# Disabled Students’ Allowances (DSA) Application Process Guide

## What is DSA?

DSA is part of Student Finance and provides funding for specialist software and equipment, as well as specialist support such as Specialist One to One Study Skills Support which is referred to as Non-Medical Help (NMH).

## How do I apply for DSA and who can help me if I have any questions?

You can apply for DSA by following the guidance below. Your Disability Adviser can help you fill out the form during a meeting or you can [contact DDS via email](mailto:dds@qmul.ac.uk) who can also provide you with guidance.

## Medical Evidence

You will need documentary evidence in the form of a full diagnostic assessment which clearly diagnoses you with dyslexia, dyspraxia or ADHD/ADD, or a letter from a Psychiatrist or similar if you have a diagnosis of ADHD/ADD. If you don’t have either of these but would like to investigate a possible diagnosis then please fill out our [online screening questionnaire](https://qmul.onlinesurveys.ac.uk/dds-screening-questionnaire-2019)

## Fill out a DSA Application Form

Depending on your circumstances there are two different forms to fill out. This can be done in a meeting with your Disability Adviser who can give you guidance to ensure the form is completed correctly. [More information about which DSA form to complete can be found here](https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim).

### Full-time undergraduate student who have already applied for student finance

You need to fill out the “DSA1 Slim Form”. You should be able to do this by logging into your student finance account. If this is not possible then you can [download a DSA Application form](https://www.gov.uk/student-finance-forms) from the .gov website.

### Full-time undergraduate who have not applied for student finance

You need to fill out the “DSA1 Full Form” as more information is needed from you.

You can [download a DSA Application form](https://www.gov.uk/student-finance-forms) by following the steps on the .gov website:

Your disability adviser will need to sign and stamp Section 5

### Postgraduate and part-time students

You need to fill out the “DSA1 Full Form.

You can [download a DSA Application form](https://www.gov.uk/student-finance-forms) by following the steps on the .gov website.

Your disability adviser will need to sign and stamp Section 5

## Submit your DSA form and medical evidence

If you have an online account you can apply online but you will still need to send a paper copy of your evidence. For all other students you will need to submit both the application form and all evidence by post. If you fill this out in an appointment with a Disability Adviser they can scan and submit this on your behalf which can speed up the process. The exception to this is if you need to send any proof of identification, in which case we ask students to do this themselves.

## DSA1 Letter – Booking a Needs Assessment

If your DSA Application is approved you should receive a DSA1 Letter confirming this within 6 weeks.

You can now book a Needs Assessment which will involve meeting with an assessor who will recommend an individual package of support for you. This may include specialist software, equipment such as a laptop and Dictaphone and NMH support such as Specialist One to One Study Skills Support. Once this is completed, your Needs Assessor will send your Needs Assessment Report (NAR) to student finance who will process it.

These assessments take place at an [approved Assessment Centre](https://www.gov.uk/disabled-students-allowances-assessment-centre). The Disability and Dyslexia Service at QMUL has an ‘outreach’ arrangement with the University of Westminster’s ‘CLASS’ (Central London Assessment Services) assessment centre which means that QMUL students can have their needs assessments carried out at QMUL through the auspices of the CLASS assessment centre. [Information about the CLASS centre can be found here](http://www.class.org.uk).

**Students are free, however, to attend any assessment centre of their choosing.**

## DSA2 Letter

Once student finance have received your NAR they will issue you with a DSA2 letter which will tell you exactly what has been approved in terms of software, equipment and NMH support and who the suppliers are.

Once you have received this letter you can start ordering the items listed on the letter, by either calling the provider listed or emailing them with the reference number provided.

You will also be entitled to software training which you can book and organise in the same way.