0800 731 9133 gan ddyfynnu cyfeirnod SFW/BTGB/V9. Yn ogystal, mae modd i chi gael copi Braille o'r llyfryn hwn neu fersiwn ohono ar dâp sain trwy ffonio'r llinell wybodaeth am ddim.

Mae gwasanaeth ffôn testun am ddim ar gael ar 0800 328 8988.

Mae'r canllaw ar gael hefyd trwy droi at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwycymru.co.uk

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1 Beth mae'r canllaw hwn yn sôn amdano?

Mae'r canllaw hwn yn rhoi gwybodaeth am Lwfansau i Fyfyrwyr Anabl (DSAs) ar gyfer:

- myfyrwyr addysg uwch amser llawn a rhan-amser presennol a darpar fyfyrwyr o'r fath gan gynnwys myfyrwyr dysgu o bell;
- myfyrwyr ôl-raddedig; a
- myfyrwyr y Brifysgol Agored (OU).

Mae'r canllaw hwn yn esbonio:

- sut i wneud cais;
- pa gostau y gall DSAs helpu i'w talu; a
- phwy sy'n gallu'ch helpu chi gyda'ch cais.

Mae'r canllaw ar gyfer myfyrwyr a darpar fyfyrwyr sy'n byw yng Nghymru fel arfer. Mae Atodiad 1 yn esbonio'r amodau personol er mwyn bod yn gymwys i gael DSAs.

Mae trefniadau cymharol debyg yn berthnasol os ydych yn byw yn Lloegr, yn yr Alban ac yng Ngogledd Iwerddon. Nodir y manylion cyswllt ar gyfer Lloegr, yr Alban a Gogledd Iwerddon ar dudalen 29.

Nid yw'r canllaw hwn ar gyfer:

- myfyrwyr israddedig ac ôl-raddedig a fydd yn cael bwrsariaeth GIG ar gyfer eu cwrs (gweler atodiad 3);
- myfyrwyr ôl-raddedig sy'n cael bwrsariaeth neu ddyfarniad gan gyngor ymchwil, y GIG neu Gyngor Gofal Cymru (gweler atodiad 3); neu
- fyfyrwyr ôl-raddedig sy'n cael cymorth sy'n cyfateb â DSAs gan eu prifysgol neu goleg (gweler atodiad 3).

Mae modd dyfarnu DSAs i fyfyrwyr israddedig amser llawn a rhan-amser, a myfyrwyr ôl-raddedig penodol sy'n gallu dangos bod ganddynt anabledd, cyflwr iechyd meddwl neu anhawster dysgu penodol sy'n effeithio ar eu gallu i astudio. Fel arfer, bydd eich awdurdod lleol yn gyfrifol am asesu a ydych yn gymwys i gael DSAs, ynghyd â faint y byddwch yn ei gael. Os ydych yn fyfyrwr y Brifysgol Agored, bydd y Brifysgol Agored (OU) yn asesu'ch cais ac yn talu DSAs.

Sylwer: Gallai'r ffigurau a ddyfynnir yn y canllaw hwn newid.

2 Cefndir

Mae'r wybodaeth a nodir yma er mwyn rhoi arweiniad yn unig ac nid yw'n cyfeirio at bob sefyllfa. Os bydd angen mwy o help arnoch, dylech gysylltu â'ch awdurdod lleol (neu'r OU) neu'r cynghorydd anabledd yn eich prifysgol neu goleg.

Israddedigion amser llawn a rhan-amser gan gynnwys y rhai ar gyrsiau dysgu o bell (ond nid myfyrwyr yr OU)

Dylai myfyrwyr amser llawn ddarllen y canllaw hwn yn ogystal â'n llyfryn 'Canllaw i gymorth ariannol i fyfyrwyr addysg uwch yn 2009/10' sy'n darparu gwybodaeth am y cymorth ariannol sydd ar gael i fyfyrwyr. Dylai myfyrwyr rhan-amser ddarllen y canllaw hwn, yn ogystal â'n llyfryn 'Canllaw i gymorth ariannol i fyfyrwyr addysg uwch rhan-amser yn 2009/10'. Gallwch gael copïau o'r canllawiau hyn gan eich awdurdod lleol neu trwy ffonio ein llinell archebu am ddim ar 0800 7319133. Yn ogystal, gallwch lawrlwytho'r canllawiau hyn trwy droi at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwycymru.co.uk.

Mae gwasanaeth ffôn testun am ddim ar gael ar 0800 328 8988

Gallwch gael fersiynau Braille a sain o'r canllawiau hyn hefyd, ac o'r llyfryn hwn hefyd, yn rhad ac am ddim, trwy ffonio ein llinell archebu.

Ôl-raddedigion

- Mae DSAs ar gael i fyfyrwyr ôl-raddedig amser llawn a rhan-amser yn ogystal â myfyrwyr dysgu o bell.
- Dylai cyrsiau rhan-amser ôl-raddedig bara am o leiaf flwyddyn ac ni ddylent gymryd fwy na dwywaith yr amser i'w cwblhau ag y byddai cwrs amser llawn cyfatebol yn ei gymryd.

Myfyrwyr y Brifysgol Agored (OU)

- Mae DSAs ar gael i fyfyrwyr yr OU rhan-amser sy'n dilyn cyrsiau israddedig ac ôl-raddedig.
- Caiff cwrs rhan-amser ei ddiffinio fel cwrs sy'n para am o leiaf flwyddyn ac nad yw'n cymryd fwy na dwywaith yr amser i'w gwblhau ag y byddai cwrs amser llawn cyfatebol yn ei gymryd. I fyfyrwyr yr OU, bydd hyn fel arfer yn golygu dilyn cyrsiau lefel israddedig sy'n cyfateb â 60 o bwyntiau credyd bob blwyddyn.

3 Beth yw diben y Lwfansau i Fyfyrrwyr Anabl?

Mae'r DSAs yn helpu i dalu costau ychwanegol y bydd yn rhaid i chi eu talu efallai wrth ddilyn eich cwrs, o ganlyniad uniongyrchol i'ch anabled neu'ch anhawster dysgu penodol. Gall y lwfansau helpu i dalu am gynorthwydd personol anfeddygol, eitemau offer arbenigol, costau teithio a chostau eraill sy'n gysylltiedig â'r cwrs.

4 A ydw i'n gymwys?

Myfyrrwyr israddedig amser llawn a rhan-amser

Rydych yn gymwys i wneud cais am DSAs:

- os ydych yn dilyn cwrs **israddedig** amser llawn cymwys (gan gynnwys cwrs dysgu o bell, yn unol â chytundeb eich awdurdod lleol) ac os ydych yn gymwys yn bersonol i gael cymorth cynhaliaeth ar gyfer y cwrs hwnnw; neu
- os ydych yn dilyn cwrs **israddedig** rhan-amser cymwys (gan gynnwys cwrs dysgu o bell, yn unol â chytundeb eich awdurdod lleol) ac os ydych yn gymwys yn bersonol i gael cymorth rhan-amser. (Byddai'n rhaid i gwrs rhan-amser bara o leiaf blwyddyn ac ni ddylai gymryd fwy na dwywaith yr amser i'w gwblhau ag y byddai cwrs amser llawn cyfatebol yn ei gymryd.)

Rhoddir esboniad o'r amodau cymhwyso personol er mwyn cael DSAs yn **atodiad 1** y canllaw hwn.

Efallai y byddwch yn gymwys i wneud cais am DSAs os ydych yn dilyn cwrs rhan-amser hyfforddiant cychwynnol i athrawon (HCA). Bydd eich awdurdod lleol yn gallu rhoi rhagor o fanylion i chi am hyn. Mae modd i'r rhai sy'n dilyn cyrsiau TAR gael cymorth, gan gynnwys DSAs, fel pe baent yn gyrsiau israddedig yn hytrach na chyrsiau ôl-raddedig.

Nid ydych yn gymwys i gael DSAs:

- os ydych yn fyfyrwr yr UE ac yn gymwys i gael cymorth i dalu'ch ffioedd yn unig; neu
- os ydych yn fyfyrwr ar gwrs rhyngosod ac ar leoliad blwyddyn llawn am dâl.

Myfyrrwyr ôl-raddedig

Rydych yn gymwys i wneud cais am DSA os ydych yn dilyn cwrs **ôl-raddedig** ymchwil neu sy'n cael ei addysgu ac os ydych yn bodloni'r meini prawf cymhwyso personol a esbonnir yn **atodiad 1** y canllaw hwn.

Dylai pob cwrs ôl-raddedig bara o leiaf blwyddyn a dylent arwain at radd meistr, doethuriaeth, diploma neu dystysgrif ôl-raddedig, y mae'r gofyniad mynediad ar ei gyfer yn radd gyntaf neu'n gymhwyster cyfatebol o leiaf. Ni ddylai cyrsiau rhan-amser gymryd fwy na dwywaith yr amser i'w cwblhau ag y byddai cwrs amser llawn cyfatebol yn ei gymryd, er mwyn bod yn gymwys.

Ni fydd rhai myfyrwyr ôl-raddedig yn gymwys i gael DSA gan eu hawdurdod lleol. Os ydych yn cael bwsariaeth neu ddyfarniad gan gyngor ymchwil, y GIG, Cyngor Gofal Cymru neu os yw'ch prifysgol neu goleg yn darparu cymorth sy'n cyfateb â DSA, ni fyddwch yn gymwys i gael DSA ôl-raddedig gan eich awdurdod lleol. Dylech gysylltu â darparwr eich bwsariaeth neu'ch dyfarniad i ofyn am gyngor ynghylch unrhyw gymorth ychwanegol y gallai fod gennych yr hawl i'w gael oherwydd eich anabledd (gweler **atodiad 3** y canllaw hwn).

Bydd myfyrwyr ar gyrsiau TAR yn parhau i fod yn gymwys am y DSA a ddyfernir i fyfyrwyr israddedig ac, o ganlyniad, ni fyddant yn gymwys i gael DSA ôl-raddedig.

Ar ôl cwblhau cwrs astudio israddedig, os byddwch yn symud ymlaen i drefniant astudio ôl-raddedig yn syth, bydd unrhyw swm a gawsoch trwy'r DSA am offer arbenigol fel myfyriwr israddedig, yn cael ei ystyried.

Myfyrwyr y Brifysgol Agored

Er mwyn bod yn gymwys am DSA, rhaid eich bod wedi cofrestru ar gwrs lefel israddedig neu ôl-raddedig yr OU sy'n para o leiaf blwyddyn ac nad yw'n cymryd ddwywaith yn hirach i'w gwblhau ag y byddai cwrs amser llawn cyfatebol yn ei gymryd. Fel arfer, bydd hyn yn golygu bod y cwrs yn cyfateb â 60 o bwyntiau credyd bob blwyddyn.

Yn ogystal, rhaid i chi fodloni'r amodau cymhwyso personol a esbonnir yn **atodiad 1** y canllaw hwn.

Myfyrwyr sy'n astudio mwy nag un cwrs

Ni fydd modd i chi, ar unrhyw adeg, gael DSAs ar gyfer mwy nag un cwrs.

Astudio blaenorol

Ni fydd unrhyw astudio blaenorol ar gwrs addysg uwch yn effeithio ar eich cymhwysra i gael DSAs, hyd yn oed os cawsoch chi gymorth ariannol ar ei gyfer. Os ydych eisoes yn dilyn cwrs, ac os ydych wedi cael cymorth ariannol cyhoeddus ar gyfer cwrs blaenorol, dylech fod yn gymwys i gael DSAs o hyd. Fodd bynnag, os ydych wedi cael unrhyw offer arbenigol trwy'r DSA am gwrs blaenorol, bydd hyn yn cael ei ystyried. Bydd eich awdurdod lleol (neu'r OU) yn gallu rhoi rhagor o gyngor i chi.

Oedran

Nid oes unrhyw gyfyngiad oedran yn effeithio ar eich cymhwysra i gael DSAs, ac os ydych yn 60 oed neu'n hŷn, efallai y byddwch yn gymwys i'w cael, hyd yn oed os nad ydych yn gymwys i gael benthyciad myfyrwyr fel myfyriwr amser llawn.

5 A fydd yn rhaid i mi ddweud wrth fy mhrifysgol neu fy ngholeg am fy anabledd neu fy anhawster dysgu penodol?

Na fydd, ond bydd yn helpu'ch cais os byddwch yn cysylltu â'r cynghorydd anabledd yn eich prifysgol neu goleg. Efallai y byddant yn gallu rhoi cyngor i chi a rhoi rhagor o wybodaeth i chi am yr help y gall y brifysgol neu'r coleg ei ddarparu. Ceir rhagor o wybodaeth am rôl y cynghorydd anabledd ar dudalen 9. Os ydych yn dilyn cwrs rhan-amser ac os ydych yn dymuno gwneud cais am DSAs, bydd angen i chi ofyn i'ch coleg gadarnhau bod eich cyfradd astudio yn cyfateb ag o leiaf 50% o gwrs amser llawn cyfatebol.

Os byddwch yn cofrestru ar gyfer cwrs fel myfyriwr yr OU ac os ydych yn dymuno gwneud cais am DSAs, bydd yn rhaid i chi ddweud wrth yr OU am eich anabledd neu'ch anhawster dysgu penodol er mwyn cael ffurflen gais yn awtomatig gan Swyddfa DSA yr OU. Pan fyddwch yn cofrestru ar gyfer cwrs, os nad ydych yn dymuno hysbysu'r OU o'ch anabledd neu'ch anhawster dysgu penodol, bydd yn rhaid i chi gysylltu â swyddfa DSA yr OU yn uniongyrchol er mwyn gofyn am ffurflen gais.

Deddf Gwahaniaethu ar Sail Anabledd (DDA)

Nid yw rhai myfyrwyr sydd ag anableddau yn dymuno datgelu eu hanabledd neu eu hanhawster dysgu penodol oherwydd eu bod yn ofni gwahaniaethu. O fis Medi 2002, mae DDA (fel y'i diwygiwyd gan Ddeddf Anghenion Addysgol Arbennig ac Anabledd 2001) wedi pennu ei bod yn anghyfreithlon i sefydliadau addysg uwch wahaniaethu yn erbyn myfyrwyr anabl trwy eu trin yn llai ffafriol yn eu polisiau mynediad neu'r gwasanaethau y maent yn eu darparu. Dan y Ddeddf, rhaid i sefydliadau wneud addasiadau rhesymol er mwyn sicrhau na fydd myfyrwyr anabl dan anfantais afresymol o'u cymharu â myfyrwyr nad ydynt yn anabl. Dylai'r Comisiwn Hawliau Anabledd fod yn gallu ateb ymholiadau manylach am y Ddeddf.

Bydd eich awdurdod lleol yn trin unrhyw wybodaeth am eich anabledd neu'ch anhawster dysgu penodol yn gyfrinachol, ond os byddwch yn dewis peidio dweud wrth eich prifysgol neu goleg am eich anabledd, efallai na fydd yr addasiadau rhesymol angenrheidiol yn cael eu gwneud. Gallwch hysbysu cynghorydd anabledd eich prifysgol neu goleg o'ch anabledd yn hollol gyfrinachol, er mwyn sicrhau eich bod yn cael y cymorth y mae ei angen arnoch.

Os ydych yn pryderu o hyd ynghylch datgelu eich anabledd neu'ch anhawster dysgu penodol, gallech gysylltu â'r **Swyddfa Genedlaethol i Fyfirwyr ag Anableddau – Skill Cymru**, neu sefydliad anabledd sy'n arbenigo yn eich anabledd neu'ch anhawster dysgu penodol chi. Gallwch weld manylion cyswllt ar gyfer y sefydliadau hyn a'r Comisiwn Hawliau Anabledd ar dudalen 30.

Rôl cynghorwyr anabledd

Mae cynghorwyr anabledd ar gael yn y rhan fwyaf o sefydliadau addysg uwch ac maent yn cyflawni rôl bwysig yn y broses DSA. Gall rôl cynghorydd anabledd amrywio rhwng sefydliadau ond yn gyffredinol, byddant yn:

- helpu myfirwyr gyda'u ceisiadau am DSA;
- cynnig cyngor i fyfirwyr anabl ynghylch ffynonellau arian a chymorth arall a allai fod ar gael;
- trefnu asesiadau anghenion DSA ar ran myfirwyr;
- rhoi cyngor ynghylch yr anghenion penodol a allai godi o gyrsiau penodol;
- helpu i weithredu'r cymorth a argymhellir yn yr adroddiad asesu anghenion DSA;
- esbonio a rhoi cyngor ynghylch adroddiadau seicolegwyr addysgol ac adroddiadau asesu anghenion DSA;

- cydlynu rhwydwaith y gweithwyr cymorth;
- gweithio gyda'r Gwasanaethau Llety, Gwasanaethau Cymdeithasol, awdurdodau lleol ac adrannau academiaidd;
- gwneud argymhellion i'r adran academiaidd ynghylch myfirwyr, er enghraifft, trefniadau arbennig ar gyfer arholiadau;
- goruchwyllo a threfnu hyfforddiant ar gyfer gweithwyr cymorth;
- ymchwilio, datblygu a helpu i weithredu polisïau sefydliadau ar gyfer arholiadau, mynediad corfforol a gwaith maes; a
- datblygu a gweithredu elfennau anabledd strategaethau sefydliadol amrywiol.

Heb gyfraniad cynghorydd anabledd, gallai'r broses o gael cymorth DSA fod yn anoddach. Argymhellwn fod copi o adroddiad asesu anghenion DSA yn cael ei anfon at y cynghorydd anabledd (gweler 'Sut mae modd i mi wneud cais, ac i bwy?' ar dudalen 11). Dim ond os bydd yn cael eich caniatâd chi yn ysgrifenedig y bydd eich aseswr anghenion DSA yn anfon copi o'r adroddiad at y cynghorydd anabledd. Ni ddylai'ch cynghorydd anabledd gynnal eich asesiad anghenion DSA.

6 Sut mae modd i mi ddangos fy mod yn gymwys?

Rhaid i'ch awdurdod lleol (neu'r OU) ystyried yr holl achosion pan fo myfyrwyr yn wynebu costau ychwanegol i fynychu eu cwrs oherwydd anabledd neu anhawster dysgu penodol sydd ganddynt. Os oes gennych anabledd corfforol, anhawster iechyd meddwl neu anhawster dysgu penodol fel dyslecsia, efallai y byddwch yn gymwys.

Os dogfennwyd eich cyflwr yn gynharach, gellir profi eich cymhwystra ar gyfer DSAs yn hawdd, ond efallai y bydd angen diweddarau asesiad blaenorol am anhawster dysgu penodol, megis dyslecsia (gweler yr adran nesaf). Fodd bynnag, bydd angen i chi fodloni eich awdurdod lleol (neu'r OU) y bydd effeithiau eich cyflwr yn golygu y bydd yn rhaid i chi dalu costau ychwanegol er mwyn mynychu'ch cwrs. Os ydych yn anabl neu os oes gennych anawsterau iechyd meddwl, bydd angen i chi ddarparu prawf meddygol o'ch anabledd, megis llythyr gan eich meddyg neu arbenigwr.

Os oes gennych fwy nag un cyflwr meddygol, dylech ddarparu tystiolaeth ar gyfer pob un ohonynt.

Anhawster dysgu penodol (fel dyslecsia neu ddyspracsia)

Os oes gennych anhawster dysgu penodol, bydd angen i'ch awdurdod lleol (neu'r OU) gael tystiolaeth o hyn ar ffurf asesiad, a elwir yn asesiad diagnostig weithiau, gan seicolegydd

neu athro/athrawes arbenigol cymwys addas. Fodd bynnag, rhaid i unrhyw asesiad diagnostig y byddant yn ei ddarparu fodloni'r meini prawf a nodir yn Adroddiad y Gweithgor Anawsterau Dysgu Penodol. Gellir gweld yr Adroddiad trwy droi at www.dfes.gov.uk/studentssupport/dsa_1.shtml. Pan fydd myfyrwyr y mae ganddynt anhawster dysgu penodol yn gwneud cais am DSAs, argymhellir bod awdurdodau lleol (neu'r OU) yn cael asesiad diagnostig llawn a gyflawnwyd ers yr oeddent yn 16 oed. Efallai y bydd awdurdodau lleol (neu'r OU) yn gofyn am ddiweddariad o asesiad diagnostig blaenorol a gyflawnwyd cyn yr oeddech yn 16 oed i weld effaith debygol eich anhawster dysgu penodol ar y sgiliau y bydd eu hangen arnoch ar gyfer addysg uwch.

Efallai y bydd eich awdurdod lleol (neu'r OU) yn gofyn i chi gael asesiad diagnostig annibynnol er mwyn pennu'ch anhawster dysgu penodol a'ch cymhwystra ar gyfer DSAs. Efallai y bydd cynghorydd anabledd y brifysgol neu'r coleg yn gallu'ch helpu i drefnu asesiad wedi'i ddiweddarau, neu asesiad newydd. Efallai y bydd angen i chi dalu costau unrhyw asesiad o'r fath yn bersonol.

Ni all eich awdurdod lleol (neu'r OU) dalu'r gost o wneud diagnosis o'ch anabledd er mwyn **pennu'ch** cymhwystra i gael DSAs. Gofynnwch i'ch awdurdod lleol (neu'r OU) pa dystiolaeth o'ch anabledd y bydd angen iddynt ei gael cyn i chi anfon

eich cais i mewn. Os bydd angen i chi gael prawf i bennu'ch cymhwystra i gael DSAs, ond os na fyddwch yn gallu fforddio'r ffi, gallwch wneud cais i'ch prifysgol neu goleg am help i dalu'r costau trwy gyfrwng y cronfeydd cymorth dewisol – e.e. Cronfeydd Ariannol wrth Gefn yng Nghymru, Access to Learning Funds yn Lloegr. Efallai y bydd cynghorydd anabledd y brifysgol neu'r coleg yn gallu'ch helpu gyda hyn.

7 Sut mae modd i mi wneud cais, ac i bwy?

Israddedigion amser llawn

Os byddwch yn cychwyn ar gwrs addysg uwch am y tro cyntaf yn 2009/10 ac yn gwneud cais am gymorth ariannol, byddwch yn gweld bod y ffurflen gais yn gofyn a oes gennych anabledd. Gallwch wneud cais ar bapur trwy ddefnyddio ffurflen PN1 (ffurflen PR1 os ydych yn fyfyrwr sy'n parhau) neu ar-lein trwy droi at www.cyllidmyfyrwrycymru.co.uk

Os byddwch yn defnyddio ffurflen bapur, a fydddech gystal â dangos bod gennych ddiddordeb mewn hawlio DSAs trwy nodi bod gennych anabledd a thrwy nodi manylion ynghylch natur eich anabledd.

Mae gan nifer o awdurdodau lleol swyddog penodol sy'n delio â cheisiadau am DSAs.

Gallwch gysylltu â'ch awdurdod lleol cyn i chi anfon eich cais i mewn er mwyn darganfod a oes swyddog penodol y gallwch ei hanfon ato/ati a thrafod y broses DSA gyda nhw. Bydd eich awdurdod lleol yn gallu rhoi cyngor i chi am y DSAs, hyd yn oed os nad oes ganddynt swyddog penodol sy'n delio â cheisiadau DSA. Bydd angen i'ch awdurdod lleol gael tystiolaeth am eich anabledd neu'ch anhawster dysgu penodol, fel y cyfeiriwyd ato yn adran 6 ar dudalen 10. Bydd y broses o gael cymorth DSA yn gynt ac yn haws fyth os bydd modd i chi anfon tystiolaeth o'ch anabledd gyda'r ffurflen gais PN1 neu PR1. Fodd bynnag, ni ddylech oedi cyn anfon ffurflen gais PN1 neu PR1 wedi'i llenwi os nad oes gennych dystiolaeth yn syth. Gallwch anfon tystiolaeth o'ch anabledd yn nes ymlaen. Os byddwch yn llenwi'r ffurflen gais ar-lein, byddwn bob amser yn gofyn i chi ddarparu'r dystiolaeth hon wedi hynny.

Ar ôl i'ch awdurdod lleol gadarnhau eich bod yn gymwys i gael DSAs, bydd yn gofyn i chi gael asesiad anghenion DSA er mwyn gallu nodi a threfnu'r help y bydd angen i chi ei gael ar gyfer eich cwrs (gweler adran 12). Yn dilyn eich asesiad anghenion DSA, bydd eich awdurdod lleol yn eich hysbysu ynghylch lefel yr help y bydd modd i chi ei gael gan DSAs. Os nad ydych yn siŵr am yr hyn y mae gennych yr hawl i'w gael, dylech drafod y mater gyda'ch awdurdod lleol.

Israddedigion rhan-amser

Os ydych yn fyfyrwr rhan-amser ac os ydych yn dymuno gwneud cais am DSAs, dylech ofyn i'ch awdurdod lleol i anfon ffurflen gais DSA i fyfyrwyr israddedig rhan-amser atoch. Gallwch lawrlwytho hon hefyd trwy droi at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwryrcymru.co.uk.

Israddedigion sy'n dilyn cyrsiau addysg uwch mewn colegau addysg bellach

Os ydych yn dilyn cwrs addysg uwch mewn coleg addysg bellach, efallai y bydd modd i chi gael cymorth gan gynllun DSA. Os ydych yn dymuno gwneud cais am DSAs, dylech gysylltu â'r Gwasanaeth Anabledd yn y coleg lle'r ydych yn astudio. Efallai y gelwir hwn yn Gymorth Dysgu, Cyngor Astudio neu'r Gwasanaeth Cymorth i Ddysgwyr yn eich coleg.

Dylai'r aelod o staff sy'n gyfrifol am gynorthwyo myfyrwyr sydd ag anabledd neu anhawster dysgu penodol yn eich coleg, fod yn gallu rhoi help i chi gyda'r broses o wneud cais am DSAs a rhoi cyngor yn ei chylch. Efallai y gelwir yr unigolyn hwn yn Gydlynnydd Anabledd, Cydlynnydd Cymorth Dysgu neu Gydlynnydd Cymorth Ychwanegol i Ddysgwyr.

Os nad ydych yn dymuno gwneud cais am DSAs trwy'ch coleg addysg bellach, bydd eich awdurdod lleol neu'r Cyngorydd Anabledd yn y brifysgol sy'n darparu'r cwrs addysg uwch, yn gallu rhoi cyngor i chi ynghylch sut i wneud cais am DSAs.

Ôl-raddedigion

Os ydych yn fyfyrwr ôl-raddedig, dylech ofyn i'ch awdurdod lleol i anfon y ffurflen gais DSA ar gyfer myfyrwyr ôl-raddedig atoch. Yn ogystal, gallwch lawrlwytho hon o wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwryrcymru.co.uk.

Myfyrwyr y Brifysgol Agored

Pan fyddwch yn cofrestru ar gwrs, os ydych wedi dweud wrth y Brifysgol Agored bod gennych anabledd neu anhawster dysgu penodol, bydd Swyddfa DSA yr OU yn anfon yr holl wybodaeth y bydd ei hangen arnoch er mwyn gwneud cais am DSA, atoch yn awtomatig. Pan fyddwch yn cofrestru ar gyfer cwrs, os na fyddwch yn dweud wrth yr OU am eich anabledd neu'ch anhawster dysgu penodol, bydd yn rhaid i chi ofyn i Swyddfa DSA yr OU yn Walton Hall (gweler adran 21) am ffurflen gais DSA. Bydd angen i chi anfon eich ffurflen gais wedi'i llenwi, ynghyd ag unrhyw ddogfennau perthnasol neu angenrheidiol, yn ôl i Swyddfa DSA y Brifysgol Agored.

Dyma grynodedb o'r camau i'w cymryd wrth wneud cais am DSAs a chael DSAs

Cam 1

Dylech lenwi ffurflen gais am DSA, gan gynnwys tystiolaeth o'ch anabledd, eich cyflwr iechyd meddwl neu'ch anhawster dysgu penodol, a'i dychwelyd i'ch Awdurdod Lleol (ALI).



Cam 2

Bydd eich ALI yn asesu'ch cais ac yn anfon llythyr atoch a fydd yn eich hysbysu a ydych yn gymwys i gael DSAs neu beidio.



Cam 3

Bydd eich ALI yn gofyn i chi fynychu Asesiad Anghenion er mwyn nodi unrhyw offer arbenigol ac unrhyw gymorth arall y bydd eu hangen arnoch efallai ar gyfer eich cwrs.



Cam 4

Byddwch yn mynychu eich Asesiad Anghenion ac yn cael adroddiad sy'n nodi unrhyw offer arbenigol a chymorth arall y bydd eu hangen arnoch efallai.



Cam 5

Bydd eich ALI yn anfon llythyr atoch a fydd yn dweud wrthy'ch a fydd modd manteisio ar gymorth DSAs er mwyn talu am unrhyw offer arbenigol a chymorth arall a argymhellwyd yn Adroddiad eich Asesiad Anghenion. Yna, bydd eich ALI yn archebu unrhyw offer ac yn trefnu cymorth arall ar eich cyfer, neu'n rhoi cyfarwyddiadau i chi er mwyn i chi allu gwneud hynny eich hunan



Efallai y byddwch yn cael rhai o'r DSAs isod, neu bob un ohonynt.



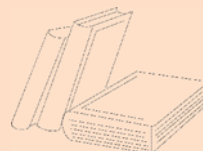
Offer arbenigol



Lwfans ar gyfer cynorthwy-ydd anfeddygol



Lwfans Cyffredinol



Costau teithio ychwanegol



8 Pryd ddylwn i wneud cais?

Dylech wneud cais cyn gynted ag y gallwch cyn i'ch cwrs gychwyn er mwyn cael eich taliadau yn ddi-oed. Fodd bynnag, gallwch wneud cais am DSAs ar unrhyw adeg yn ystod eich cwrs.

9 Sut fydd y taliadau yn cael eu gwneud?

Os bydd eich cais yn llwyddiannus, bydd eich awdurdod lleol (neu'r OU) yn eich hysbysu o swm yr help y gallwch ei gael gan y DSA. Bydd yr awdurdod lleol (neu'r OU) yn talu taliadau DSA yn uniongyrchol i gyflenwr offer neu wasanaethau neu, mewn amgylchiadau arbennig, yn uniongyrchol i'ch cyfrif banc.

Argymhellwn fod yr awdurdod lleol (neu'r OU) yn talu cyflenwr offer, eich prifysgol neu goleg, neu'ch cynorthwy-ydd anfeddygol, yn uniongyrchol. Fodd bynnag, bydd yn rhaid i chi gytuno i hyn a rhoi cadarnhad ysgrifenedig i'ch awdurdod lleol. Gellir seilio taliadau dros dro ar amcangyfrif y gall cyflenwr safonol ei roi. Weithiau, bydd modd gwneud y taliadau hyn cyn i chi gychwyn ar eich cwrs, yn unol â'r ddealltwriaeth eglur y bydd yn rhaid i chi ad-dalu'r symiau yn llawn os na fyddwch yn dilyn y cwrs.

Efallai y bydd eich aseswr DSA neu'ch awdurdod lleol (neu'r OU) yn argymhell eich bod yn defnyddio cyflenwr penodol. Fel arfer, bydd y cyflenwr hyn yn cynnig gwarant estynedig ar

gyfer eich cwrs cyfan a gwasanaeth ôl-werthu trylwyr iawn.

Rydym yn disgwyl y byddant yn gallu:

- cyflenwi'r holl offer neu'r rhan fwyaf ohono;
- gosod unrhyw offer; a
- gosod yr holl feddalwedd argymelledig.
- dosbarthu'r offer i'r safle neu'r cartref yn bersonol a'i osod.

10 A yw DSAs yn dibynnu ar fy incwm?

Nac ydynt, nid yw DSAs yn dibynnu ar eich incwm chi neu incwm eich teulu.

11 Beth mae'r DSAs yn ei gynnwys?

Ni chaiff DSAs eu talu fel swm penodol. Bydd eich awdurdod lleol (neu'r OU) yn darganfod yr hyn y bydd ei angen arnoch a faint y bydd yn ei gostio, trwy ofyn i chi gael asesiad anghenion DSA fel arfer. Dim ond digon o arian i dalu am yr offer neu'r cymorth y bydd ei angen arnoch oherwydd eich anabledd, y byddwch yn ei gael gan y DSAs. Bydd swm y DSAs y byddwch yn ei gael yn dibynnu ar yr asesiad anghenion DSA. Os ydych yn fyfyrwr rhan-amser, bydd yn rhaid i chi gael cadarnhad gan eich sefydliad addysg uwch bod eich cyfradd astudio yn cyfateb gydag o leiaf 50% o gwrs amser llawn er mwyn bod yn gymwys, a bydd eich awdurdod lleol yn cyfrifo cyfradd y cynorthwywyr anfeddygol, a'r lwfansau cyffredinol.

Fodd bynnag, ceir cyfyngiad i'r swm y bydd modd i chi ei gael fel help gan y DSAs. Y cyfraddau a nodir isod yw'r uchafswm y bydd modd i chi ei gael. Diben y rhain yw rhoi cymorth i bobl y mae lefel eu hangen yn uchel, felly bydd y rhan fwyaf o bobl yn cael llai na'r uchafswm.

Mae'r cyfraddau lwfansau ar gyfer 2009/10 (2009 ar gyfer myfyrwyr yr OU) fel a ganlyn.

Ar gyfer myfyrwyr israddedig amser llawn (gan gynnwys myfyrwyr dysgu o bell)

- Lwfans offer arbenigol – hyd at £5,166 ar gyfer eich cwrs cyfan.
- Lwfans ar gyfer cynorthwy-ydd anfeddygol – hyd at £20,520 y flwyddyn.
- Lwfans Cyffredinol i Fyfyrwyr Anabl – hyd at £1,729 y flwyddyn.
- Gwariant rhesymol ar gostau teithio ychwanegol (gweler tudalen 17 am fanylion ynghylch costau teithio).

Ar gyfer myfyrwyr israddedig rhan-amser (gan gynnwys myfyrwyr dysgu o bell) a myfyrwyr perthnasol y Brifysgol Agored

- Lwfans offer arbenigol - hyd at £5,166 ar gyfer eich cwrs cyfan.
- Lwfans ar gyfer cynorthwy-ydd anfeddygol – fel canran o'r gyfradd amser llawn, yn ôl llwyth gwaith cwrs rhan-amser, hyd at £15,390 y flwyddyn.
- Lwfans Cyffredinol i Fyfyrwyr Anabl fel canran o'r gyfradd amser llawn yn yr un ffordd â'r lwfans ar gyfer

cynorthwy-ydd anfeddygol, hyd at uchafswm o £1,293 y flwyddyn.

- Gwariant rhesymol ar gostau teithio ychwanegol (gweler tudalen 17 am fanylion ynghylch costau teithio).

Ar gyfer myfyrwyr ôl-raddedig amser llawn a rhan-amser gan gynnwys myfyrwyr perthnasol y Brifysgol Agored

Ceir un lwfans i dalu'r holl gostau hyd at £10,260 y flwyddyn ar gyfer myfyrwyr ôl-raddedig amser llawn a rhan-amser. Gallwch ddefnyddio hwn i dalu am offer arbenigol, cynorthwywyr personol anfeddygol, costau teithio ychwanegol neu gostau eraill sy'n gysylltiedig â'r cwrs. Bydd swm y DSA y byddwch yn ei gael yn dibynnu ar yr asesiad anghenion DSA.

Lwfans offer arbenigol

Diben y lwfans hwn yw'ch helpu i brynu unrhyw offer a nodir yn yr Asesiad Anghenion. Yn ogystal, gallwch ei ddefnyddio i dalu unrhyw gostau trwsio, cymorth technegol, yswiriant neu gostau gwarant estynedig sy'n codi o fod yn berchen ar yr offer hwnnw, y mae'ch awdurdod lleol wedi cytuno arnynt.

Argymhellwn eich bod yn yswirio'ch holl offer arbenigol, ac mae modd i chi ddefnyddio'ch DSA i dalu'r premiymau yswiriant ychwanegol. Yn ogystal, gall eich awdurdod lleol (neu'r OU) ad-dalu costau y mae'n rhaid i chi eu talu i rentu, yn hytrach na phrynu, darn mawr o offer os bydd hyn yn arbed mwy o arian.

Gallwch wneud cais am y lwfans offer arbenigol ar unrhyw adeg yn ystod eich cwrs. Gall adroddiad yr asesiad anghenion DSA gyngori eich bod yn cael rhywfaint o hyfforddiant cychwynnol wrth ddefnyddio unrhyw offer a argymhellir. Byddai cost yr hyfforddiant hwn yn cael ei dalu gan y rhan o'r DSA ar gyfer eich cynorthwy-ydd anfeddygol. Os oes gennych gontract cymorth neu warant gyda chyflenwr eich offer, dylech nodi na fydd yn cael ei anrhydeddu efallai os bydd cyfrifiadur sydd gennych yn methu oherwydd eich bod wedi llwytho meddalwedd ychwanegol arno nas argymhellwyd yn adroddiad asesiad anghenion DSA.

Os byddwch yn gwneud cais am help tuag at ddiwedd eich cwrs, efallai y byddwch yn gallu cael darn newydd o offer o hyd os ceir tystiolaeth o angen, ond efallai y bydd eich awdurdod lleol (neu'r OU) yn gofyn i chi ystyried a oes dewisiadau amgen yn bosib, ar wahân i brynu offer, a fyddai'n arbed mwy o arian. Er enghraifft, gallech rentu neu logi offer gan gyflenwr neu ei fenthyca gan eich prifysgol neu goleg. Gallai dewisiadau nad ydynt yn rhai TG, fel cymorth dynol, fod yn fwy effeithiol pan fydd dim ond ychydig wythnosau o'r cwrs ar ôl.

Lwfans cynorthwy-ydd anfeddygol

Gallai'r lwfans hwn ddarparu, gyda chytundeb eich awdurdod lleol ymlaen llaw, ar gyfer unrhyw gynorthwywyr, megis darllenwyr, dehonglwyr iaith

arwyddion, rhywun i gymryd nodiadau a chynorthwywyr anfeddygol eraill y bydd eu hangen arnoch er mwyn manteisio'n llawn ar eich cwrs. **Nid** diben DSAs yw helpu gyda gwariant ar bethau nad ydynt yn gysylltiedig ag anabledd, y byddai'n rhaid i chi eu talu os byddech yn dilyn eich cwrs neu beidio. Gallai'ch adran gwasanaethau cymdeithasol lleol eich helpu i dalu'r costau personol hyn.

Os oes gennych anhawster dysgu penodol fel dyslecsia, gallech gael arian gan eich awdurdod lleol (neu'r OU) dan y lwfans hwn. Gallwch ddefnyddio hwn i dalu am hyfforddiant sgiliau astudio er mwyn eich helpu i oresgyn problemau sy'n codi o'ch dyslecsia os argymhellwyd hyn mewn asesiad anghenion DSA a gynhaliwyd gan unigolyn cymwys addas. Dylai hyfforddiant sgiliau astudio gael ei ddarparu gan diwtoriaid arbenigol, a allai fod ar gael yn eich prifysgol neu goleg, er bod gennych yr hawl i drefnu darparwr arall os yw hynny'n fwy priodol. Ni allwch ddefnyddio'r lwfans i dalu am hyfforddiant ychwanegol mewn pynciau sy'n rhan o'ch cwrs.

Lwfans Cyffredinol

Gellir talu'r lwfans hwn ar gyfer gwariant arall sy'n gysylltiedig ag anabledd. Gallwch ei ddefnyddio, gyda chytundeb eich awdurdod lleol ymlaen llaw, i brynu eitemau megis tapiau a phapur Braille, neu ei ychwanegu at y ddau lwfans arall yn ôl yr angen.

Costau teithio

Os bydd yn rhaid i chi dalu costau teithio ychwanegol i fynychu'ch prifysgol neu goleg oherwydd eich anabledd, gallai'ch awdurdod lleol (neu'r OU) fod yn gallu helpu gyda'r rhain. Ni fydd unrhyw gostau teithio o'r math hwn yn dibynnu ar eich incwm. Fel arfer, ni fyddwch yn gymwys i gael help gyda chostau teithio bob dydd y byddai disgwyl i unrhyw fyfyrwr eu talu. Gall eich awdurdod lleol (neu'r OU) roi rhagor o gyngor i chi.

12 Sut mae modd i mi ddarganfod yr hyn y bydd ei angen arnaf?

Bydd eich awdurdod lleol (neu'r OU) yn gofyn i chi gael asesiad anghenion DSA. Mae hyn er mwyn sicrhau bod modd cyfateb eich anghenion penodol gydag anghenion eich cwrs arfaethedig er mwyn i chi gael yr help y bydd ei angen arnoch.

Rhaid i unigolyn sy'n meddu ar brofiad arbenigol mewn canolfan asesu annibynnol, neu mewn canolfan yn eich prifysgol neu goleg, gynnal yr asesiad anghenion DSA.

Os bydd angen i chi gael help i dalu costau teithio er mwyn mynychu'r asesiad anghenion DSA, dylech holi'ch awdurdod lleol (neu'r OU) a ydynt yn gallu helpu oherwydd mae modd defnyddio'r DSA cyffredinol i dalu am hyn.

Ni ddylech drefnu asesiad anghenion DSA heb gadarnhau yn gyntaf gyda'ch awdurdod lleol (neu'r OU) eu bod yn cytuno i chi wneud hynny, a'u bod yn cymeradwyo'ch dewis o ran canolfan asesu. Yn aml, bydd gan yr awdurdod lleol (neu'r OU) ffynhonnell y byddant yn ei ffafrio (gweler **atodiad 2**).

Gellir defnyddio'r DSA i dalu'r ffi y bydd aseswyr yn ei chodi am gynnal asesiad anghenion DSA. Byddwch yn cael adroddiad am hyn i helpu'ch awdurdod lleol (neu'r OU) i asesu'ch hawl. Cyngorwn yn gryf y dylai'ch prifysgol neu goleg, yn enwedig os yw'n cyflogi cynghorydd anabledd, fod yn gysylltiedig â'ch cais DSA ac y dylai weld yr adroddiad a'i argymhellion. Bydd hyn yn helpu i sicrhau eich bod yn cael y cymorth y mae ei angen arnoch. Dylai asesiad anghenion DSA nodi'r mathau o offer a'r cymorth arall y bydd ei angen arnoch, faint y bydd yn ei gostio a ble i'w gael. Efallai y gofynnir i Ganolfannau Asesu roi mwy nag un dyfynbris. Fodd bynnag, bydd angen i'ch awdurdod lleol (neu'r OU) gytuno ar unrhyw gymorth a argymhellir.

Yn ogystal, dylai'r adroddiad nodi unrhyw hyfforddiant y bydd angen i chi ei gael efallai er mwyn gwneud y defnydd gorau o'r offer a argymhellir. Gallwch ddefnyddio'r adroddiad fel tystiolaeth ategol hefyd wrth bennu trefniadau arholi arbennig pan fyddwch ar eich cwrs.

Os bydd eich anabledd yn datblygu i fod yn fwy difrifol yn nes ymlaen yn ystod eich cwrs, gallwch wneud cais bod asesiad anghenion DSA arall yn cael ei gynnal i nodi unrhyw gymorth ychwanegol y bydd ei angen arnoch efallai.

13 Pa mor gyflym y bydd modd trefnu asesiad anghenion DSA?

Ar ôl i'ch awdurdod lleol (neu'r OU) bennu'ch cymhwystra i gael cymorth i fyfyrwyr ac ar ôl i chi ddarparu tystiolaeth ategol o'ch anabledd neu'ch anhawster dysgu penodol gan arbenigwr priodol, gellir trefnu asesiad anghenion DSA ymhell cyn dechrau'r tymor, a hyd yn oed cyn y bydd gennych le wedi'i gadarnhau mewn sefydliad.

Holwch eich awdurdod lleol (neu'r OU) am ragor o wybodaeth. Yna, efallai y bydd angen i chi gael asesiad ychwanegol pan fyddwch yn cychwyn ar eich cwrs er mwyn sicrhau y bodlonir yr anghenion penodol sydd gennych ar eich cwrs. Gall myfyrwyr sy'n dilyn cwrs yn barod wneud cais ar unrhyw adeg.

14 A oes modd i mi gael offer cyn i'm cwrs gychwyn?

Mae hyn yn bosib. Ar ôl i'ch awdurdod lleol (neu'r OU) bennu eich bod yn gymwys i gael DSA, mae ganddo'r disgrisiwn i dalu am offer arbenigol a argymhellir mewn adroddiad asesiad DSA yn fuan cyn i'ch cwrs gychwyn, er mwyn i chi allu ei ddefnyddio o'r cychwyn cyntaf gyda'ch astudiaethau. Fodd bynnag, bydd eich awdurdod

lleol (neu'r OU) yn gofyn am dystiolaeth eich bod wedi cael lle ar eich cwrs cyn iddo ystyried gwneud hynny. Os na fyddwch yn dilyn y cwrs, rhaid i chi ddychwelyd unrhyw offer y byddwch wedi'i gael i'ch cyflenwr a thalu unrhyw gostau sy'n codi. Os na fyddwch yn gwneud hyn neu os na fydd modd i chi wneud hyn, efallai y bydd yn rhaid i chi dalu am yr offer.

15 Beth fydd yn digwydd i'r offer pan fydd fy nghwrs yn dod i ben?

Byddwch chi yn parhau i fod yn berchen ar yr holl eiddo a brynwyd ac y talwyd amdano gan eich DSA. Ar ddiwedd eich cwrs, efallai y byddwch yn penderfynu cynnig yr offer i'ch prifysgol neu goleg, neu i'ch awdurdod lleol (neu'r OU) at ddefnydd myfyrwyr eraill. Fodd bynnag, os ydych yn bwriadu dilyn cwrs arall (er enghraifft, cwrs 'ar-ddiwedd' neu gwrs ôl-raddedig), bydd unrhyw offer a gawsoch yn flaenorol yn cael ei ystyried pan ystyrir eich cais am gymorth.

16 A fydd yn rhaid i mi ad-dalu DSAs os byddaf yn gadael fy nghwrs yn gynnar?

Efallai; efallai y bydd yn rhaid i'ch awdurdod lleol (neu'r OU) adennill rhywfaint o'ch DSA neu'ch DSA cyfan os byddwch yn gadael eich cwrs. Dim ond arian yr ydych wedi'i gael ar gyfer cymorth neu offer nad ydych wedi'i brynu neu ei ddefnyddio eto y byddant yn gofyn i chi ei ddychwelyd.

17 Beth os byddaf yn trosglwyddo i gwrs arall a bydd angen offer gwahanol arnaf?

Ar ôl i chi gael y cyfanswm uchaf o ran y lwfans offer arbenigol gan eich awdurdod lleol (neu'r OU), ni fydd modd i chi gael unrhyw lwfans offer arbenigol pellach. Os na fyddwch wedi defnyddio'ch holl lwfans offer arbenigol, bydd y swm sy'n weddill ar gael ar gyfer eich ail gwrs, os bydd ei angen arnoch. Byddwch yn gymwys i gael y lwfansau a'r costau teithio eraill ar gyfer eich cwrs newydd o hyd. Cofiwch, efallai na fyddwch wedi cael yr uchafswm o ran y lwfans offer eto, neu efallai y bydd modd i chi ychwanegu ato gan ddefnyddio'r lwfans cyffredinol ar gyfer eich cwrs newydd.

18 Beth os bydd yn rhaid i mi ailadrodd rhan o'm cwrs?

Efallai y bydd eich awdurdod lleol (neu'r OU) yn gallu parhau i wneud taliadau DSA i chi os bydd yn rhaid i chi ailadrodd cyfnodau astudio neu os bydd angen cyfnod astudio ychwanegol arnoch.

19 Beth ddylwn i ei wneud os gwrthodir fy nghais neu os na fyddaf yn fodlon?

Mae'r adran hon yn rhoi rhywfaint o gyngor i chi ynghylch yr hyn i'w wneud os na fyddwch yn fodlon ac os ydych yn teimlo eich bod yn dymuno apelio neu gwyno.

Cyn penderfynu ar yr hyn i'w wneud, dylech sicrhau eich bod wedi cyflawni eich cyfrifoldebau chi. Er enghraifft, a ydych wedi darparu gwybodaeth neu ddogfennau y gofynnwyd i chi eu darparu, neu gymryd y camau angenrheidiol mewn da bryd?

Yr hyn y dylech ei wneud os ydych yn dymuno apelio

Mae gwneud apêl yn wahanol i wneud cwyn. Os byddwch yn teimlo bod yr awdurdod lleol wedi gwneud y penderfyniad anghywir yn eich achos chi er enghraifft, ynghylch a ydych yn gymwys i gael cymorth ariannol, neu swm y cymorth ariannol y mae gennych yr hawl i'w gael, dylech ystyried apelio.

Dylai apelïadau ymwneud â'r canlynol:

- Materion cyfreithiol;
- Penderfyniadau a wnaethpwyd neu gamau a gymrwyd ar sail dehongliad o'r gyfraith neu reoliadau; neu
- Fethiant i gyflawni ymrwymïadau.

Os bydd eich awdurdod lleol yn gwrthod eich cais am DSA, dylech holi am ei resymau dros y penderfyniad hwn, a gofyn iddo adolygu'ch achos.

Os ydych yn fodlon â'r ffordd y mae'r awdurdod lleol wedi delio â'ch cais (mae wedi bod yn effeithlon ac yn gwrtais ac ati) ond os ydych yn teimlo bod y penderfyniad anghywir wedi cael ei wneud yn eich achos chi, dylech ofyn i'r awdurdod lleol roi gwybodaeth i chi ynghylch sut i apelio.

Gallai cynghorydd anabledd, Adran Gwasanaethau Myfyrwyr neu Undeb Myfyrwyr eich prifysgol neu goleg eich helpu gydag apêl.

Yr hyn y dylech chi ei wneud os ydych yn dymuno cwyno

Os nad ydych yn fodlon â'r ffordd y deliwyd â chi, dylech ofyn i'r awdurdod lleol rhoi manylion i chi am ei system er mwyn delio â chwynion.

Mae ein llyfryn 'Canllaw i gymorth ariannol i fyfyrwyr addysg uwch yn 2009/10' yn cynnwys gwybodaeth fanylach am apeliadau a chwynion ac mae modd gweld copi ohono ar-lein trwy droi at www.cyllidmyfyrwryrcymru.co.uk.

Os ydych yn fyfyrwr gyda'r Brifysgol Agored, dylech gysylltu â'r Brifysgol Agored gan ofyn am fanylion ynghylch ei gweithdrefn gwyno.

20 Pa gymorth ariannol arall sydd ar gael?

Os ydych yn fyfyrwr ôl-raddedig, dim ond yr adrannau sy'n delio â'r Gronfa Ariannol Wrth Gefn a budd-daliadau a fydd yn berthnasol i chi.

Os ydych yn fyfyrwr israddedig amser llawn (gan gynnwys dysgwyr o bell na allant fynychu eu cwrs am reswm sy'n ymwneud â'u hanabledd), efallai y byddwch yn gymwys i gael y canlynol:

- benthyciad myfyrwyr er mwyn talu ffioedd dysgu;
- Grant Dysgu'r Cynulliad o hyd at £2,906 y flwyddyn;
- neu Grant Cymorth Arbennig* o hyd at £2,906 y flwyddyn

*Bydd myfyrwyr sy'n gymwys i gael budd-daliadau'r wladwriaeth (megis Cymhorthdal Incwm neu'r Budd-dal Tai) pan fyddant yn astudio, yn gallu gwneud cais am Grant Cymorth Arbennig o hyd at £2,906 y flwyddyn yn hytrach na Grant Dysgu'r Cynulliad. Mae'r Grant Cymorth Arbennig yn dibynnu ar sefyllfa ariannol y myfyrwr yn yr un modd ag y mae Grant Dysgu'r Cynulliad, ond ni fydd yr Adran Gwaith a Phensiynau yn ei ystyried pan fydd yn asesu cais myfyrwr am fudd-daliadau prawf modd (budd-daliadau sy'n dibynnu ar eich amgylchiadau ariannol).

Bydd ffioedd dysgu yn cael eu pennu yn ôl y man lle y byddwch yn astudio a'r cwrs y byddwch yn ei ddewis. O flwyddyn academaidd 2009/10, codir ffi dysgu hyblyg wedi'i gohirio o hyd at £3,225 ar fyfyrwyr sy'n byw yng Nghymru ac sy'n penderfynu astudio yma, a byddant yn manteisio ar grant ffioedd dysgu o hyd at £1,940 y flwyddyn. Codir ffioedd ar fyfyrwyr sy'n dewis astudio rywle arall yn y DU yn unol â threfniadau codi ffioedd y wlad y byddant yn astudio ynddi, a'r rhai a bennir gan y sefydliad. Ni fydd myfyrwyr sy'n astudio mewn sefydliadau y tu allan i Gymru yn gallu cael y grant ffioedd dysgu.

Esbonnir y system cyllid i fyfyrwyr yn fanylach yn ein llyfryn 'Canllaw i gymorth ariannol i fyfyrwyr addysg uwch yn 2009/10'. Gallwch gael copi trwy ffonio 0800 731 9133 neu droi at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwryrcymru.co.uk.

Bydd y pecyn cymorth i fyfyrwyr y gallwch wneud cais amdano yn dibynnu ar yr adeg pan y gwnaethoch gychwyn ar eich astudiaethau. Mae hyn yn dibynnu ar:

- A wnaethoch chi gychwyn ar eich astudiaethau ar ôl 1 Medi 2006;
- A wnaethoch chi gychwyn ar eich astudiaethau cyn 1 Medi 2006, neu os gwnaethoch chi gymryd blwyddyn i ffwrdd yn 2005/06 ac erbyn 1 Awst 2005, eich bod wedi cael cadarnhad o'ch lle ar gyfer 2006/07 gan brifysgol neu goleg a ariennir gan arian cyhoeddus;
- Wedi cychwyn yn 2006/07 gan na fu modd i chi fanteisio ar eich lle mewn prifysgol neu goleg a ariennir gan arian cyhoeddus yn 2005/06 oherwydd canlyniadau lefel-A yr ydych wedi apelio yn eu

herbyn yn llwyddiannus;

- Wedi cychwyn ar eich cwrs presennol cyn Medi 2006 neu wedi trosglwyddo o gwrs a gychwynnodd cyn hynny, neu
- Yn cychwyn ar gwrs gradd 'ar-ddiwedd' ar ôl cwblhau Gradd Sylfaen, Tystysgrif Genedlaethol Uwch (HNC), Diploma Genedlaethol Uwch (HND) neu gwrs Diploma Addysg Uwch yn 2005/06.

Mae'r tabl canlynol yn rhoi crynodeb o'r help y gallech ei gael bob blwyddyn fel myfyriwr addysg uwch amser llawn.

Math o help sydd ar gael i fyfyrwyr a gychwynnodd ar eu hastudiaethau AR ÔL 1 Medi 2006	Faint?	O ble?
Grant Dysgu'r Cynulliad neu Grant Cymorth Arbennig	Hyd at £2,906	Awdurdod Lleol
Bwrsariaethau	Amrywiol – mae hyn yn dibynnu ar y brifysgol neu'r coleg.	Eich prifysgol neu goleg

Math o help sydd ar gael i fyfyrwyr a gychwynnodd ar eu hastudiaethau CYN 1 Medi 2006	Faint?	O ble?
Grant ar gyfer ffioedd dysgu	Hyd at £1,285	Awdurdod Lleol
Grant Addysg Uwch	Hyd at £1,000	Awdurdod Lleol

Math o help sydd ar gael i fyfyrwyr pryd bynnag y gwnaethant gychwyn ar eu hastudiaethau	Faint?	O ble?
benthyciad myfyrwyr i dalu ffioedd dysgu neu er mwyn cyfrannu at ffioedd dysgu	Y ffi a godir arnoch chi, ond heb fod dros £3,225 mewn blwyddyn academaidd (£1,610 i fyfyrwyr mewn rhai amgylchiadau).	Awdurdod Lleol
benthyciad myfyrwyr ar gyfer cynhaliaeth	Hyd at £4,745 (£6,648 yn Llundain)	Awdurdod Lleol
Cronfa Ariannol wrth Gefn (neu gronfa gyfatebol)	Mae'n dibynnu ar angen, wedi'i seilio ar asesiad o'ch incwm a'ch alldaliadau.	Eich prifysgol neu goleg

Os nad ydych yn siŵr ynghylch y mathau o help sy'n berthnasol i chi, dylech holi'ch awdurdod lleol.

Os ydych yn gymwys i gael cymorth ariannol, bydd modd i chi ohirio gorfod talu'ch ffioedd dysgu trwy drefnu benthyciad myfyrwyr i dalu ffioedd dysgu. Mae hyn yn golygu na fydd yn rhaid i chi dalu'ch ffioedd cyn i chi gychwyn ar eich cwrs, neu pan fyddwch yn astudio. Byddwch yn dechrau ad-dalu'ch ffioedd ar ôl i chi adael addysg uwch a phan fyddwch yn ennill dros £15,000 y flwyddyn.

Darparir cymorth ariannol i dalu costau byw trwy gyfrwng y benthyciad cynhaliaeth i fyfyrwyr. Os gwnaethoch chi gychwyn ar eich astudiaethau cyn 1 Medi 2006, efallai y byddwch yn cael cymorth ychwanegol trwy gyfrwng Grant Addysg Uwch. Os gwnaethoch chi gychwyn ar eich astudiaethau ar ôl 1 Medi 2006, byddwch yn gallu gwneud cais am Grant Dysgu'r Cynulliad neu, os ydych yn gymwys i gael budd-daliadau'r wladwriaeth fel Cymhorthdal Incwm neu Fudd-dal Tai pan fyddwch yn astudio, y Grant Cymorth Arbennig.

Pryd bynnag y gwnaethoch chi gychwyn ar eich astudiaethau, os oes gennych blant, efallai y bydd modd i chi gael y Lwfans Dysgu i Rieni o hyd at £1,508 i dalu costau sy'n gysylltiedig â'ch cwrs a Grant Gofal Plant os ydych yn manteisio ar ofal plant cofrestredig neu gymeradwyedig.

Israddedigion rhan-amser (gan gynnwys myfyrwyr yr OU a dysgwyr o bell erail)

Os ydych yn fyfyrwr rhan-amser ar gwrs sy'n cyfateb â 50% neu fwy o gwrs amser llawn cyfatebol, gallwch wneud cais am gymorth tuag at eich ffioedd a chostau'ch cwrs.

Yn 2008/09, bydd tair cyfradd wahanol o ran grant ffioedd, gan ddibynnu ar ba mor ddwys yw'ch cwrs. Er enghraifft, os ydych yn astudio cwrs sy'n cyfateb â 75% o gwrs amser llawn cyfatebol, gallech fod yn gymwys i gael grant ffioedd uwch na myfyrwr sy'n astudio cwrs sy'n cyfateb â 50% o gwrs amser llawn cyfatebol. Mae'r tabl isod yn nodi uchafswm y grant ffioedd sydd ar gael, gan ddibynnu ar eich cwrs.

Pa mor ddwys yw'ch cwrs	Grant ffioedd uchaf
Yn cyfateb â 50% i 59% o gwrs amser llawn cyfatebol	£635
Yn cyfateb â 60% i 74% o gwrs amser llawn cyfatebol	£765
Yn cyfateb â 75% neu fwy o gwrs amser llawn cyfatebol	£955

Bydd y grant ffioedd y byddwch yn ei gael yn dibynnu ar y swm y bydd eich prifysgol neu goleg yn ei godi am eich cwrs hefyd. Gall myfyriwr sy'n astudio ar gyfradd sy'n cyfateb â 50% o gwrs amser llawn cyfatebol, gael uchafswm o £635 o'r ffi go iawn a godir, pa un bynnag yw'r isaf.

Yn ogystal â'r grant ffioedd, efallai y bydd gennych yr hawl i gael grant cwrs o hyd at £1,075 i dalu am gostau teithio, llyfrau a chostau eraill sy'n gysylltiedig â'r cwrs.

Bydd eich cymhwysra i gael y grantiau yn dibynnu ar eich incwm ac incwm eich partner. Os ydych yn fyfyrwr sengl heb unrhyw ddibynyddion ac os yw'ch incwm yn llai na £16,110, byddwch yn gymwys i gael y ddau grant yn llawn. Os ydych yn ennill rhwng £16,110 a £24,925, byddwch yn cael llai o gymorth. Os oes gennych bartner, byddwn yn anwybyddu gwerth £2,000 o'ch incwm cyfunol. Ac os oes gennych blant dibynnol, byddwn yn anwybyddu gwerth £2,000 o'ch incwm ar gyfer y plentyn cyntaf a gwerth £1,000 o'ch incwm ar gyfer pob plentyn dibynnol arall.

Efallai y bydd myfyrwyr rhan-amser y mae ganddynt gyfrifoldebau gofal plant a chyfrifoldebau gofalu eraill, yn gymwys i gael cymorth ychwanegol. Dylech holi'ch awdurdod lleol neu'r adran gwasanaethau cyngori myfyrwyr am gyngor.

Cronfa Ariannol wrth Gefn

Mae prifysgolion a cholegau yn delio â'r Gronfa Ariannol wrth Gefn ar ran Llywodraeth Cynulliad Cymru. Maent yn darparu help ariannol i fyfyrwyr amser llawn a rhan-amser (cyrsgiau sy'n cyfateb ag o leiaf 50% o gwrs amser llawn cyfatebol) a'r rhai sy'n dilyn modiwlau 'blasu' ac sy'n werth o leiaf 12 credyd (10% o gwrs amser llawn cyfatebol), sydd ar incwm isel ac y gallai fod angen cymorth ariannol ychwanegol arnynt i barhau i ddilyn cwrs addysg uwch.

Yn fwy penodol, gall y cronfeydd:

- dalu costau byw a chostau penodol sy'n gysylltiedig â'r cwrs nad ydynt eisoes yn cael eu talu gan grantiau eraill;
- helpu myfyrwyr sy'n cael trafferthion ariannol;
- rhoi taliadau brys er mwyn delio ag argyfwng ariannol annisgwyl; a
- helpu myfyrwyr a allai fod yn ystyried rhoi'r gorau i'w cwrs oherwydd problemau ariannol.

Dylech gysylltu ag adran gwasanaethau myfyrwyr eich prifysgol neu goleg er mwyn darganfod a ydych yn gymwys i gael help gan y Gronfa Ariannol wrth Gefn. Yn ogystal, gall myfyrwyr anabl y **mae eu hanabledd yn eu hatal rhag astudio 50% neu fwy o gwrs amser llawn cyfatebol**, wneud cais am gymorth gan y Gronfa Ariannol wrth Gefn, ar yr amod eu bod yn astudio o leiaf 25% o gwrs amser llawn cyfatebol.

Efallai y bydd modd i chi gael help i dalu cost asesiad ar gyfer anhawster dysgu penodol, a elwir yn asesiad diagnostig weithiau, gan gynnwys y gost o deithio i'r ganolfan asesu ac oddi yno, trwy gyfrwng y Gronfa Ariannol wrth Gefn.

Budd-daliadau

Mae'r wybodaeth a nodir yma yn wybodaeth gyffredinol. Os ydych o'r farn eich bod yn gymwys i gael unrhyw rai o'r budd-daliadau canlynol, dylech gysylltu â'ch Canolfan Byd Gwaith, eich swyddfa Budd-dal Tai neu'ch gwasanaeth cynghori myfyrwyr.

Yn gyffredinol, nid oes gan fyfyrwyr amser llawn addysg uwch yr hawl i gael budd-daliadau sy'n gysylltiedig ag incwm oni bai eu bod yn perthyn i un o'r grwpiau 'agored i niwed' (er enghraifft, rhieni unigol (sengl) neu fyfyrwyr anabl).

Fodd bynnag, os oes gennych bartner nad ydynt yn fyfyrwr ac y maent yn gymwys i gael unrhyw rai o'r budd-daliadau sy'n gysylltiedig ag incwm, gall eich partner hawlio ar ran y ddau ohonoch. (Ystyrir eich incwm wrth asesu hawl eich partner i gael budd-daliadau.)

I nifer o fyfyrwyr sy'n gymwys i gael budd-daliadau sy'n gysylltiedig ag incwm, bydd eu cymorth i fyfyrwyr yn rhy uchel i'w galluogi i gael y budd-daliadau mewn gwirionedd. Fodd bynnag, ni ystyrir mathau penodol o gymorth wrth gyfrifo incwm myfyriwr. Er mis Medi 2004, gall myfyrwyr mewn un o'r grwpiau agored i niwed sy'n byw mewn llety y mae'r brifysgol yn berchen arno, wneud cais am Fudd-dal Tai yn ystod y tymor nawr.

Efallai y bydd o gymorth i chi holi gwasanaethau cynghori eich undeb myfyrwyr neu'r adran gwasanaethau myfyrwyr am gyngor.

Mae'r tabl isod yn dangos y grwpiau agored i niwed perthnasol ar gyfer budd-daliadau sy'n gysylltiedig ag incwm a pha fudd-daliadau y gallent fod yn gymwys i'w cael.

Grwpiau agored i niwed	Budd-dal Tai a Budd-dal Treth Gyngor (gweler nodyn 1)	Cymhorthdal Incwm	Lwfans Ceisio Gwaith
Rhieni unigol (sengl)	✓	✓	
Cyplau sy'n fyfyrwyr ac y mae ganddynt blant dibynnol	✓	✓ (gweler nodyn 2)	✓ (gweler nodyn 2)
Myfyrwyr sy'n gorymddwyn (gweler nodyn 3) ar ôl cyfnod o salwch neu o ofalu am rywun	✓		✓
Pobl anabl sy'n cael premiwm anabledd neu bremiwm anabledd difrifol	✓	✓	
Pobl anabl sy'n cael Lwfans i Fyfyrwyr Anabl (grant a delir dan y system cymorth i fyfyrwyr) oherwydd byddardod	✓	✓	
Pobl sy'n cael pensiwn y wladwriaeth	✓	(gweler nodyn 4)	

Nodyn 1 er mis Ebrill 2004, ni ddylai'r rhan fwyaf o fyfyrwyr amser llawn orfod talu Treth Gyngor oni bai eu bod yn berchnogion preswyl y mae ganddynt unigolyn arall yn byw gyda nhw ac yn talu rhent iddynt

Nodyn 2 gall un o'r pâr hawlio yn ystod y gwyliau haf.

Nodyn 3 gorymddwyn yw pan fydd myfyriwr wedi gohirio ei astudiaethau (er enghraifft, oherwydd salwch neu er mwyn gofalu am rywun) ond er bod y rheswm dros y gohirio wedi dod i ben, ni all y myfyriwr barhau ar y cwrs eto.

Nodyn 4 o 6 Hydref 2003, dylai pobl sy'n cael pensiwn y wladwriaeth fod yn cael y Credyd Pensiwn yn hytrach na Chymhorthdal Incwm.

Sut mae Canolfan Byd Gwaith neu'r swyddfa Budd-dal Tai leol yn cyfrifo'r hyn yr ydych chi'n gymwys i'w gael?

Yn y rhan fwyaf o achosion, mae cyllid i fyfyrwyr yn disodli budd-daliadau fel y prif ffynhonnell cymorth i fyfyrwyr, os ydynt yn penderfynu cael Benthyciad Cynhaliaeth i fyfyrwyr neu beidio. Er mwyn asesu'ch hawl i gael budd-daliadau, bydd Canolfan Byd Gwaith ac adran Budd-dal Tai eich awdurdod lleol yn cyfrifo'ch incwm wythnosol, gan gymharu hyn gyda swm y budd-dal y byddech yn ei gael bob wythnos.

Bydd nifer o fyfyrwyr sy'n gymwys i gael budd-daliadau sy'n gysylltiedig ag incwm, yn gweld bod yr incwm cyllid i

fyfyrwyr a gânt yn uwch na swm y budd-dal y byddent yn ei gael fel arfer. Gallai hyn arwain at y myfyriwr yn cael llai o fudd-daliadau, neu ddim budd-daliadau o gwbl. Fodd bynnag, ni fydd rhai mathau o gyllid i fyfyrwyr yn cael eu hystyried wrth gyfrifo swm y budd-dal y bydd gan fyfyrwr yr hawl i'w gael. Mae'r tabl isod yn dangos y mathau o gyllid i fyfyrwyr y bydd Canolfan Byd Gwaith ac adran Budd-dal Tai eich awdurdod lleol yn eu hystyried pan fyddant yn cyfrifo hawl myfyriwr i gael budd-daliadau, a'r mathau o gyllid i fyfyrwyr na fyddant yn eu hystyried.

Cyllid i fyfyrwyr y bydd Canolfan Byd Gwaith ac adran Budd-dal Tai eich awdurdod lleol yn ei ystyried fel rhan o'ch incwm

- Y rhan fwyaf o unrhyw Fenthyciad Cynhaliaeth i fyfyrwyr y bydd gennych yr hawl i'w gael, hyd yn oed os byddwch yn dewis peidio cael hwn
- Grant Dysgu'r Cynulliad/Grant Cynhaliaeth
- Grant Oedolion Dibynnol
- Taliadau o'r Gronfa Ariannol wrth Gefn er mwyn helpu i dalu costau byw cyffredinol (er mwyn rhai amgylchiadau, efallai na fydd yr holl daliad, neu ran o'r taliad, yn cael ei ystyried)
- Bwrsariaethau nad eu diben yw talu costau sy'n gysylltiedig â'ch cwrs, neu gostau ofal plant

Cyllid i fyfyrwyr na fydd Canolfan Byd Gwaith ac adran Budd-dal Tai eich awdurdod lleol yn ei ystyried fel rhan o'ch incwm

- Grant ffioedd dysgu
- benthyciad myfyriwr ar gyfer ffioedd dysgu
- Grant Cymorth Arbennig
- Grant Addysg Uwch
- Grant Gofal Plant
- Lwfans Dysgu i Rieni
- Lwfansau i Fyfyrwyr Anabl
- Taliadau o'r Gronfa Ariannol wrth Gefn nad eu diben yw talu costau byw cyffredinol
- Bwrsariaethau a roddir er mwyn talu costau sy'n gysylltiedig â'ch cwrs, neu gostau gofal plant

Os ydych yn cael mathau eraill o gyllid i fyfyrwyr, dylech gysylltu â'ch cynghorydd myfyrwyr yn eich prifysgol neu goleg er mwyn darganfod a ydynt yn cael eu hystyried fel incwm pan fydd eich hawl i gael budd-daliadau yn cael ei gyfrifo.

Oherwydd bod y Benthyciad Cynhaliaeth i fyfyrwyr yn rhoi help tuag at eich costau sy'n gysylltiedig â'ch cwrs, wrth gyfrifo'ch incwm wythnosol, ni fydd swm penodedig i'w wario ar lyfrau, offer a chostau teithio yn cael ei ystyried. Ni fydd £10 ychwanegol o'ch incwm wythnosol yn cael ei ystyried hefyd. Ar gyfer blwyddyn academiaidd 2008/09, y symiau penodedig nad oeddent yn cael eu hystyried fel incwm oedd £380 tuag at gost llyfrau ac offer a £295 am gostau teithio. O fis Awst 2009, bydd gwasanaeth cynghori myfyrwyr eich prifysgol neu goleg yn gallu'ch hysbysu o'r symiau ar gyfer blwyddyn academiaidd 2009/10. Mae'r Cymhorthdal Incwm a'r Lwfans Ceisio Gwaith wedi'i seilio ar incwm, yn fudd-daliadau a delir i oedolion yn unig. Erbyn hyn, bydd yr unig rannau a dalwyd ar gyfer plant yn flaenorol, yn cael eu cynnwys yn y credydau treth a delir gan Gyllid a Thollau EM. Gallwch gael rhagor o wybodaeth gan Ganolfan Byd Gwaith neu Gyllid a Thollau EM.

Ceir Llinell Ymholiadau gyfrinachol ac am ddim ynghylch budd-daliadau i bobl sydd ag anableddau a'u gofalwyr. Y rhif yw 0800 882 200 (ffôn testun: 0800 243 355). Gallwch gysylltu â

Skill, Swyddfa Genedlaethol i Fyfyrwyr ag Anableddau hefyd i ofyn am wybodaeth ynghylch budd-daliadau ac astudio. Mae modd gweld manylion cyswllt Skill ar dudalen 30.

21 Ble mae modd i mi gael rhagor o wybodaeth?

Canolfan Gyswllt Cyllid Myfyrwyr Cymru

Gall myfyrwyr sy'n byw yng **Nghymru** ddefnyddio **Canolfan Gyswllt Cyllid Myfyrwyr Cymru (CGCMC)** i fanteisio ar ystod o wybodaeth ynghylch cyllid i fyfyrwyr.

Mae CGCMC yn darparu gwasanaethau dwyieithog ac yn rhoi cyngor ynghylch cwestiynau cyffredinol megis:

- pa help ariannol sydd ar gael;
- yr amserlen a'r broses ymgeisio;
- cwestiynau am y gwasanaethau ar-lein yn www.cyllidmyfyrwryrcymru.co.uk;
- cynnydd wrth asesu'ch cais; a
- thalu'ch benthyciad.

Gallwch gysylltu â CGCMC ar 0845 602 8845 o 8yb tan 8yh o ddydd Llun i ddydd Gwener a rhwng 9yb ac 1yh ar ddydd Sadwrn.

Yn ogystal, gallwch ddefnyddio'r gwasanaethau ar-lein sydd ar gael trwy droi at

www.cyllidmyfyrwryrcymru.co.uk i:

- ddarganfod faint o fenthyciad a help tuag at eich ffioedd yr ydych yn debygol o'i gael gan ddefnyddio'r 'cyfrifwr hawl';

- cadw golwg ar gynnydd eich cais;
- diweddarw'ch cyfeiriad a'ch manylion cyswllt eraill;
- gweld copïau o lythyrau a anfonwyd atoch chi;
- holi pryd y byddwch yn cael eich talu nesaf; a
- gofyn cwestiynau.

Awdurdodau lleol

Gall myfyrwyr sy'n byw yng **Nghymru** gysylltu â'u **hawdurdod lleol**. Mae awdurdodau lleol yn cynnig cyngor manwl ynghylch y cymorth y mae'n debygol y bydd gennych yr hawl i'w gael a chanlyniad yr asesiad o'ch cais.

Yn ogystal, dylech gysylltu â'ch awdurdod lleol os bydd angen i chi gael copi papur o ffurflen gais. Gallwch weld rhestr o gysylltiadau awdurdodau lleol trwy droi at:

www.cyllidmyfyrwrycymru.co.uk

Os ydych yn yr ysgol o hyd, gall eich athro/athrawes gyrfaoedd roi cyfeiriad a rhif ffôn eich awdurdod lleol i chi.

Llinell wybodaeth cymorth i fyfyrwyr

Gall myfyrwyr sy'n byw yng Nghymru ffonio **0800 731 9133** i archebu copi am ddim o unrhyw rai o'n canllawiau.

Os ydych yn byw yn Lloegr fel

arfer, dylech gysylltu â'r awdurdod lleol ar gyfer yr ardal yr ydych yn byw ynddi fel arfer i gael gwybod am y trefniadau cyllid i fyfyrwyr, neu gallwch ffonio'r Swyddfa Cymorth i Gwsmeriaid ar 0845 6077577 neu ddefnyddio'r gwasanaethau ar-lein trwy droi at www.studentfinancedirect.co.uk.

Os ydych yn byw yn yr Alban fel

arfer, dylech gysylltu â'r Asiantaeth Dyfarniadau Myfyrwyr yn yr Alban i gael gwybod am y trefniadau cyllid i fyfyrwyr yn yr Alban. Y cyfeiriad yw:

The Student Awards Agency for Scotland

Gyle View House

3 Redheughs Rigg

South Gyle

Edinburgh EH12 9HH.

Ffôn: 0845 111 1711

E-bost: saas.geu@scotland.gsi.gov.uk

Gwefan: www.saas.gov.uk

Os ydych yn byw yng Ngogledd

Iwerddon fel arfer, dylech gysylltu â'r Bwrdd Llyfrgelloedd ac Addysg ar gyfer yr ardal yr ydych yn byw ynddi fel arfer.

Gallwch weld manylion cyswllt ar gyfer y Byrddau Llyfrgelloedd ac Addysg trwy droi at www.education-support.org.uk.

Os ydych yn fyfyrwr gyda'r Brifysgol Agored, dylech gysylltu â'r OU. Y cyfeiriad yw:

The Open University

Disabled Students Allowance Office,
Walton Hall

Milton Keynes MK7 6ZN.

Ffôn: 01908 654136

Ffôn testun: 01908 659955

Ffacs: 01908 659956

E-bost: DSA-queries@open.ac.uk

Gwefan: www.open.ac.uk

Cysylltiadau defnyddiol eraill

Skill: Swyddfa Genedlaethol i Fyfrwyr ag Anableddau

Gwasanaeth Gwybodaeth

(Dydd Mawrth 11.30yb tan 1.30yh,

Dydd Iau 1.30yh tan 3.30yh)

Ffôn: 0800 328 5050

Minicom: 0800 068 2422

Ffacs: 020 7450 0650

E-bost: info@skill.org.uk

Gwefan: www.skill.org.uk

Skill Cymru

Suite 14

2il Lawr

The Executive Centre

Temple Court

Heol yr Eglwys Gadeiriol

Caerdydd CF11 9HA

Ffôn: 02920 786506

Mae Skill yn elusen genedlaethol sy'n hyrwyddo cyfleoedd addysg bellach neu addysg uwch, hyfforddiant a chyflogaeth i bobl ifanc ac oedolion yn y DU y mae ganddynt unrhyw fath o anabledd. Mae wedi cyhoeddi nifer o lyfrynnau gwybodaeth ynghylch DSAs ac addysg uwch i fyfrwyr anabl a myfyrwyr y mae ganddynt anawsterau dysgu penodol. Mae'r llyfrynnau ar gael ar wefan Skill sef www.skill.org.uk

Gall gwasanaeth gwybodaeth Skill ateb cwestiynau ynghylch addysg uwch ac anabledd.

Am wybodaeth ynghylch sefydliadau y mae ganddynt arbenigedd ynghylch eich anabledd neu'ch anhawster dysgu penodol chi, mae Skill wedi cyhoeddi llyfryn gwybodaeth hefyd o'r enw '**Organisations Offering Advice or Services to Disabled Students**' sy'n nodi manylion cyswllt. Mae'r llyfrynnau ar gael ar wefan Skill sef www.skill.org.uk

Disability Rights Commission (DRC)

Comisiwn Hawliau Anabledd (DRC)

Llinell Gymorth DRC

Freepost MID 02164

Stratford-upon-Avon CV37 9BR.

Ffôn: 08457 622 633

Ffôn testun: 08457 622 644

Ffacs: 08457 778 878

E-bost: defnyddiwch un o'r ffurflenni sydd ar gael ar wefan DRC sef www.drc-gb.org/whatwedo/helplineenquiry.asp

**Undeb Cenedlaethol Myfyrwyr
Cymru (UCM Cymru)**

13 Lambourne Crescent,
Parc Busnes Caerdydd,
Llanisien CF14 5GF
Ffôn: (029) 2068 0070
Ffacs: (029) 2075 7083
E-bost: office@nus-wales.org.uk

**Undeb Cenedlaethol Myfyrwyr
(NUS)**

2nd Floor
Centro 3
19 Mandela Street
London NW1 0DU.
Ffôn: 0871 221 8221
Ffacs: 0871 221 8222
E-bost: nusuk@nus.org.uk
Gwefan: www.nusonline.co.uk

**Cyngor Gofal Cymru (Cyngor
Gofal)**

Tîm Ariannu Myfyrwyr
South Gate House
Stryd Wood
Caerdydd CF10 1EW
Ffôn: 0845 070 0249
Minicom: 02920 780680
Ffacs: 02920 780674
E-bost:
studentfunding@ccwales.org.uk
Gwefan: www.ccwales.org.uk

Atodiad 1

Amodau personol er mwyn bod yn gymwys i gael DSAs

Bydd eich Awdurdod Lleol (neu'r OU) yn penderfynu a ydych yn bodloni'r gofyniad preswyllo arferol i fod yn gymwys i gael benthyciad ffioedd dysgu, benthyciad cynhaliaeth a grantiau. Mae'r meini prawf preswyllo yn gymhleth ac fe'u nodir ar wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwrycymru.co.uk

I'r rhai nad ydynt yn ddinasyddion y DU, neu ddinasyddion y DU y mae ganddynt statws preswyllydd sefydlog ac y maent wedi manteisio ar eu hawl preswyllo rywle arall, dylech gysylltu â'ch Awdurdod Lleol hefyd.

Fel arfer, i ddinasyddion y DU, rhaid i chi fodloni'r gofynion isod sy'n ymwneud â'ch manylion preswyllo ar ddiwrnod cyntaf blwyddyn academaidd gyntaf eich cwrs (gweler nodyn 1 isod). Ar y dyddiad hwnnw, rhaid eich bod:

- wedi bod yn 'preswyllo fel arfer' (gweler nodyn 2 isod) yn y Deyrnas Unedig, Ynysoedd y Sianel neu Ynys Manaw am y tair blynedd yn union cyn y dyddiad hwn (heb fod hyn yn bennaf er mwyn cael addysg amser llawn);
- yn preswyllo fel arfer yng Nghymru.

Nodyn 1: mae blynyddoedd academaidd yn cychwyn fel a ganlyn – 1 Medi ar gyfer cwrs sy'n cychwyn yn nhymor yr hydref, 1 Ionawr ar gyfer cwrs sy'n cychwyn yn nhymor y gaeaf,

1 Ebrill ar gyfer cwrs sy'n cychwyn yn nhymor y gwanwyn, ac 1 Gorffennaf ar gyfer cwrs sy'n cychwyn yn nhymor yr haf.

Nodyn 2: caiff preswyllo fel arfer ei ddiffinio fel 'preswyllo cyson ac arferol trwy ddewis ac am ddiben sefydlog ac eithrio absenoldebau dros dro neu achlysurol.'

Os nad oeddech yn y wlad hon oherwydd eich bod chi neu'ch teulu wedi cael eich cyflogi mewn gwlad dramor dros dro, efallai y byddwch yn cael eich trin fel rhywun nad yw eu cyfnod preswyllo yn y DU wedi cael ei amharu. Gallwch weld rhagor o fanylion yn ein canllaw 'Cymorth i fyfyrwyr i'r rhai sy'n byw neu sy'n gweithio mewn gwlad dramor', sydd ar gael trwy droi at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwrycymru.co.uk.

Os ydych yn byw yma yn bennaf er mwyn cael addysg amser llawn, a byddech wedi byw rywle arall fel arfer, ni fyddwch fel arfer yn cael eich trin fel rhywun sydd wedi bod yn preswyllo yn y DU (am eithriadau i'r rheol hon, trowch at wefan Cyllid Myfyrwyr Cymru sef www.cyllidmyfyrwrycymru.co.uk). Os oeddech i ffwrdd o'r wlad hon yn ystod y tair blynedd, neu rywfaint o'r amser yn ystod y tair blynedd, oherwydd eich bod chi, eich gwraig, eich gŵr, eich partner sifil, neu un o'ch rhieni yn gwasanaethu mewn gwlad dramor fel aelod o'r lluoedd arfog parhaol (y fyddin, y llynges neu'r llu awyr),

byddwch chi, eich gwraig, eich gŵr, eich partner sifil neu'ch rhiant yn cael eich trin fel rhywun a gyflogwyd mewn gwlad dramor dros dro yn ystod y cyfnod hwnnw. Ni fydd hyn yn eich atal rhag bod yn gymwys i gael cymorth i dalu eich ffioedd neu'ch costau byw.

Atodiad 2

Grŵp Sicrhau Ansawdd DSA (GSA DSA)

Mae Grŵp Sicrhau Ansawdd Lwfansau i Fyfirwyr Anabl (GSA DSA) yn cynnwys cynrychiolwyr o awdurdodau lleol, prifysgolion a cholegau, y Brifysgol Agored, Uned Grantiau GIG, SKILL, NUS, aseswyr DSA a chyflenwyr offer DSA. Mae wedi cynllunio cynllun er mwyn asesu ansawdd gwaith y rhai sy'n cynnal asesiadau DSA ac sy'n cyflenwi'r offer argymelledig. Mae GSA DSA, a gefnogir gan yr Adran dros Arloesedd, Prifysgolion a Sgiliau (DIUS), wedi pennu rhai mesurau, a elwir yn Fframwaith Sicrhau Ansawdd (FfSA), a ddefnyddir i asesu ansawdd a'r egwyddorion er mwyn cynnal cynllun parhaus i asesu ansawdd gwaith y bobl a'r sefydliadau hynny sy'n cynnal asesiadau DSA ac sy'n cyflenwi offer.

Tua bob tair blynedd, cynhelir archwiliad o'r canolfannau asesu a'r cyflenwyr sy'n cofrestru ar gyfer y cynllun. Mae gan GSA DSA ei wefan ei hun ac mae'n darparu rhestr o'r canolfannau asesu a'r cyflenwyr hynny sy'n bodloni'r mesurau arolygu.

Mae'r rhestr yn nodi:

- cyflenwyr a chanolfannau cofrestredig, mewn geiriau eraill, y rhai sy'n aros am archwiliad achredu cychwynnol; a
- chanolfannau a chyflenwyr a achredwyd, mewn geiriau eraill, y rhai sydd wedi bodloni amodau arolygiad archwilio.

Mae'r holl ganolfannau asesu cofrestredig wedi cael eu trin fel rhai sydd o fewn y fframwaith, ac argymhellwyd y dylai awdurdodau lleol (neu'r OU) ddefnyddio canolfannau achrededig neu gofrestredig er mwyn cynnal asesiadau DSA.

Atodiad 3

Cymorth gan sefydliadau eraill

Myfyrwyr GIG israddedig ac ôl-raddedig

Nid yw'r canllaw hwn ar gyfer myfyrwyr a fydd yn cael bwrsariaeth GIG ar gyfer eu cwrs. Mae Lwfansau Myfyrwyr Anabl (DSAs) ar gael fel rhan o Gynllun Bwrsariaeth GIG, y gallai myfyrwyr diploma a gradd bwrsariaeth GIG fod yn gymwys ar eu cyfer. Os byddwch yn cael bwrsariaeth GIG, neu os ydych yn bwriadu gwneud cais am un, dylech gysylltu â'ch prifysgol neu goleg i holi am fanylion y cymorth sydd ar gael i fyfyrwyr anabl dan Gynllun Bwrsariaeth GIG.

Gallwch gael rhagor o wybodaeth am Gynllun Bwrsariaeth GIG, a'r DSAs y mae hyn yn ei gynnig, yng nghanllaw Asiantaeth Genedlaethol Arwain ac Arloesi mewn Gofal Iechyd, '**Cymorth Ariannol i Fyfyrwyr Gofal Iechyd yng Nghymru**'. Gallwch gael copi o'r llyfryn ar-lein trwy droi at www.nliah.wales.nhs.uk

Am wybodaeth bellach ynghylch bwrsariaethau GIG yng Nghymru, cysylltwch ag:

Uned Dyfarniadau Myfyrwyr GIG
Cymru
3ydd Llawr
14 Heol yr Eglwys Gadeiriol
Caerdydd
CF11 9LJ
Ffôn: 029 2019 6167 (Ymholiadau ynghylch Bwrsariaethau)

Am wybodaeth ynghylch bwrsariaethau GIG yn Lloegr, cysylltwch â:

The Customer Services Team
NHS Student Bursaries
Hesketh House
200-220 Broadway
Fleetwood
FY7 8SS
Ffôn: 0845 358 6655
Ffacs: 01253 774490
E-bost: enquiries@nhspa.gov.uk
Gwefan: www.nhspa.gov.uk/sgu

Unigolion ar secondiad o GIG

Sylwer nad yw myfyrwyr gofal iechyd a gyflogir gan ymddiriedolaethau GIG ac sy'n cael eu secondio (eu trosglwyddo dros dro) i gyrsiau gofal iechyd, yn gymwys i gael bwrsariaethau GIG, felly ni allant gael DSAs GIG. Gall y myfyrwyr hyn, y mae GIG yn parhau i dalu eu cyflog a'u ffioedd dysgu, gael cymorth DSA dan y Rheoliadau Cymorth i Fyfyrwyr os ydynt yn bodloni'r amodau arferol.

Ôl-raddedigion sy'n cael eu hariannu gan gynghorau ymchwil

Mae DSAs ar gael i fyfyrwyr sy'n cael eu hariannu gan gynghorau ymchwil os bydd yn rhaid i'r myfyriwr dalu costau ychwanegol yn ystod eu cyfnod astudio ôl-raddedig o ganlyniad i'w hanabledd. Mae manylion ynghylch lefel a math y cymorth DSA a gynigir, a gwybodaeth ynghylch sut i wneud cais amdano, ar gael ar wefan pob cyngor ymchwil.

- Cyngor Ymchwil y Celfyddydau a'r Dyniaethau (trowch at www.ahrc.ac.uk)
- Cyngor Ymchwil Biotechnoleg a Gwyddorau Biolegol (trowch at www.bbsrc.ac.uk)
- Cyngor Ymchwil Peirianeg a'r Gwyddorau Ffisegol (trowch at www.epsrc.ac.uk)
- Y Cyngor Ymchwil Economaidd a Chymdeithasol (trowch at www.esrc.ac.uk)
- Cyngor Ymchwil Feddygol (trowch at www.mrc.ac.uk)
- Cyngor Ymchwil yr Amgylchedd Naturiol (trowch at www.nerc.ac.uk)
- Y Cyngor Ymchwil Ffiseg Ronynnol a Seryddiaeth (trowch at www.pparc.ac.uk)

Dylech siarad gyda'r cynghorydd anabledd yn eich prifysgol neu goleg os ydych yn dymuno gwneud cais am DSAs gan y cynghorau ymchwil oherwydd byddant yn gallu cynnig gwybodaeth a help. Fel arfer, bydd

angen i chi ddarparu prawf o'ch anabledd neu'ch anhawster dysgu penodol ac asesiad anghenion DSA a gynhaliwyd yn ddiweddar pan fo hynny'n briodol.

Fel arfer, bydd y cynghorau ymchwil yn helpu i dalu am asesiad anghenion DSA.

Bwrsariaethau i raddedigion amser llawn sy'n dilyn cwrs gwaith cymdeithasol ôl-raddedig cymeradwyedig

Mae 'bwrsariaeth ôl-raddedig' Cyngor Gofal Cymru ar gael i raddedigion (neu'r rhai y mae ganddynt gymhwyster cyfatebol a gydnabyddir gan brifysgolion) sy'n dilyn cwrs gwaith cymdeithasol ôl-raddedig amser llawn mewn coleg cymeradwyedig. Ceir lwfansau yn y fwrariaeth ôl-raddedig i gynorthwyo myfyrwyr y mae ganddynt anableddau. Am ragor o wybodaeth am y fwrariaeth ôl-raddedig, trowch at dudalen ariannu myfyrwyr/gyrfaedd y wefan sef www.ccwales.org.uk.

Cymorth ar gyfer cwrs ôl-raddedig gan eich prifysgol neu goleg

Os yw'ch prifysgol neu goleg yn darparu cymorth sy'n cyfateb â DSAs ar gyfer cyrsiau ôl-raddedig, ni fyddwch yn gallu cael DSA ôl-raddedig gan eich awdurdod lleol. **Ni** ddylech gynnwys unrhyw daliad y byddwch yn ei gael gan Gronfa Ariannol Wrth Gefn eich prifysgol neu goleg.

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