Who is eligible?
You may be eligible for DSA if you have one or more of these conditions:

- a long term physical health condition or disability
- a long term mental health condition
- a specific learning difficulty (e.g. dyslexia, dyspraxia, dyscalculia)

AND

you are:
- a UK student (from England, Scotland, Wales or Northern Ireland)
- a EU student who has been living in the UK for more than 3 years

If you are an **international student**, please speak to the Student Support Unit about alternative funding.

What is DSA?

DSA is a grant that may help cover the cost of support for your course that you need as a direct result of a disability, ongoing health condition or specific learning difficulty. This support can include equipment such as computer software or hardware; assistive technology training; study skills tuition; specialist mentoring; and travel costs incurred as a result of disability.

DSA is not a means-tested grant. You do not have to pay it back.

When should I apply?

Apply as soon as possible. The process can take about 14 weeks. You can apply before your course starts or during your course.
APPLYING

Step 1 - Get some medical evidence

For a physical health condition or disability or a mental-health condition, ask your GP or specialist to either write a letter or to complete the DSA evidence form. The evidence form is available at: https://www.gov.uk/disabled-students-allowances-dsas/eligibility

For a specific learning difficulty such as dyslexia, you must provide a Post-16 Diagnostic Assessment Report. The Student Support Service can advise you about the process.

Step 2 - Complete an application form

How to apply will depend on your home address. If you usually live in:

- **England**: You can apply for DSAs when you apply for student finance online. If you’ve already applied for student finance, log in to your student finance account to start your DSAs application. The application for DSAs should be on your ‘to-do list’. If it isn’t, select ‘change your circumstances’ to apply. If you don’t have an online account because you applied for student finance by post, use the DSAs paper application form available on https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim. You will be directed to “Section 4- How to apply”.

- **Scotland**: you will need to download a form from http://www.saas.gov.uk/forms_and_guides/dsa.htm and send this by post with your medical evidence

- **Wales**: you will need to download a form from http://www.studentfinancewales.co.uk and send this by post with your medical evidence

- **Northern Ireland**: you will need to download a form from http://www.studentfinanceni.co.uk and send this by post with your medical evidence

Make sure you use the correct form:

- **DSA1 slim** if you’ve already applied for other student finance (like a Tuition Fee Loan)
- **DSA1 full** you’re only applying for DSA and no other student finance. Section 5 of DSA1 full form needs to be completed by the Student Systems and Records Office in Bramber House.
GETTING SUPPORT

Step 4 - Arrange a needs assessment

Wait for the approval letter.
Your DSA Funding Provider will send you an approval letter to let you know if you qualify for Disabled Students' Allowances.

Contact an Access Centre to book your needs assessment.
Your approval letter will offer information about how to find your nearest Access Centre.

There is an Access Centre on campus: Sussex Regional Access Centre (SRAC) in Lancaster House
Tel: 01273 678497. http://www.sussex.ac.uk/srac/

For a full list of Access Centre or to find your nearest Access Centre, you can use the search engine available on:

You will have a meeting with an assessor to discuss your needs. The assessor will then write a report with their recommendations. Their report will include the costs for support and equipment and details of suppliers.

Step 5 - Put the support in place

Wait for your Needs Assessment Report AND entitlement letter
A copy of the report will be sent directly to you. You will also receive a second letter confirming what you are entitled to. This is called a DSA2 letter.

Once you have received both documents, contact the suppliers listed in your DSA2 letter to arrange the support you are entitled to. We suggest you contact the Student Support Unit to discuss the recommendations. Make sure you email or bring your Needs Assessment Report and DSA2 letter to the Student Support Unit. You can arrange a telephone or face-to-face appointment by contacting SSU reception.
PhD students who are funded by a Research Council

Book an appointment with one of the Student Support Unit advisors. They will establish whether funding for a Needs Assessment can be authorised.

Wait to be invited to a Needs Assessment. If funding is authorised, you will be invited to attend a Needs Assessment at SRAC (Sussex Regional Access Centre), in Lancaster House. After you have attended, the assessor will write a report with their recommendations. A copy of the report will be sent to SSU.

Wait to receive a copy of your report. SSU will look at funding and will send you a copy of your report.

Give a copy to your School Research Coordinator You do not need to show the whole report but need to give the relevant information (e.g. recommendations and cost). The School will invoice your Research Council.

Further information is available on:
http://www.rcuk.ac.uk/skills/training/

Student Support Unit
1st Floor, Bramber House
Refectory Road
University of Sussex
Brighton  BN1 9QU

01273 877 466

studentsupport@sussex.ac.uk

webpage: http://www.sussex.ac.uk/studentsupport/