

A small orange gear with the text 'DSAs' inside.

DSAs


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2017/18

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Notes to help
you complete
your application
for Disabled
Students'
Allowances

These notes will help you answer the questions on the application form and tell you what evidence you need to send and whether it needs to be photocopies or originals.



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

Visit **www.gov.uk/studentfinance**



How can I contact you?

- Contact us on **0300 100 0607** or by textphone on **0300 100 0622**.



Alternative formats

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



Section 1 **Personal details**

Notes **n**

Identity evidence details

b2 If your passport expiry date has passed you will need to send your original UK birth or adoption certificate and a completed Birth/Adoption Certificate form. The name on your passport must match the name on this form.

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

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 don't know who your debt owner is please call 0300 100 0632 for advice.

If you have any Income Contingent Repayment (ICR) loans, please call 0300 100 0611, or contact us by textphone on 0300 100 0621, for advice.

Armed Forces

d You may be eligible for support to study a distance learning course outside of the UK if you or your family member (who you live with) is currently serving overseas 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 overseas
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving overseas
- A dependant parent living with either;
 - A child who is a member of the UK Armed Forces serving overseas
 - The child's spouse or civil partner who is a member of the UK Armed Forces serving overseas



Section 1 **Personal details**

What you need to send

You need to send a letter confirming your name and your address (or BFPO address).

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

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

Contact details

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

If you contact the DSA team by email, you should use the email address you've told us about here.

Evidence **e**

Question	Evidence of	Evidence item requested
b3	Identity	<ul style="list-style-type: none">• Original non-UK passport.• Original Biometric Residence Permit.• Original UK birth or adoption certificate and a completed Birth/Adoption Certificate form. <p>The Birth/Adoption Certificate form is available from www.gov.uk/studentfinance or by contacting us on 0300 100 0607 or by textphone on 0300 100 0622.</p>
	Name change Required if your name has changed from that which appears on your birth certificate or passport.	<p>A photocopy of:</p> <ul style="list-style-type: none">• Change of name deed• Marriage/divorce certificate• Civil partnership/dissolution certificate



Section 3 Residence

Notes **n**

Nationality

- a1** If you have provided your UK passport information or UK 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.

- a5** 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 your academic year.

Residence status

- a6** 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 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.

- a7** '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 at **www.homeoffice.gov.uk**

a8 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.

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.



Section 3 Residence

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).

a9 Humanitarian Protection

If you or your:

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

have been granted 'Humanitarian Protection' in the UK the Home Office will have sent you or them a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, 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 Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

a10 & 11 Long residency ruling

To be eligible for support under the long residence category you must have lawful ordinary residence in the UK for the three year period before the first day of the first academic year of your course and must be resident in England. This means that you must have held a form of leave to remain issued by the Home Office for the whole of the three year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must also have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must also have lived in the UK for at least half of your life or 20 years.

You will need to send us evidence of your date of entry into the UK/residency history. We'll contact you to let you know what you need to send.

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

b4 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 3 Residence

Question	Evidence of	Evidence item requested
a1	UK nationality	<ul style="list-style-type: none">• If you have provided your adoption certificate as part of section 2, you must provide your UK passport or birth certificate to prove your UK 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 or a letter or other document.
a2	EU nationality	<ul style="list-style-type: none">• Passport or national identity card.
a4	Parent's Swiss nationality and your relationship to them	<ul style="list-style-type: none">• Your parent's passport or national identity card. Your birth certificate or equivalent.
a5	Residency of Swiss national parent	<p>One of the below provided with a signed letter from your Swiss parent stating their address and that they live(d) there on the first day of the academic year.</p> <ul style="list-style-type: none">• Bank statement• Payslip• Tenancy agreement/Mortgage statement• Utility bill• Local Authority correspondence• Government Department correspondence.
a6	European Economic Area (EEA) or Swiss nationality Employment of the EEA or Swiss national who is working, or has worked in the UK	<ul style="list-style-type: none">• Original passport or national identity card. <p>Send one of the following:</p> <ul style="list-style-type: none">• 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.• A P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK.
a7	Settled status	<ul style="list-style-type: none">• Original UK passport or a letter from the Home Office which confirms immigration status.• Original Biometric Residence Permit
a8	Refugee status Relationship to person holding Refugee status if it is not you	<ul style="list-style-type: none">• A Home Office letter and an immigration status document, normally an original passport.• Original Biometric Residence Permit• Evidence to confirm your relationship to the person who has been granted refugee status.

Section 3 Residence

Question	Evidence of	Evidence item requested
a9	Humanitarian Protection Relationship to person holding Humanitarian Protection status if it is not you	<ul style="list-style-type: none">• A Home Office letter and an immigration status document, normally an original passport.• Original Biometric Residence Permit• Evidence to confirm your relationship to the person who has been granted Humanitarian Protection status.

Section 4 About your course and your university or college

b Course name **n**

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

Course length

If you're studying part-time and want to apply for DSAs you must meet one of the following:

If you started your part-time course before 1 September 2012, you must be planning to complete your course in no more than twice the time it would take you to finish it if you were studying full-time. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 6 years studying part time.

If you start your part-time course on or after 1 September 2012, you must be planning to complete your course in no more than four times the time it would take you to finish it if you were studying full-time in order to receive support. For example, if the course you are studying takes 3 years to complete on a full-time basis, you must complete it in no more than 12 years studying part time.

Section 5 Your university or college

Notes **n**

The Equality Act 2010 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.

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. You should also include a university acceptance letter or similar confirming you've been accepted onto the course.



Section 6 Your disability

Notes **n**

- a** You meet the definition of a disability under the Equality Act 2010 if you have a physical, sensory or mental impairment which has a substantial* and long term adverse effect on your ability to carry out normal day-to-day activities (including education).
- b** If you have a specific learning difficulty and your last diagnostic assessment was 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.

*more than minor or trivial.

Evidence **e**

Question	Evidence of	Evidence item requested (only send photocopied medical evidence)
	a Physical, sensory, long term health conditions or mental health conditions	<ul style="list-style-type: none">A written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.
	Specific Learning Difficulty (SpLD) (for example, dyslexia)	<ul style="list-style-type: none">A post-16 diagnostic report, written in accordance with the 2005 SpLD Working Group Guidelines, from either: A registered psychologist or A suitably qualified specialist teacher, holding a SpLD Assessment Practicing Certificate.
	Autistic Spectrum Disorders	<ul style="list-style-type: none">A written statement or letter from a doctor or appropriate qualified medical professional which confirms a substantial and long term adverse effect on your ability to carry out normal day-to-day activities. or Statement of Special Educational Needs (SEN) issued by a Local Authority.



Student declaration **n**

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 notify SLC about 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.

Information about data sharing for bursary and scholarship purposes **n**

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 Secretary of State or 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 you may be entitled will be delayed.

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



Student declaration

Data Protection Act 1998

The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998.

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. The Secretary of State for Education is a joint Data Controller for your information.

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering.

We may share the information you have given us with other organisations including the Department for Education, other Government bodies and with your university or college for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do.

For more detailed information about how your application will be processed and with whom your information will be shared and for what purpose, go to

www.gov.uk/studentfinance

