

UMO Guide To The Disabled Student Allowance (DSA) Application Process

Open up the DSA application by clicking below:

[DSA Application Form](#)

Then head to [Step 1: Who Is Eligible](#) on the next page

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Step 1: Who Is Eligible?

- ▶ Anybody with a disability classed under the [Disability Act 2010](#) is eligible to apply for DSA
- ▶ To be approved for DSA, you must have an illness or disability that is likely to affect you for more than 12 months and is likely to affect your studies or how you retain information
- ▶ **Important Note:** *DSA support is given as a grant, so you are not required to pay it back.*

Step 2: Applying

- ▶ Apply via Student Finance for DSA
- ▶ **Important Note:** *You do not need to apply for Student Finance itself to get DSA*
- ▶ Apply online or via the paper form
- ▶ Tick the box: “Do you want to apply for DSA?”
- ▶ Tick the box next to the type of disability that applies to you
- ▶ Tick the “Other” box if your disability is not listed **OR** if you want to include additional information

Step 3: Your Application

- ▶ Once you have submitted your application, you will receive an email stating your application has been submitted (*this can take a few days*)
- ▶ Student Finance (SF) now require evidence of your disability
- ▶ Evidence can be in the form of an EHCP (Education, Health and Care Plan), GP letter or psychology report
- ▶ If you don't have a diagnosis, you will need to download and fill out the [DSA Disability evidence Form](#)
- ▶ The evidence form is the orange form on the [website](#).

Step 3: Your Application (Continued)

- ▶ Once you have the orange form, you will need to hand this to a medical professional who is involved in your care to complete
- ▶ Once you have submitted this form, there is usually a long waiting period, so make sure you apply early.
- ▶ **Important Note:** *You can apply for DSA as soon as you complete your UCAS form or apply for student finance (SF)*

Step 4: Needs Assessment

- ▶ Once Student Finance has processed your form, you will get an email confirming you have been approved for DSA
- ▶ You now need to arrange a Needs Assessment to work out what type of support you need
- ▶ Student Finance will send a link to locate the nearest needs assessment centre to your home. You can also arrange a remote assessment, so you don't have to travel
- ▶ Needs assessment usually lasts about 2 hours. As you've been approved for support, the cost is covered by Student Finance.



Step 4: Needs Assessment Continued

- ▶ The assessment center is likely to send you a form prior to the assessment where you need to:
 1. Tick the areas where you struggle
 2. Provide some details about your course
- ▶ During the assessment you will go through this form. The assessment is usually very relaxed as you have already been approved for support by Student Finance
- ▶ Needs assessments are there to find out which help will be most beneficial for you whilst you study

Step 5: DSA2 Letter

- ▶ After the assessment, the needs assessor will write their report and submit this to Student Finance.
- ▶ Student Finance will then send you the DSA2 letter stating the support you have been given
- ▶ The DSA2 will list the some contact details of who will provide your support
- ▶ It is your responsibility to make sure you contact the providers and to arrange your support.