Application for the Disabled Students’ Allowance (DSA) for eligible students who are claiming DSA funding only – 2016-2017

The closing date for applications is 31st March 2017

Section A – reference number

If you have one, please give your SAAS reference number (this appears on all the letters we send you).

Postgraduate students (you must fill in this section)

Will you receive, for the academic year 2016-2017, a bursary or other award from a Research Council or any other UK publicly funded award making body?

Yes ☐ No ☐

If you answered ‘Yes’, you will not be eligible to apply for the Disabled Students’ Allowance from us. Do not continue with this application. Instead you should contact your funding body to discuss making an application to them.

You should fill in this form if you have a disability and have extra costs while you study. Fill in the form in CAPITAL letters using black ink. There are notes to help you fill in the form. You can download these from the ‘forms and guides’ section of our website. If you need more information, you can visit our website at www.saas.gov.uk, e-mail us at SAAS_4@gov.scot or call us on 0300 555 0505. You can get a version of our DSA literature in a format that suits your needs. Contact us on 0300 555 0505.

Data Protection Statement

Data Protection Act 1988 and fraud prevention – This Agency has a duty to protect the public funds it administers, and to this end will use and share the information you have provided on this form with other organisations for the purposes of making sure you remain eligible for funding. We will also use that information for the prevention and detection of fraud and will share this information with other bodies responsible for auditing or administering public funds for these purposes. We may request information from other organisations for the purpose of making sure you remain eligible for funding and that the level of funding we award you is correct. You should read the full SAAS privacy statement and fraud prevention statement on our website.

Who should fill in this form? (If you are not sure what form to fill in please read our DSA notes.)

Full-time students

You should fill in this form if you meet our residence eligibility conditions (see the DSA notes) and you are doing a full-time:

- undergraduate course that we support, for example, an HNC, HND, degree or equivalent qualification, but we are not paying your fees and you do not want to apply for a bursary, student loan or living-costs grants; or
- postgraduate course and you are not receiving a tuition fee loan from us.

Part-time students

You can fill in this form if you meet our residence eligibility conditions (see the DSA notes) and you are:

- working towards at least 50% of a full-time higher education qualification that we support. For example, an HNC, HND, degree or an equivalent qualification. Or you are working towards at least 50% of a full-time postgraduate qualification. For Open University students, this means at least 60 credits in each academic year; and
- following a programme of study which lasts for more than one academic year but not more than twice the period normally needed to complete a full-time equivalent qualification.
Section B – your personal details

Are you studying full-time? ☐ part-time? ☐ distance learning? ☐

National Insurance number (you must enter this if you have one).

Title (Mr/Mrs/Miss/Ms) First names Last name Name at birth, if different

Date of birth (for example 15/12/1988) Birth district (for example Edinburgh)

If you have a UK birth certificate, in which district was it issued? (you must enter this)

Full address and postcode of your permanent home (you must enter this).

Home phone number (including area code)

Mobile phone number

E-mail address

Full address and postcode of your term-time address (if this is not the same as your permanent home address) (you must enter this)

Phone number (including area code)

Bank details – please note we cannot pay any DSA without a valid bank or building society account.

Sort code Account number
Section C – Your disability or learning difficulty

If you are applying for DSA for the first time, you must send supporting evidence of your disability, or specific learning difficulty. For example, a letter from your doctor or an educational psychologist’s report.

What disability or specific learning difficulty do you have?

- I have dyslexic/dyscalculia/specific learning disability
- I have a visual impairment
- I have a hearing impairment
- I use a wheelchair or have difficulties getting around
- I have mental-health difficulties
- I have an unseen disability (for example, diabetes, autistic spectrum disorder, epilepsy or asthma)
- I have two or more of the disabilities or special needs above (please give the details below)
- I have a disability or specific learning difficulty that is not listed above (please give the details below)

If you want to give us more information about your disability, or specific learning difficulty, please do so here.

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Section D – Your residence eligibility

(You should not fill in this section if you made a successful application to us last session. If you are applying to us for the first time, or after a break in study, you must fill in this section.)

What country were you born in?

What is your nationality?

What country do you permanently live in?

Relevant date (The start date of the period you chose is your relevant date. Later questions will refer to it.)

In what period does your course begin

- 1 Aug – 31 Dec
- 1 Jan – 31 Mar
- 1 Apr – 30 Jun
- 1 Jul – 31 Jul

Ordinary residence

Have you been ordinarily resident in the UK continuously for three years immediately before your relevant date? Yes ☐ No ☐

If 'No', in which country or countries have you been living for the three years before your relevant date?

Have you been, or will you be, ordinarily resident in Scotland on your relevant date? Yes ☐ No ☐

Have you been, or will you be, living in Scotland for 1 year before your relevant date? Yes ☐ No ☐

If you are under 25 on your relevant date, what is your parents' address on that date?

If you are under 25 on your relevant date, have either of your parents been employed outside the UK at any time during the three years before that date? Yes ☐ No ☐

If ‘Yes’, in which country, or countries, have they been employed for the three years before your relevant date?

Settled status

If you are not a UK or other EU national, will you have ‘settled status’ in the UK as set out in the Immigration Act (1971) on your relevant date? Yes ☐ No ☐

If you are not a UK or other EU national, you must send us a copy of any documents you have from the Home Office that confirms your immigration or asylum status in the UK.
Section E – Your education and employment

(You should not fill in this section if you made a successful application to us last session. If you are applying to us for the first time, or after a break in study, you must fill in this section.)

Education details
It is important you give us details of your education for the entire period since you left school.

In what country was the last school you went to?  

The year you left that school  

Have you been in education at any time since leaving school?  

If ‘Yes’, please give details of any college or university where you have been a student since leaving school, including any period spent outside the UK.

Employment and unemployment details

Please give us details of your full-time and part-time employment and unemployment for the five years before your relevant date, or since you left school if this was less than 5 years ago. You must include details of any period(s) spent outside the UK.

If you do not give us full details of your education & employment/unemployment history above, we will write to you and ask you for this, which will cause a delay in us processing your application.
Section F – Your course and college/university details

Full name of the college or university you are studying at in session 2016-2017 (you must enter this).

Full qualification level and title of the course you are studying in session 2016-2017 (you must enter this).

If you are an Open University student, you only need to give us the details of the courses you will be studying this year (continue on a separate sheet if necessary).

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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Total

When will you start, or when did you start, this qualification? (Enter the month and the year)

How many years in total does it take to complete your qualification?

Which year of this qualification are you going into (first, second, and so on)?

When will you gain your qualification/degree? (Enter the month and the year)

Who is paying the tuition fees for your course?

Section G – Certificate of endorsement (This only applies to part-time students)

Your college or university must fill in this certificate.

1) I confirm that (enter student’s name)________________________ is working towards at least _____% of a full-time equivalent higher education qualification, leading to an HNC, HND degree or equivalent or postgraduate qualification*. The course starts, or started on (enter date) __________________________ at (name of institution) __________________________ under the terms of the note above.

2) The information given on this page is in line with the information the student gave to get on to this programme of study, and is correct as far as I know.

Your signature __________________________ Date _____ / _____ / _____

Your position in the institution: __________________________

*Please enter what % of the full time course the student is undertaking, for example, 75%
Section H – Your support details

Please tick one of the four boxes below.

This is my first application for DSA and I have already received a needs assessment from my college or university. (Do NOT list your requirements in the boxes below.) You must send us a copy of your assessment report with this form.

This is my first application for DSA and I would like you to arrange a needs assessment for me from an Access Centre.

If you have been assessed in the past and you require a new needs assessment, please tick here – your disability advisor must give us a covering letter explaining why you need a new assessment. (Do NOT list your requirements in the boxes below.)

I am a continuing student who has received DSA before and I would like to claim DSA for 2016-2017. (Your disability advisor should list the support you need in the boxes below. Please refer to the DSA notes for more information.)

<table>
<thead>
<tr>
<th>Basic allowance (small items)</th>
<th>Estimated cost (£)</th>
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<tr>
<td>(continue on a separate sheet if necessary)</td>
<td>Please enter an amount. Do not write “to be confirmed”</td>
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<td>Non-Medical Personal Help (NMPH) support type</td>
<td>Hourly rate (including VAT)</td>
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<td>Estimated total cost</td>
<td>£</td>
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<th>Large items of equipment</th>
<th>Estimated cost (£)</th>
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<td>(continue on a separate sheet if necessary)</td>
<td>Please enter an amount. Do not write “to be confirmed”</td>
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Section I – Declaration, agreement and student consent

Please make sure that you and your assessor or disability advisor sign the declarations below. If you do not do this, we will have to send the form back to you which will delay your application. We cannot accept forms signed by anyone other than your assessor or disability advisor.

The assessor/disability advisor at the college/university you gave us in Section B, must fill in this section.

I can confirm that in my opinion, any support that is set out in this claim is essential for this student to complete his or her course and to my knowledge, the details on the claim are correct. (you must fill in all the fields below)

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<tr>
<th>College or university the applicant will be attending</th>
<th>Name of assessor or disability advisor (print)</th>
<th>Phone number of assessor/disability advisor</th>
<th>Email of assessor/disability advisor</th>
<th>Signature of assessor/disability advisor</th>
<th>Date</th>
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You must read this section

Getting DSA funding will be quicker and easier if you agree to the statement below. We strongly advise that you tick the check box, but you do not have to, as we will process your application regardless.

I agree that SAAS, the disability advisor at my university or college, and my DSA assessor may exchange information about my application for the DSA, or other disability related funding, where this is necessary to assist in providing me with the disability support I need. This includes the ability to discuss my case with the Student Awards Agency for Scotland over the telephone.

You must sign and date this section. We may prosecute you if you give false information.

We make payments of Disabled Students’ Allowance under the Students’ Allowances (Scotland) Regulations 2007 (as amended)

- As far as I know the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for
- I agree to tell you immediately if I do not matriculate or withdraw from my course of study.
- I have read and understood the privacy statement at the start of this application on fraud and the Data Protection Act 1998. I consent to the use of information I have provided and to the collection of other information, as set out in the privacy statement. I understand you will use this information to confirm that I am and continue to remain eligible for an award and that the amount of the award is correct.
- I need to spend the amount in this form or the amount in my needs assessment report, so I can complete my course. I will send you receipts for all items that I purchase under the DSA.
- I will tell you immediately if my circumstances change in any way that might affect any amount which I have received or you have paid on my behalf.
- I understand that if I give you false information, do not give complete information, or my conduct is otherwise unsatisfactory, you may withdraw my support and you may prosecute me.
- I agree to repay any amount I have received, or that has been paid on my behalf, which is more than the award due to me.

You must sign this section

Your signature __________________________________________ Date _____/_____/_____

Check list - have you and your disability advisor:

- applied for your main support (tuition fees, loan, bursary and living-costs grants)
- Included evidence of your disability (we only need this if you are applying for DSA for the first time)
- Included a copy of your needs assessment (if it has already been carried out)
- Filled in all the sections on the form and signed the declaration on this page
- Included a supporting letter (if you are a continuing student and require a new needs assessment)