

**2022/23**

**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' Allowance.

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' Allowance?**

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.



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## What do I need to do to get Disabled Students' Allowance (DSA)?

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

### Step 1

You complete and return the DSA 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 DSA.



### 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

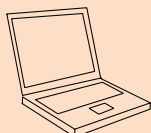
We will send you a letter to tell you whether any specialist equipment and other support that has been recommended in your Needs Assessment Report can be paid for from DSA. We will then order any equipment and arrange other support for you or, provide you with instructions so you can do so yourself.



You may receive some or all of the below DSA



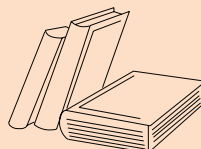
Delivery of specialist equipment



Non-medical helpers support



General costs



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 your contact address is different, please also provide this. If you provide a contact address, all correspondence we issue will be sent to that address.

### 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 dependent 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

## Section 1 - personal details continued

### **e** 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 - residence

### **a1 UK national**

**e** If you have provided your UK passport information or birth certificate as part of section 2, you do not need to send any further evidence of your UK nationality.

#### **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 Irish citizen**

**e** If you answer 'Yes' to this question, you must send your ROI or EU passport.

If you hold a UK passport, you should provide your passport details in section 2 as you do not need to send further evidence of your nationality.

## Section 3 - residence

### a3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- direct descendant

of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

**e** If you answer 'Yes' to this question, you must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national. This may be:

- your marriage or civil partnership certificate; **or**
- a birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

For children of UK nationals, the term 'direct descendant' means a person 'under the age of 21; **or** a dependant of the person or the person's spouse or civil partner.'

### a4 Settled or pre-settled status under the EU Settlement Scheme

**e** If you answer 'Yes' to this question, you must provide evidence to show you are an EU national, by sending your EU passport or national identity card. You only need to provide identity evidence if a share code cannot be provided.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 30 days.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence.

## Section 3 - residence

Continued

### a5 Child of a Swiss national

Your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme. You must have settled or pre-settled status and be ordinarily resident in the UK, Gibraltar, EEA or Switzerland for three years prior to the first day of your first academic year.

**e** 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, as proof of your relationship.

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 there on the first day of the academic year. They must also send one of the following documents:

- Bank statement.
- Payslip.
- Tenancy agreement/mortgage statement.
- Utility bill.
- Local authority correspondence.
- Government department correspondence.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. To prove your parent or step-parent's immigration status, you need to provide us with their date of birth and share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the codes. Once generated, the codes will expire after 30 days.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your parent or step-parent.

## Section 3 - residence

Continued

### a6 EEA or Swiss worker

My family member is my:

- husband, wife, civil partner;
- parent(s), step-parent;
- child or step-child;
- other direct ascending or descending line family member (only applicable to EEA worker family members)

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

Other family relationships are excluded from the definitions above.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have been granted settled or pre-settled status through the EU Settlement Scheme.

**e** If you are the family member of the EEA or Swiss national, they must provide proof of their nationality with their passport or national identity card. As proof of your relationship, you must also send your birth certificate and/or marriage or civil partnership certificate.

As proof of the current employment status of the EEA or Swiss national, 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 you are the parent or other direct ascending line relative of 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 dependants 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.



## Section 3 - residence

Continued

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the codes. Once generated, the codes will expire after 30 days.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your family member.

You do not need to provide a share code if:

- you are an Irish citizen; **or**
- you or your family member has a frontier workers permit.

### a7 Child of a Turkish worker

To get student finance as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course. You must be ordinarily resident in the UK, Gibraltar, EEA, Switzerland or Turkey for three years prior to the first day of your first academic year.

**e** Please send your Home Office letter and Biometric Residence Permit.

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

You must provide evidence to show that you are the child of a Turkish worker by sending us your parent's passport or national identity card. You must also send us your birth certificate or equivalent.

As proof of your Turkish parent's employment in the UK, you must send their contract of employment.

### a8 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

If you or your:

- husband, wife, civil partner;
- parent or step-parent

have been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), you will have received a letter from the Home Office confirming this.



## Section 3 - residence

Continued

**e** We need one of the following as proof of identity:

- Original valid Home Office travel document; **or**
- Original Biometric Residency Permit; **or**
- Original valid passport.

**and** one of the following as proof of residency status:

- Original Home Office travel document; **or**
- Original Biometric Residency Permit; **or**
- Original Immigration Status Document; **or**
- Original Home Office letter confirming the category of leave and the date this was granted.

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

### **Afghan Locally Employed Staff Ex-Gratia Scheme**

This scheme is for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

### **a9 Settled status**

‘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’;
- 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.

**e** If you do not have a British passport or Biometric Residence Permit which confirms your immigration status, but you have a letter from the Home Office which does, please send this original letter with your application form.

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

## Section 3 - residence

Continued

### a10 Refugee status

If you or your:

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

**e** Please send the 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 and residency status, 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), step-parent

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

### a11 Stateless Person

If you or your:

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

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

**e** 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.

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

## Section 3 - residence

Continued

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.

### a12&13 Leave to enter or remain


If you or your:

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

have been granted

- 'leave to enter or remain' in the UK on the grounds of family or private life; **or**
- 'leave to enter or remain' in the UK following a failed application for 'leave to enter or remain' on the grounds of family or private life on the grounds of Article 8 of the European Convention on Human Rights (ECHR); **or**
- Discretionary Leave as a result of a failed asylum application; **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.

 Please send the 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 and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent 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.

## Section 3 - residence

Continued

### a14 Section 67 of the Immigration Act 2016

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

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

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

### a15 Calais leave

If you have been granted Calais leave in the UK, or are the dependent child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

- e Please send the Biometric Residence Permit of the person who has been granted Calais leave. You should also send evidence of your relationship to the person who has been granted Calais leave if it is not you.

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

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, 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.

### a16 Victim of domestic violence or abuse

If you or your parent/step-parent have been granted 'leave to remain' in the UK as a victim of domestic violence or abuse, you, or they, will have received a letter from the Home Office confirming this.

- e Please send the Home Office letter and your Biometric Residence Permit. You should also send evidence of your relationship to the person who has been granted 'leave to remain' in the UK as a victim of domestic violence or abuse if it is not you.

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


If you are claiming student finance as the dependent child or step-child of a person granted 'leave to remain' in the UK as a victim of domestic violence or abuse, 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.

## Section 3 - residence

Continued

### a17 Bereaved partner

If you or your parent/step-parent have been granted 'leave to remain' in the UK as a person who has been a bereaved partner, you, or they, will have received a letter from the Home Office confirming this.

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

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

If you are claiming student finance as the dependent child or step-child of a person granted 'leave to remain' in the UK as a bereaved partner, 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.

### b2&3 Residency status

You should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

If you or your parent/step-parent have been granted:

- 'leave to remain' as the victim of domestic violence or abuse; **or**
- 'leave to remain' as a person who has been a bereaved partner

only provide address history from when you, or they, received the status. You only need to provide up to a maximum of 3 years information.

#### **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 Equality Act 2010 makes 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, long-term 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



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 DSA funding application you have made and any DSA Needs Assessment Report you received from the funding authority.



## Terms and Conditions

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