

Disabled STUDENTS' ALLOWANCES (DSAS)

Key steps in applying for extra help for your studies

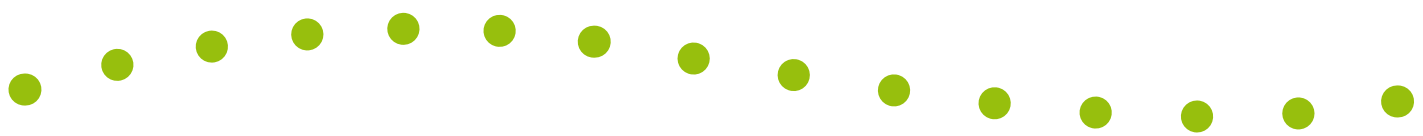
Thinking about what you're going to study, the support you'll need and how your going to pay for it?

Disabled Student Allowances (DSAs) are grants to help you with the extra course costs you might face as a result of a disability, ongoing health condition, mental health condition or specific learning difficulty like dyslexia. DSAs don't need to be paid back and can help pay for:

- specialist equipment you need for studying, like computer software;
- non medical helpers, for example, a specialist study skills tutor or notetaker;
- additional travel costs you pay as a direct result of your disability and
- other costs like photocopying or printer cartridges.

Information can be found on the following websites:
Welsh residents: www.studentfinancewales.co.uk
English residents: www.direct.gov.uk/studentfinance
Scottish residents: www.saas.gov.uk/
Northern Ireland residents: www.studentfinancenir.co.uk/

If you are a student embarking on a nursing course, please contact the Disability Office for further information on how to arrange DSAs for your course.



3 top tips to fast track your application for DSAs

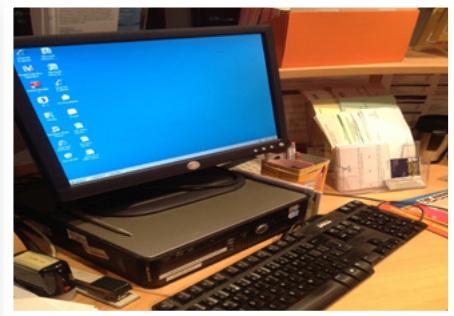
Here are the things you can do to ensure that your DSA is paid out as quickly as possible and all your support is in place by the start of term:



1:Apply now
as the application process can take around 14 weeks.



2:Book your needs assessment
as soon as you get your eligibility notification from your funding body



3:Order your equipment
and arrange your other support as soon as you get your entitlement notification.

Key steps in applying for DSAs What to do and when to do it

STEP 1

Go to one of the relevant funding body websites as listed on the previous page NOW and apply for DSAs.

The application forms and guidance notes can be downloaded from these websites.

If you have already applied for Student finance then you will need to download the shortened version of the DSA application form. If you have not applied for student finance already, are a postgraduate student or a part time student you will need to complete the long DSA form. On the longer forms you will need to get the Disability Office to complete Section 5 for you before sending the form off to your funding body. Complete the relevant DSA form and send it off to your funding body with the necessary evidence of your disability/medical condition.

Receive your eligibility notification

If you're eligible for DSAs the funding body will write to you to arrange a needs assessment to find out what equipment and support you require.

STEP 2

STEP 3

Book your needs assessment

You should book your assessment as soon as you receive notification of your eligibility. To find your nearest approved needs assessment centre go to: www.dsa-qag.org.uk

Receive your entitlement notification

Once your needs assessment report has been sent to the funding body, the funding body will then write to you to let you know if DSAs can pay for the recommended specialist equipment and support in your report. The funding body will give you instructions for ordering your equipment and arranging your support.

STEP 4

STEP 5

Arrange your equipment and arrange your other support.

After arriving at University, please book an appointment with a disability caseworker to go through your support recommendations and complete any necessary paperwork for your support arrangements. Appointments can be made by contacting Student Support Services on (01792) 602000 or by calling into the Keir Hardie building.

Start your course

STEP 6

**Disability Office
Student Support Services
Keir Hardie building
Swansea University
Singleton Park
Swansea, SA2 8PP**

**Telephone: (01792) 602000
Email: disability@swansea.ac.uk**