

## Application for the Disabled Students' Allowance (DSA) for eligible students who are claiming DSA funding only –2019-2020

**The closing date for applications is 31st March 2020**

### 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 2019-2020 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](http://www.saas.gov.uk), e-mail us at [SAAS\\_4@gov.scot](mailto: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

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). We have a duty to appropriately manage public funds and we will use the information provided on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

#### 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 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?

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

Please give us details of your full-time and part-time employment and unemployment for the three 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.

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

Continue on a separate piece of paper if necessary.

**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 2019-2020 (you **must** enter this).

Full qualification level and title of the course you are studying in session 2019-2020 (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).

Course	Credits
<b>Total</b>	

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 2019-2020 (Your disability advisor should list the support you need in the boxes below. Please refer to the DSA notes for more information.)

<b>Basic allowance (small items)</b> (continue on a separate sheet if necessary)	<b>Estimated cost (£)</b> Please enter an amount. Do not write "to be confirmed"

<b>Non-Medical Personal Help (NMPH) support type</b> (continue on a separate sheet if necessary)	<b>Hourly rate (including VAT)</b>	<b>Hours each week</b>	<b>Number of weeks support required</b>	<b>Estimated cost</b> (please enter an amount do not write 'to be confirmed')
	£			£
	£			£
	£			£
	£			£
	£			£
			<b>Estimated total cost</b>	£

<b>Large items of equipment</b> (continue on a separate sheet if necessary)	<b>Estimated cost (£)</b> Please enter an amount. Do not write "to be confirmed"

## Section I – Declaration and agreement

**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)

College or university the applicant 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 \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

### Sharing Personal Information

We have reviewed how and why we process personal data for compliance under the General Data Protection Regulations (GDPR) which has replaced the Data Protection Act, 1998. As part of this review we have decided that it is no longer appropriate to ask you for consent to share your personal information, with your disability advisor at your university or college, and/or with your DSA assessor in relation to your application for Disabled Student Allowance. This is because it is necessary for us to share your personal information to effectively provide and administer financial support and to ensure that public funds are administered appropriately as required in regulations.

Under GDPR you still have rights to ensure that SAAS holds and processes your personal information fairly and in line with the data protection principles. You can find more information on these rights on the Information Commissioners website [www.ico.org.uk](http://www.ico.org.uk) or by contacting the SAAS Data Protection Officer by emailing SAAS\_Data\_Protection\_Mailbox or writing to: SAAS Data Protection Officer, SAAS, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT

**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)

- All the information I have entered and submitted on this form is complete and accurate, to the best of my knowledge and belief.
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I will inform SAAS immediately if my circumstances change in any way (including the receipt of funding from another public body) that might affect any amount which I have received, may receive or had paid on my behalf.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek repayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I will inform SAAS immediately if I do not enrol, or I withdraw from my course of study.
- I need to spend the amount awarded, so I can complete my course. I will send you receipts for all items that purchase under the DSA
- I understand that the information I have provided will be used for the prevention, detection, investigation and reporting of crime and I understand SAAS will share this information with other bodies for these purposes.
- 

**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)


## Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement and cookie policy. Our full privacy statement can be found at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). It explains more about why we need to collect your personal information and what it will be used for.

## Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Provide financial support to learners in Scotland, including assessment and payment of bursaries and grants
- Process assessment of student loans
- Appropriately managing public funds, including crime prevention, detection investigation, and reporting. Additionally, for the recovery of overpayments.
- Contributing to research and policy developments that support learners and the provision of learning support
- Statistical analysis
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection, investigation and reporting with Police Scotland, HMRC, NFI , Fraud Prevention Agencies and other organisations.

SAAS is the Controller for your personal information acting on behalf of Scottish Ministers. We collect, hold and process personal information because:

- the processing is necessary for the performance of a task carried out in the public interest; or
- in the exercise of official authority vested in SAAS

This is outlined in legislation that governs student support in Scotland. This is a valid condition of processing as outlined under Article 6 of the General Data Protection Regulations.

## What Information we collect

We collect information in a variety of ways including paper and online forms, email, telephone, face to face, social media and audio recordings.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

## What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention, detection, investigation and reporting of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

If you fail to provide all the information required to assess an application for support you may not get the funding you are entitled to; if you knowingly provide incorrect information you could be investigated and reported for fraud.

## Fraud Statement

### Prevention, Detection, Investigation and Reporting of Crime

#### NFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.saas.gov.uk/fraud\\_prevention/national\\_fraud\\_initiative.htm](http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm) or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot).

### Fraud Prevention Agency Fair Processing Notice

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity.

If fraud is detected, you could be refused further funding from SAAS and certain services, finance or employment from other organisations.

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at [http://www.saas.gov.uk/privacy\\_data\\_protection\\_index.htm](http://www.saas.gov.uk/privacy_data_protection_index.htm). You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email [SAASCFT@gov.scot](mailto:SAASCFT@gov.scot). This will include further details on your data protection rights and how your information will be used by us and these fraud prevention agencies.