



**2019/20**

**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](http://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](mailto: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](http://www.studentfinancewales.co.uk)**
- Call the Student Finance Wales Contact Centre on **0300 200 4050**

To find out how we'll use the information you provide go to

**[www.studentfinancewales.co.uk/privacynotice](http://www.studentfinancewales.co.uk/privacynotice)** to read our Privacy Notice before completing this form.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. For more information about this, read our Privacy Notice.

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



# 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, long-term health condition, mental health condition, specific learning difficulty or autism spectrum disorder.



## 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

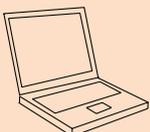
We will send you a letter to tell you whether any specialist equipment and other support that has been recommended in your Needs Assessment Report can be paid for from DSAs. We will then order any equipment and arrange other support for you or, provide you with instructions so you can do so yourself.



You may receive some or all of the below DSAs



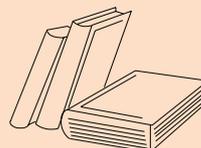
Delivery of specialist equipment



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 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
- Payslips
- Tenancy agreement/Mortgage statement
- Utility bill
- Local Authority correspondence
- 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 **e** 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 **e** 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'.
- 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:

- e** • 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 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 step-parent have been granted:

- ‘leave to enter or remain’ in the UK as a result of a failed asylum application; or
- ‘leave to enter or remain’ in the UK on the grounds of private life. This also applies to those who were not granted this leave but have been granted leave to remain outside the rules on the grounds of Article 8 of the ECHR; or
- discretionary leave where no application for asylum has been made; or
- Humanitarian Protection.

the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

**e** 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.

## Stateless persons

**a9** If you or your

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

have been granted ‘leave to enter or remain’ as a Stateless Person in the UK, you or them will have received a letter and an immigration status document from the UK Home Office confirming this.

Please send the Home Office letter and Biometric Residence Permit of the person who has been granted ‘leave to remain’ as a Stateless Person. You should also send evidence of your relationship to the person who has been granted ‘leave to remain’ as a Stateless Person if it is not you.

If you are claiming student finance as the child or step-child of a person granted ‘leave to remain’ as a Stateless Person, 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 UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted ‘leave to remain’ as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.

## Leave to enter or remain under section 67 of the Immigration Act 2016

**a10** If you have been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016 or are the dependant child of someone who has, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

Please send the Home Office letter and Biometric Residence Permit of the person who has been granted 'leave to enter or remain' under section 67 of the Immigration Act 2016. You should also send evidence of your relationship to the person if you are the dependant child of someone who has been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016.

## Residence history

### **b2** Date study begins between 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**

1 September

1 January

1 April

1 July

## section 6 your disability, long-term health condition, mental health condition, specific learning difficulty or autism spectrum disorder

### **a If you have a physical or sensory disability, long-term health condition or mental health condition**

- e** For each disability or health condition you have, send us a written statement or letter from a doctor or appropriate qualified medical professional which confirms the long term effects your disability or health condition has on your ability to carry out day-to-day activities including education.  
It is your responsibility to pay any cost in relation to obtaining this evidence.

### **If you have a specific learning difficulty (such as dyslexia)**

For each specific learning difficulty (SpLD) you have, send us a diagnostic report written in accordance with the 2005 SpLD Working Group Guidelines from one of the following:

- A practitioner psychologist
- A suitably qualified specialist teacher holding a SpLD Assessment Practicing Certificate

It is your responsibility to pay any cost in relation to obtaining this evidence.

### **If you have an autism spectrum disorder**

Send us one of the following:

- A Statement of Special Educational Needs (SEN) from a Local Authority
- An Educational Health Care Plan
- A written statement or letter from a doctor or appropriate qualified medical professional which confirms the long term effects your disorder has on your ability to carry out day to day activities including education

It is your responsibility to pay any cost in relation to obtaining this evidence.

- b** 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](http://www.studentfinancewales.co.uk)**

## 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.

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