

Application for the Disabled Students' Allowance (DSA) for eligible students who are claiming DSA support only 2013-2014

The closing date for applications is 31st March 2014

Section A – Reference number

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

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Postgraduate students (you must fill in this section)

Will you receive, for the academic year 2013-2014, a bursary or award from a Research Council or Board?

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 Research Council/Board to find out what support they can offer you.

You should fill in this form if you have a disability and face extra costs for studying or attending your course. **Fill in the form in CAPITAL letters using black ink.** The accompanying notes give advice about the DSA for students studying a course of higher education. **You should fill in sections A – F and section I. Your Disability Advisor or Assessor must fill in section H, I and section G (if this applies).** If you need more information, you can visit our website at www.saas.gov.uk, e-mail us at SAAS_4@scotland.gsi.gov.uk or call us on 0300 555 0505. **You can get an alternative version of our DSA literature in a format most suited to 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 ensuring you remain eligible for support. We will also use that information for the prevention and detection of fraud and will also 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 ensuring that you remain eligible for support and that the level of support awarded 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 complete 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 student loan or living costs; 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 credit points 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?

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

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Title (Mr/Mrs/Miss/Ms)

First names

Last name

Date of birth (for example 15/12/1988)

		/			/				
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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						
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Account number											
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Do you hold a valid UK **Passport**

Yes

No

If you hold a UK passport please answer the questions below:

Passport Number

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First name as it appears on your passport

Last name as it appears on your passport

Date of issue

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Date of expiry

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Section C – Your disability or learning difficulty

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 that 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 the 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 that date?

Settled status

If you are not a UK or 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 EU national, you must send us a copy of any documents you have from the Home Office that confirms your 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?

Yes

No

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.

Name of college or university and town	Dates		Course title	Full time or part time	UK/EU award-making organisation	Qualifications gained
	From	To				

Continue on a separate piece of paper if necessary.

Employment and unemployment details

Have you been employed or unemployed at any time in the five years before your relevant date?

Yes

No

If 'Yes', please give us details of your full-time and part-time employment (or unemployment) for the five years before your relevant date, including details of any period spent outside the UK.

Name of your employer or write 'unemployed'	Job title	From	To	Town where you lived

Continue on a separate piece of paper if necessary.

Section F – Your course and institution details

Full name of the college or university you are studying at in session 2013-2014 (you **must** enter this).

Full qualification level and title of the course you are studying in session 2013-2014 (you **must** enter this).

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

Course	Credit points
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 (To be filled in by part-time students only)

Your institution 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 is being undertaken e.g. 75%

Section H – Your support details

Please tick one of the three boxes below.

This is my first application for DSA and I have already received a needs assessment (see the DSA notes) 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 (see the DSA notes) for me from an Access Centre. (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 2013-14. (Your disability advisor should list the support you need in the boxes below. Please refer to the DSA notes for more information.) We can only pay for support that has been previously approved in a needs assessment.

Basic Allowance (small items)	Estimated cost (£) Please enter an amount. Do not write "to be confirmed"

Non-medical personal help (NMPH) support type (continue on separate sheet if necessary)	Hourly rate	Hours per week	Number of weeks support required	Estimated cost (please enter an amount do not write 'to be confirmed')
	£			£
	£			£
	£			£
	£			£
	£			£
Estimated total cost				£

Large Items of Equipment	Estimated cost (£) Please enter an amount. Do not write "to be confirmed"
Total	£

Section I – Declaration, agreement and student consent

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

The assessor or disability advisor at the institution you currently attend/are planning to attend 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.

College or university you will be attending _____

Name of assessor or disability advisor (print) _____

Phone number of assessor/disability advisor _____

Email of assessor/disability advisor _____

Signature of assessor/disability advisor _____ Date ____ \ ____ \ ____

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

Payments of Disabled Students' Allowance are made 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 tell you immediately if I do not matriculate or withdraw from my course
- I need to spend the amount shown in this form, or which is shown in my needs assessment report, so I can complete my course.
- I will tell you immediately if my circumstances change in any way that might affect any amount which I have received, or had paid on my behalf.
- I understand that if I give you false information, or do not give complete information, you may prosecute me and withdraw the support.
- I agree to repay any amount which I have received, or had paid on my behalf, which is more than the award due to me. I will send you receipts for all items that I purchase under the DSA.
- I have read and understood the privacy statement at the start of this application of Fraud and the Data protection Act 1988. 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.

Your signature _____ Date ____ / ____ / ____

You must read this section

Getting DSA support will be quicker and easier if you agree to the statement shown 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 institution or college, and my DSA assessor may exchange information about my application for the DSA, or other disability related support, where this is necessary to assist in providing me with the disability support I need.

Check list - have you and your disability advisor:

- Included evidence of your disability (if this is the first time you have applied for DSA)
- Included a copy of your needs assessment (if it has already been carried out)
- Filled in sections B, C and D and signed the form on page 4
- Included a supporting letter (if you are a continuing student and require a new needs assessment)

