

# Social Work Bursary: Academic year 2013-14

## Application form for Disabled Students' Allowance

If you require the bursary application pack in large print, contact Social Work Bursaries on 0300 330 1342.

**Important note:** The DSA is available to social work students in receipt of a postgraduate bursary only. If you are studying an undergraduate social work course and want to apply for support because you are disabled, details of the support available and how to apply can be found at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

## Introduction

Disabled Students' Allowances (DSAs) help pay for extra costs you may have to pay in attending your course as a direct result of your disability. The allowances can help with the cost of non-medical personal helpers, major items of specialist equipment, travel and other course-related costs.

**Please see the disabled student allowances booklet for further information.**

## Applying for DSAs

You will need to provide diagnostic evidence of your disability. If you have more than one medical condition, you should provide evidence for all of them. You cannot use the confirmation of your eligibility for Disability Living Allowance as evidence of your disability.

- If you have a physical disability or mental health disability, you will need to send us an up-to-date, original letter from your GP or specialist. The letter should detail your disability, the effect the disability has on your daily life, ability to study and whether the condition is recoverable.
- If you have a specific learning difficulty, you will need to send us a full psychologist's report. If the diagnosis was carried out before you were 16, you will also need an 'Assessment of Performance Attainment' ('top up' diagnosis).

**We will not pay the costs for providing the diagnostic evidence.**

**Important note:** You should only apply for DSA once you have had confirmation of bursary entitlement from the NHSBSA or your HEI has confirmed that you are on the bursary allocation list.

# Contacts

If you have any questions about DSAs that are not answered in these instructions, contact:

Social Work Bursaries  
Bridge House  
152 Pilgrim Street  
Newcastle Upon Tyne  
NE1 6SN  
Tel: 0300 330 1342  
Email: [nhsbsa.swb@nhs.net](mailto:nhsbsa.swb@nhs.net)  
Web: [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

## Other helpful contacts

### Equality and Human Rights Commission

Tel: 0845 6046610  
Textphone: 0845 6046620  
Email: [englandhelpline@equalityhumanrights.com](mailto:englandhelpline@equalityhumanrights.com)  
Web: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### National Union of Students (NUS)

2nd Floor, Centro 3, Mandela Street  
London NW1 0DU  
Tel: 0871 221 8221  
Fax: 0871 221 8222  
Textphone: 020 7561 6577  
Email: [nusuk@nus.org.uk](mailto:nusuk@nus.org.uk)  
Web: [www.nusonline.co.uk](http://www.nusonline.co.uk)

### The British Dyslexia Association (BDA)

98 London Road, Reading  
Berkshire RG1 5AU  
Tel: 0118 966 2677 (Administration)  
0118 966 8271 (Helpline)  
Fax: 0118 935 1927  
Email: [helpline@bdadyslexia.org.uk](mailto:helpline@bdadyslexia.org.uk)  
Web: [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

### The Dyslexia Institute

Park House, Wick Road, Egham  
Surrey TW20 0HH  
Tel: 01784 222300  
Fax: 01784 222333  
Email: [info@dyslexia-inst.org.uk](mailto:info@dyslexia-inst.org.uk)  
Web: [www.dyslexia-inst.org.uk](http://www.dyslexia-inst.org.uk)

### Royal National Institute of the Blind (RNIB)

105 Judd Street, London WC1H 9NE  
Tel: 0845 766 9999 (Helpline)  
Fax: 020 7388 2034  
Email: [E&Einformation@rnib.org.uk](mailto:E&Einformation@rnib.org.uk)  
Web: [www.rnib.org.uk/student](http://www.rnib.org.uk/student)

RNIB offers support for blind and partially sighted students studying at all mainstream HEIs. RNIB can give information and advice on study options and skills, equipment, sources of funding and careers.

### Royal National Institute for Deaf People (RNID)

19-23 Featherstone Street  
London EC1Y 8SL  
Tel: 020 7296 8000  
Fax: 020 7296 8199  
Textphone: 020 7296 8001  
Freephone voicephone: 0808 808 0123  
Freephone textphone: 0808 808 9000  
Email: [information@rnid.org.uk](mailto:information@rnid.org.uk)  
Web: [www.rnid.org.uk](http://www.rnid.org.uk)

### Skill, the National Bureau for Students with Disabilities

Chapter House, 18-20 Crucifix Lane  
London SE1 3JW  
Tel: 0800 328 5050  
(open 1.30pm-4.30pm Monday to Thursday)  
Minicom: 0800 068 2422  
Fax: 020 7450 0650  
Email: [info@skill.org.uk](mailto:info@skill.org.uk)  
Web: [www.skill.org.uk](http://www.skill.org.uk)

Skill is a useful source of information about DSAs. They have published the booklet *Disabled Students' Allowances*, which gives guidance on the evidence we need from applicants. It also contains a useful checklist if you are planning to apply for DSAs. Skill also publishes several booklets and information sheets about DSAs and applying to HEIs, which are available from their information service. They can answer enquiries about higher education and disability by phone (voice or text), letter, fax or email.

# Social Work Bursary: Academic year 2013-14

## Application form for Disabled Students' Allowance

Official Use Box

### 1 Your details

#### 1.1 About you

▶ Your bursary reference number

▶ Title ☐ Mr ☐ Mrs Other   
☐ Ms ☐ Miss

▶ Surname or family name   
First name   
Other names   
Previous names   
Date of birth  DD /  MM /  YYYY

▶ Residential address   
  
  
  
Town/city   
Postcode

Daytime phone number (  )

Mobile phone number

Email

Your bursary reference number begins with a '2' or '3'.

◀ Use your legal name, which you should also use when applying to your higher education institution (HEI).

◀ All correspondence will be sent to the address you give here.

#### 1.2 About your HEI

▶ Give the name of the HEI where you will be studying

Name of HEI

## 2 About your disability

- Use this space to describe the nature and extent of your disability. Include original supporting evidence of your disability with this application.

[illegible]

Refer to the application instructions for an explanation of what documents are acceptable as evidence of your disability.

### 3 Previous applications for DSAs

- Have you ever previously applied for DSAs?
- ☐ No *Go to section 4*
- ☐ Yes *Give details of all previous applications below*

Who you applied to such as Student Finance England or HEI	Date you applied	Outcome including details of the support you have previously received
		Continue on a separate sheet if necessary

◀ If your needs assessment was carried out within the last five years, please include a copy of your needs assessment report.

## 4 Applicant's declaration

**We cannot process your application for Disabled Student Allowance (DSA) unless every section is fully completed and the form is signed and dated.**

If your disability makes it impossible for you to sign the form we will accept the signature of someone acting on your behalf. You must provide a letter bearing the name and address that confirms the person's identity, the fact that they are acting on your behalf and a specimen signature.

- I understand that the NHSBSA cannot be responsible for meeting the costs of establishing my disability.
- I authorise the NHSBSA to use part of my Disabled Students Allowance (DSA) to pay for a Needs Assessment in higher education
- I understand that the recommendations in my Needs assessment will form the basis of my application for DSA
- I authorise the NHSBSA to confirm to the Disability Officer at my establishment and/or my assessor whether funding for an assessment of need, items of equipment and support has been approved
- I authorise the NHSBSA to contact to the Disability Officer at my establishment and/or my assessor if further information is needed to support my claim
- I authorise NHSBSA to pay the providers of my training and/or support directly
- I understand that if I do not enrol in training I will be required to refund any advance payment of DSA made to me or my nominated supplier
- I have provided full details and documentary evidence of all previous claims for DSA
- I will inform the NHSBSA of any change in my circumstances such as a change of address, course or my disability, including a decision to withdraw from my course of study
- If I am overpaid DSA for any reason I undertake to repay the excess amount
- I understand that if I give the NHSBSA false information, or fail to give complete information, I may be prosecuted, my application for student support may be cancelled and any future application may be rejected.

Full name

Signature

Date

DD / MM / YYYY

## 5 Posting your application to Social Work Bursaries

- ▶ **Keep** a photocopy of all documents sent for your own records. The NHSBSA cannot take responsibility for applications and evidence lost in the post.
- ▶ **Attach** a pre-paid, self-addressed special delivery envelope if you wish to have your documents returned to you. If you do not provide this we will return your documents by second class post.
- ▶ **Pay** the correct postage and write your name and address on the back of the envelope to avoid your mail going astray.
- ▶ **Post** your application and evidence by **special delivery** to guarantee your items are delivered to:  
Social Work Bursaries  
Bridge House  
152 Pilgrim Street  
Newcastle Upon Tyne  
NE1 6SN

- ▶ **Data Protection Act 1998**

The NHSBSA will use the information that you have provided for the processing of your application and for the prevention and detection of fraud. We may contact you to discuss your application by any methods you have provided. Your personal data will be deleted from our systems and files no later than seven years after the month in which your application is processed. We will not disclose your personal data to any third party other than:

- higher education institutions;
- local authorities;
- organisations from which you receive benefits, bursaries, grants or support;
- the Home Office;
- Student Finance England;
- the Student Loans Company; and
- HM Revenue & Customs.

We will not transfer your personal data outside of the European Economic Area.