

2018/19

DSA1

Notes to help you
complete your DSA1 form

We welcome applications in Welsh. This won't lead to a delay in our response.

This notes booklet will help you answer the questions on the application form. It will also advise you about what evidence you will need to supply to allow us to fully assess your entitlement to Disabled Students' Allowances.

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

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

Visit www.studentfinancewales.co.uk

Braille, large print or audio forms and guides

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

- brailleandlargefonts@slc.co.uk

or you can telephone us on

- **0141 243 3686**

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

How can I contact you?

- Visit www.studentfinancewales.co.uk
- Call the Student Finance Wales Contact Centre on **0300 200 4050**

What do I need to do to get Disabled Students' Allowances (DSAs)?

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

Step 1

You complete and return the DSAs application form with evidence of your disability, mental health condition or specific learning difficulty.



Step 2

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



Step 3

We 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

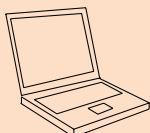
We will send you a letter to tell you whether any specialist equipment and other support that has been recommended in your Needs Assessment Report can be paid for from DSAs. We will then order any equipment and arrange other support for you or, provide you with instructions so you can do so yourself.



You may receive some or all of the below DSAs



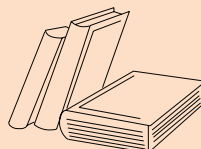
Delivery of specialist equipment



Non-medical helpers allowance



General allowance



Extra travel costs



section 1 personal details

Personal details

- a** If you have been granted 'leave to remain' as a Stateless Person, you can answer 'None' or 'Stateless' in the Nationality box.

Identity evidence details

- b3** If your name has changed from the name that appears on your birth certificate or passport then please send the relevant evidence confirming this and give details of any previous names you have had.

e

Your documents will be returned to you as soon as possible.

If you have lost your Birth Certificate you can get a replacement by contacting the Register Office in the sub-district where your birth was registered.

Previous loans

- c** If you are behind with repayments on a previous loan, you should not apply for student finance until you have resolved this issue.

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

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

Contact details

- d** If you provide a term-time correspondence address all correspondence we issue will be sent to that address from the date you move there.

Armed Forces

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

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

The following family members will be eligible students:

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

If you are in the Armed Forces

You need to send a letter confirming your name and your address (or BFPO address). It must also confirm the country you're currently based in.

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


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

The letter you send must be signed, stamped and dated by the Armed Forces Unit Records Office. section **3**

section 3 residence


Nationality


a1 If you answer 'Yes' to this question, you must send your passport or Birth


 Certificate as evidence of your nationality. If you were born outside the UK and have a British Birth Certificate issued by a British Consulate, send this together with a Birth/Adoption Certificate form, instead of your passport.

Armed forces

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

a2 If you answer 'Yes' to this question, you must send your passport or national  identity card as evidence of your EU nationality.


a3 If you answer 'Yes' to this question, you must provide evidence to show that  you are the child of a Swiss national by sending us your **parent's** passport or national identity card. You must also send us **your** birth certificate or equivalent.

a4 To get student finance as the child of a Swiss national, your Swiss national  parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live(d) there on the first day of the academic year. They must also send one of the following documents:

- Bank statement
- Utility bill
- Payslips
- Local Authority correspondence
- Tenancy agreement/Mortgage statement
- Government Department Correspondence

Use the information on page 6 to find out when your academic year starts.

Residence status

a5 The EEA or Swiss national must provide proof of their nationality with their  passport or national identity card.

As proof of the current employment status of the EEA or Swiss national who is working, has worked or is looking for work, one of the following must be provided as evidence:

- A P60 or a letter from employer if currently working.
- Audited accounts, tax returns or details of income if self-employed.
- A letter from employer confirming the intention to continue working whilst studying.
- P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.

If your child, son or daughter-in-law or child's civil partner is the worker you must be dependent on them.

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

a6 'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen.
- You have a right of 'permanent residence' in the UK.
- You have been granted 'indefinite leave to remain'.

 **e** • You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues can be obtained from the Home Office


If you do not have a British passport which confirms your immigration status, send an original Biometric Residence Permit or original Home Office Letter with your application form.

Refugee status

a7 If you or your:

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

have successfully applied for refugee status in the UK under the terms of the

 **e** 1951 United Nations Convention on Refugees, and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

Please send the original Home Office letter and immigration status document, normally a passport or Biometric Residence Permit, of the person who holds refugee status. You should also send evidence of your relationship to the person who holds refugee status if it is not you.

We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

Expiry date

If you or your

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


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

Leave to enter or remain

a8 If you or your:

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

have been granted 'leave to enter or remain' in the UK as the result of an unsuccessful asylum application, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

 Please send the original Home Office letter and immigration status document, normally a passport or Biometric Residence Permit, of the person who has been granted leave to enter or remain. You should also send evidence of your relationship to the person who has been granted leave to enter or remain if it is not you.

We will only use your Biometric Residence Permit to validate your identity, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a person granted leave to enter or remain, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted leave to enter or remain, you must have been their husband, wife or civil partner at the time of their application for asylum.

Residence history

b2 Date study begins between

- 1 August until 31 December inclusive
- 1 January until 31 March inclusive
- 1 April until 30 June inclusive
- 1 July until 31 July inclusive

Date academic year begins

- 1 September
- 1 January
- 1 April
- 1 July

section 4 about your course and your university or college

Course details

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

If you are studying part-time and started your course before 1 September 2014, you must be planning to complete your course in no more than twice the time it would take you to finish it on a full-time basis.

If you are studying part-time and started your course on or after 1 September 2014, you must be planning to complete your course in no more than four times the time it would take you to finish it on a full-time basis.

Direct Entry means coming directly into a course programme on a year greater than the first year of the course.

section 5 your university or college

This means that you can tell your university or college about your disability, mental health condition or specific learning difficulty in complete confidence to make sure that you receive the support you need. However, if you do not want to tell your university or college, you should include a letter explaining why you did not want to pass the form to your university or college to complete this section.

The Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) has made it illegal for universities and colleges to discriminate against disabled students by treating them less favourably in their admissions policies or the services they provide. Under the Act, universities and colleges must make reasonable adjustments so that disabled students are not at a substantial disadvantage compared with other students who are not disabled.

section 6 your disability, mental health condition or specific learning difficulty

- a** If you have a **physical disability or mental health condition** please **e** send an up to date written medical statement from a doctor or appropriate qualified specialist confirming the nature of your disability or mental health condition. It should also confirm that your disability or mental health condition has a substantial and long-term adverse affect on your ability to carry out normal day-to-day activities. It is your responsibility to pay any cost in relation to obtaining this evidence.

If you have a **specific learning difficulty (for example, dyslexia)** please send a full diagnostic assessment carried out after your 16th birthday by a psychologist or suitably qualified specialist. It is your responsibility to pay any cost in relation to obtaining this evidence.

- b** If you had a diagnostic assessment carried out before your 16th birthday it will require an update so we can fully assess how your study will be affected by your specific learning difficulty.
- c** Please send letters showing the result of each previous DSAs funding application you have made and any DSAs Needs Assessment Report you received from the funding authority. **e**

Declaration

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

You must provide immediate notice of, and details in relation to, any change in your circumstances which may affect your entitlement to financial support. The most common change of circumstance for students would be if:

- you are absent from the course for more than 60 days because of illness;
- you are absent for any other reason;
- you leave, abandon or are expelled from the course;
- you stop attending the course and do not intend, or are not allowed, to return for the rest of the academic year;
- you transfer to a different course at the same, or a different, university or college;
- you transfer from a full-time to a part-time course;
- you repeat part or all of a year of your course; or
- the date of the start or end of your course changes.

You can download a 'Change of Circumstances' form CO1 at:
www.studentfinancewales.co.uk

Information about data sharing for bursary and scholarship purposes

Universities and colleges will be offering financial awards such as bursaries or scholarships to their students. To help them administer these awards (i.e. to determine eligibility and entitlement to, and if relevant pay, a bursary or scholarship – 'bursary administration purposes') they will ask the Welsh ministers or the Student Loans Company for access to information you provide in connection with this application for student finance (whether on this form or at a later date).

We will share the relevant information with them, unless you indicate that you do not wish us to do so by ticking the box on the declaration. If you **do not** give consent for us to share this information, the payment of any bursary or scholarship to which the student may be entitled will be delayed.

Please contact the university or college if you require further information about their bursaries and scholarships

Privacy Notice

The Student Loans Company (SLC) and the Department for Education are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these.

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

If you don't have internet access, please call us on **0300 100 0077** and we can send a copy to you.