If your course is 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. You will need to attend. 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 give the relevant information (e.g. recommendations and cost). They will invoice your Research Council.

Further information is available on:

---

**Student Support Unit**

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

01273 877 466
Who is eligible? You may be eligible for DSA if you have one or more of these conditions:
- a long term 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

What is DSA (Disabled Student Allowance)?
DSA is not a means-tested grant. You do not have to pay this back.

It may help cover the cost of some specialist support. (e.g. equipment, study skills tuition; mentoring; assistive technology training, general expenses and travel costs, etc.)

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.

If you are an international student, speak to the Student Support Unit.
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 on: 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

SfE will soon be launching a new online application system for 2017/2018 so please do check their website for updates. At the time of this booklet being published, the only available option is for students to post their application and follow these steps:

- Download a form depending on your home address:
  - England: https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim. You will be directed to “Section 4- How to apply”.
  - Scotland: http://www.saas.gov.uk/forms_and_guides/dsa.htm
  - Wales: http://www.studentfinancewales.co.uk
  - Northern Ireland: http://www.studentfinanceni.co.uk

- Make sure you download the correct form:
  - DSA1 slim if you’ve already applied for other student finance (like a Tuition Fee Loan)
  - DSA1 full if you’re only applying for DSA and no other student finance. Section 5 of DSA1 full form needs to be completed by SSRO

Step 3 - send your form with your evidence

Make sure you keep a copy. Most student will need to send their form to:
Student Finance England, PO Box 210, Darlington, DL1 9HJ
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 the Disabled Students' Allowance.

❖ 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: http://www.yourdsa.com/directory/assessment-centres/

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 also 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 needs assessment report (they are also 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.